



ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

Eccleston Road, Tovil, Maidstone, Kent ME15 6QN

Tel 01622 754666 Email: office@archbishopcourtenay.kent.sch.uk

Executive Headteacher: Mrs J Ashley-Jones

Acting Head of School: Mrs S Bone

Chair of Governors: Mrs R Linn

15th July 2020

Reception Starting School - September 2020

Dear Parents/Carers of Reception Children,

We are delighted your son/daughter will be joining us in September and very much look forward to welcoming you at Archbishop Courtenay Primary School. However, due to the current Coronavirus Pandemic I would like to share our plan for the start and end of the school day. At this moment in time we do not know how long these restrictions will be in place, but please know the welfare of your children is paramount to us so we will guide you through the process every step of the way.

The plans that I am going to share with you are still in the early stages, with more risk assessments to follow over the summer. Please note that all plans could change very quickly, dependant on government guidelines so please keep an eye on our website for more information

<https://www.archbishopcourtenay.org.uk/>.

Bubbles

EYFS - Bubbles -

Wrens Class -Yr R - Mrs Eades

Jay Class- Yr R - Miss Sutherland

EYFS - Start and Finish times

Please follow the one-way system in place and adhere to *social distancing rules*.

School Marshalls will be on hand to guide and support you.

Our new Reception children will start at school on **Monday 7th September @ 8:50am**

Parents are asked to enter school with their children using the playground gate. Marshalls will be on hand to direct you to your classrooms.

During the first week of school Reception children will finish school at **12pm**.

From Monday 14th September Reception children will leave school at **3:15pm**



We anticipate children will be collected from reception, at the front of the school, during the first week and then from classrooms thereafter, however more details will be provided once the entire school community has returned to school.

- We ask that your child is accompanied to school by only one parent/carer
- Where possible, when collecting children from school, prams and pushchairs should be left in the bike shed
- Please drop off and collect your child as quickly as possible – once your child has entered their classroom we ask that you do not wait in the playground or gather outside the school gates - in order to meet the government guidelines, the school will ensure School Marshalls move families on
- Please do not arrive before your allocated time

Illness

Important – Please do not send your child to school if they have symptoms of Coronavirus

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

For more information about testing please visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

Daily Routine

Worship – Daily worship will take place in each classroom or via Zoom. The hall will not be used for whole school worship as we do not want to mix the bubbles.

Playtime –EYFS will have playtime in the Early Years outdoor area.

Lunchtime (14th September onwards) – We will offer the option of a free hot school meal. If you would like your child to have a hot school meal, please note that they will be sat in the school hall on an allocated table for their bubble. There will also be other children from other bubbles in the hall at the same time. If you would prefer your child to have their own packed lunch from home that is acceptable.



Handwashing – There will be a focus on hand washing throughout the day. This will take place in the classrooms and also after using the toilet. We will also be continuing our campaign of ‘Catch it, Bin it, Kill it’ to try and teach the children about the use of tissues for sneezing and coughing and also immediately washing their hands afterwards – wish us luck!!

Breakfast Club – We will be offering parents our breakfast club facility as we feel our hall is big enough to accommodate a mixture of children from the various bubbles and, every effort will be made to keep the children apart. If you would like to use this service, please contact Mrs Janman in the school office to book a place – 01622 754666.

Curriculum – Our priority is to settle your children into school life, so our emphasis will be on well-being. What all children will need is a sense of belonging and to know that their teacher is there to support them and keep them safe. We will take great care of them as they are as precious to us as they are to you. Enjoy your summer and try not to worry! Children are amazing and with support from you at home and the wonderful staff at Archbishop Courtenay Primary School, they will soon be settled and loving their learning.

Our environments are centred around the children and are organised and created to reflect their interests and needs. We will therefore spend the first few weeks settling your children, getting to know them and working closely with you during this time. Our curriculum is play based and children will learn and develop key skills through play based activities

Attendance

We have been asked to tell you that all children must start school in September. All of the children that have returned to school already, have had the best time, they have been happy and remained well – so I hope that you will feel safe enough to send your precious ones to us in September. We promise to look after them. However, if you have concerns about September and would like to talk it through with me personally, then please telephone the office **01622 754666** and I will endeavour to call you back as I am not based at Archbishop Courtenay Primary School until September. Alternatively, you can contact Mrs Bone, the current acting Head of School, who will be happy to speak with you also.

Hopefully, you now have a better insight as to what September will ‘look’ like. We have taken the government guidance and composed a plan that will best suit the children at Archbishop Courtenay Primary School. If you have any concerns at all then please call me or, if you prefer, email me **headteacher@archbishopcourtenay.kent.sch.uk** if. It will be vital that you have access to the school website over the summer, as things may change very quickly.

I look forward to meeting you all very soon.

Mrs Sue Heather



Headteacher

