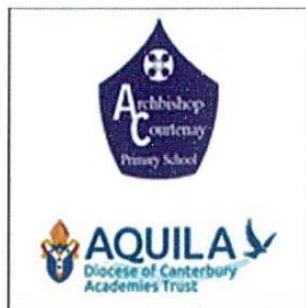




ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

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

2nd June 2020

Dear Parents / Carers

Return to School Arrangements

We are very pleased to welcome you back to school next week. Thank you for taking the time to chat to Mrs Eades and to Miss Sutherland today in order to chat through how school will be organised next week. You will have already received a visual guide to share with your child: I hope you find this useful.

I thought it would be useful to confirm the detail for arrangements in place:

- **Your Bubble Start time is 8.45 – 8.55 am**
 - It is **very important that you arrive in this time window** as there will be other Bubbles arriving after you. If you are late then you will have to queue according to our social distance markers
 - **At 8.55 am the hall door will close** in order to prepare for the next Bubble
 - **You must use the one-way system in order to enter and exit the school**
 - There will be staff outside in order to help you with this
- **If you arrive by car, you will be directed where to park by a member of staff.** You will be asked to keep your window up and to not get out of the car until directed
 - You will be able to leave the school by the steps in order to re-join your car
- **The adults leading your Bubble are Miss Sutherland and Mrs Ameida and Mrs Renjish**
- **The school remains closed to all adults. You will not be able to chat to your teachers when you drop off or collect your child. If you have a question please contact us by phone or email.**
- **Your Bubble collection time is 2pm Monday to Thursday and 11.45 am on Friday**
 - School is closed on Friday afternoons to enable deep cleaning
- **The ONLY items your child should bring are a water bottle, sun hat and a packed lunch** if you have not ordered a school one
 - These items will be spray sanitised on arrival to the school hall
- **School uniform should be worn – trainers are permitted**
 - The children will not be changing into PE kits for PE so these are not needed
- **If any child in your Bubble displays COVID 19 symptoms then you will be notified and all children in this Bubble – including adults – will be directed to self-isolate for 14 days**

We are so very eager to see the children again and we will continue to work closely with you in order to keep both you and your child's safety front and centre.

Kind regards

Mrs S. Bone

Acting Head of School

