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18<sup>th</sup> August 2020

Dear Parents/ Carers

I really hope that you all had something of a relaxing break over the summer and that you are safe and well.

I am delighted to be in a position to give you further information as to the return of all pupils to Kingsway Primary School for the new school year although, as ever, this information is subject to change following new Government advice.

At Kingsway we can operate a safe system using **class bubbles**. Although we had hoped to allow some mixed grouping within school, we are, for now, ensuring that all pupils stay within their own class bubble and with their own teachers, throughout the school day.

In order to ensure that pupils arrive and leave in the safest manner possible we are also slightly staggering the start and end of the school day.

Staggered return to school dates

- Thursday 27<sup>th</sup> August - Year 3/4 & Year 5/6 return
- Tuesday 1<sup>st</sup> September – Rest of children return
- FS phased start – follow FS timetable

Please check carefully for the year group that your child will be in to find the right information for starting times:

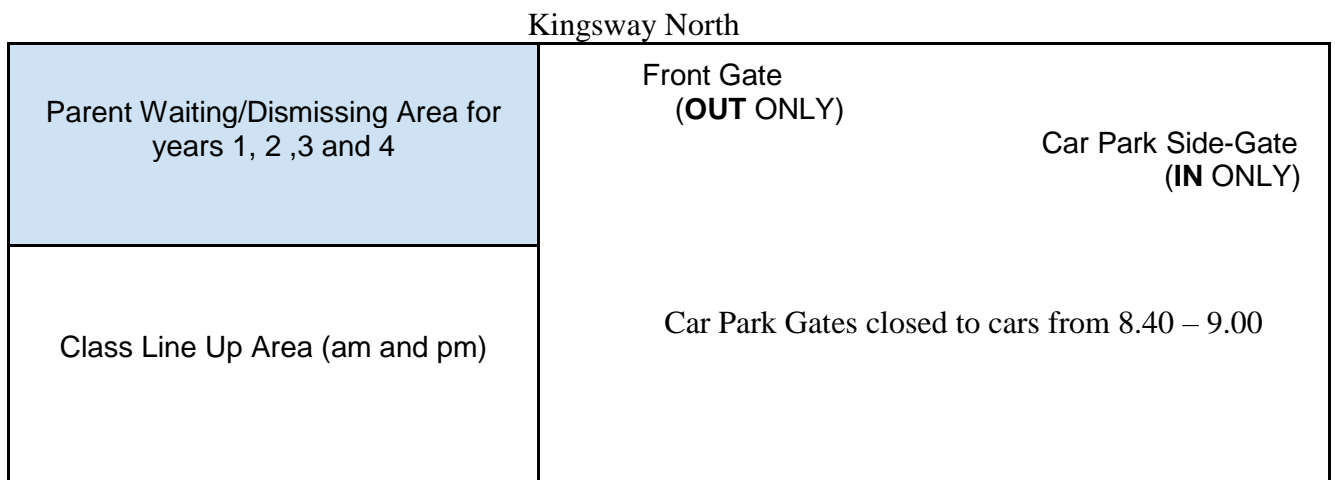
Start of the day

Year FS	<b>9:05am (Foundation Stage (FS) gate) Please check phased start letter for specific start times initially</b>
Year 1/2	<b>9:00am (Enter through the car park gate and exit through the Playground Gate)</b>
Year 3/4	<b>8:45am (Enter through the car park gate and exit through the Playground Gate)</b>
Year 5/6	<b>8.45am (FS gate, children go straight to classroom)</b>

- For ease of movement and safety in and around the premises, It is essential that only **one adult** accompanies their child/ children to and from school each day and, in order to ensure social distancing after school we would also suggest that, for the time being, even the oldest pupils should be **met by an adult each day after school.**

- Please ensure that you are **not** arriving or dropping your children off too early as gates will only be opened a few minutes prior to going in time. All adults and pupils will be met at the **CAR PARK GATE** (see diagram) by a member of staff who will direct them onto the playground for handover to the teacher.
- The front gate to school will be for **EXIT ONLY** and will be supervised by a member of staff.
- For safety reasons, **the main gates to the carpark will be closed from 8.40am until 9.00.**
- Regrettably, parents and carers are strictly **NOT** permitted to enter the classrooms or school building at any time unless by appointment or to go to the school office hatch.

#### PLAYGROUND DIAGRAM



PLEASE NOTE THAT YEAR 5/6 PUPILS ENTER SCHOOL VIA THE FOUNDATION STAGE GATE WHICH WILL BE SUPERVISED BY AN ADULT. THEY FOLLOW A ONE WAY ROUTE STRAIGHT INTO CLASS.

#### End of Day Routine

Year FS	3:00pm (FS Gate)
Year 1/2	3:20pm (car park gate) Parent to wait on top path opposite offices.
Year 3/4	3:20pm (Playground Gate) Parents to wait in marked area for child, teacher will take each class onto the playground to dismiss children
Year 5/6	3:20pm Children will leave by the FS gate unless meeting parent of younger child on main playground or outside foundation stage gate.

PLEASE NOTE THAT FOR THE TIME BEING THERE IS NO BREAKFAST OR AFTERSCHOOL CLUB.

I am sure that you will understand, in spite of our best endeavours (including a staggered return to reduce numbers) there may still be some teething problems!

Although staff have practiced these routines, we will not know how well (or otherwise) they work until we try.

All staff will be vigilant at these times so that we can be immediately aware of any difficulties and then rectify things if possible.

We would also like you to share with us any suggestions for improvements that could be made.

Please email these to [office@kingsway.org.uk](mailto:office@kingsway.org.uk) using the subject line 'Improvements' and your suggestions will be directed to the appropriate person.

There seems like a mountain of information that needs to be given to you and I am sure will be in due course, however, for the time being, here are some headline do's and don'ts regarding your child's return:

- **Full School uniform** must be worn as usual
- **No PE kit** in school (yet). A change of shoes to trainers for PE days is sufficient for the time being – once you know your PE day you can come in your PE trainers but NOT plimsolls.
- **A FLAT book bag** that will fit easily into a child's drawer (these are available to purchase from the school office for £3.50).
- Lunch and snack in a **lunchbox/bag** and a full clean **water bottle (kept in the classroom)**
- Sun hat and sun cream (if it is hot!), warm outdoor clothing and a winter hat or hood (if it is cold and rainy).
- **No large bags or rucksacks in school**
- **No mobile phones in school**
- **No bikes/ scooters in school (for the time being)**

**Under NO circumstances should you send your child to school if you suspect that they are symptomatic with Covid-19. Please do not send siblings either. Instead, please inform school immediately by telephone (do not visit the school) and we will give you further advice.**

#### Staff

Unfortunately, parents/carers will not be able to come into the school buildings at all just yet. Instead please email the class teacher with any quick notes or messages that might be necessary or to arrange a convenient time for a phone call for a longer conversation. Here is a reminder of all email addresses should you need them.

Office: Mrs Pearce and Mrs Cornes: [office@kingsway.org.uk](mailto:office@kingsway.org.uk) phone 0116 2898525

EYFS:	Pearl class -	Mrs Kennedy <a href="mailto:tkennedy@kingsway.org.uk">tkennedy@kingsway.org.uk</a> Mrs Morris <a href="mailto:emorris@kingsway.org.uk">emorris@kingsway.org.uk</a>
	Amber class -	Mrs Lakin - <a href="mailto:tlakin@kingsway.org.uk">tlakin@kingsway.org.uk</a>
Year 1/2:	Ruby class -	Miss Banks <a href="mailto:ebanks@kingsway.org.uk">ebanks@kingsway.org.uk</a>
	Coral class -	Miss Blower <a href="mailto:hblower@kingsway.org.uk">hblower@kingsway.org.uk</a>
	Topaz class -	Mrs Eardley <a href="mailto:jeardley@kingsway.org.uk">jeardley@kingsway.org.uk</a> Mrs Goodwin <a href="mailto:jgoodwin@kingsway.org.uk">jgoodwin@kingsway.org.uk</a>
Year 3/4:	Sapphire class -	Mrs Duffy <a href="mailto:aduffy@kingsway.org.uk">aduffy@kingsway.org.uk</a> Mrs Worth <a href="mailto:kworth@kingsway.org.uk">kworth@kingsway.org.uk</a>

	Onyx class -	Miss Sadler <a href="mailto:jsadler@kingsway.org.uk">jsadler@kingsway.org.uk</a>
	Jade class -	Mrs Eastgate <a href="mailto:seastgate@kingsway.org.uk">seastgate@kingsway.org.uk</a>
Year 5/6:	Diamond class -	Mrs Chaudhary <a href="mailto:schaudhary@kingsway.org.uk">schaudhary@kingsway.org.uk</a>
	Quartz class -	Mrs Brooks <a href="mailto:tbrooks@kingsway.org.uk">tbrooks@kingsway.org.uk</a>
	Moonstone class -	Miss Balwant <a href="mailto:nbalwant@kingsway.org.uk">nbalwant@kingsway.org.uk</a>

### School Dinners

Universal Free School Meals (UFSM) will be provided in the school hall for years EYFS, Year 1 and Year 2 as usual. EYFS/KS1 sandwiches will also be eaten in the main hall. All children will be seated with their class distance from other classes.

For the time being KS2 pupils will eat their sandwiches/ school meal in the classroom to avoid overcrowding.

Milk is available to order via Cool Milk, please ask the office for details.

Free school Fruit for Foundation Stage and KS1 is available as usual.

### Cleaning/ First-aid

Cleaning in school will be of the highest priority throughout the day. All toilets will be thoroughly cleaned twice each day and sanitised in between times. All classrooms and equipment will be sanitised at the end of every session/ day and hand washing/ sanitising will also be frequent and very strictly adhered to.

If a child requires any first aid, we will ensure that the correct PPE is worn by the first-aider.

### Contact Information

It is vital that we can contact you **immediately** should your child need to be collected urgently. Please ensure that we have **at least two working and up to date emergency numbers** in our records. It is also our intention to send all letters and messages to a working email address. (We will send out more information about this later).

### Finally for now...

We hope that you understand why we have had to make some difficult changes this term and that you will bear with us if there are some glitches or things that need altering in light of new advice as we go along.

We are all re-learning and adapting together in these uncertain times!

One thing is certain however, and that is that we are delighted at the prospect of welcoming all staff and pupils back at school full time. As a staff we promise that we will do everything possible to ensure the happiness, safety and well-being of your children now that they are back (or just starting!) at Kingsway and I know that we will all move forward together with positivity, resilience and compassion.

Yours sincerely

*J Olsen*

Julie Olsen

Head teacher