

Dear Parents/Carers,

Apologies that I have not be able to confirm our procedures any sooner but it is important that the decision to open more widely from the 1<sup>st</sup> June is based on a comprehensive risk assessment based on the most up to date guidance. That being said, please be aware that new guidance is sent from the government/DfE and Kent on a daily basis. I will endeavour to give you as much notice as possible, should there be any changes and thank you all, in advance, for your support and understanding should I ever need to make changes at short notice.

You will see from the table below that I have taken into consideration a gradual, safe return for pupils whilst reflecting on the needs of the school community.

**PLEASE NOTE DIFFERENT STARTING DATES AND STAGGERED DROP OFF AND PICK UP TIMES**

	Early Years Bubble 1	Early Years Bubble 2	Y1 Bubble 3	Y6 Bubble 4	Y6 Bubble 5	Keyworker Bubbles 6 & 7
<b>Year Group</b>	Early Years	Early Years	Year 1	Year 6	Year 6	Years 2-5
<b>Start Date</b>	01.06.20	01.06.20	04.06.20	08.06.20	08.06.20	
<b>Arrival</b>	9.30am	9.20am	9.10am	9.00am	8.50am	8.40am
<b>Classroom</b>	Maple	Oak	Myrtle	Acacia	Cherry	Poplar
<b>Entrance/Exit Door</b>	Junior block door onto 100 square playground	Junior block door near entrance to swimming pool	Normal Y1 entrance	Door next to Acacia classroom	Door next to Acacia classroom	Door at the back of the junior block by the nursery building
<b>Departure</b>	2.50pm Collection	2.40pm collection	3.00pm collection	3.20pm collection	3.10pm collection	3.30pm collection
<b>These times are for Monday, Tuesday, Wednesday and Thursday only</b>						
<b>FRIDAY DEPARTURE</b>	1.10pm Collection	1.20pm collection	1.00pm collection	12.40pm collection	12.30pm collection	3.30pm collection

We are able to offer breakfast (Mon – Fri) and afterschool club (Mon – Thurs) for those children in the key worker group (Year 2, Year 3, Year 4 and Year 5 only) as they will not be mixing with another bubble.

If you have children across the year groups that are attending school, please collect all your children at the earliest allotted time. Please be aware that it may take longer to release the children so they can maintain a social distance.

**You must arrive at your allotted time using the one-way system.** Only one adult dropping off and picking up to minimise the number of people onsite. I know it will be really tempting to catch up with other parents **but it is important that as soon as your child has been either dropped off or collected that you leave the school site immediately via the Hill View gate.**

**Please avoid approaching members of staff at the beginning or end of the day as they need to focus on the children that are coming into school. If it is an urgent message please keep to a social distance otherwise send an email via the [school.office@bgpschool.kent.sch](mailto:school.office@bgpschool.kent.sch) and they will pass onto the staff in your child's bubble.**

If we have informed you that your child is able to attend, we will expect to see them in school from their allotted start date and arrival time. We will follow our usual procedures and call home if your child doesn't arrive and we haven't had an email explaining their absence. If you have informed us that you will be supporting them with home-learning, we will continue to provide home-learning tasks for them to complete.

If you have any queries or questions this must be sent into the school via email [school.office@bgpschool.kent.sch.uk](mailto:school.office@bgpschool.kent.sch.uk) Do not enter the school building or approach the school office.

**Please be mindful that if numbers increase or available adults decrease for any reason then timings may have to change; it may even mean that we have to reduce the number of children we can take each day. Please ensure that if you are returning to work that your employer is aware that this flexibility is needed if we are to keep our school community safe.**

- Children will be required to wear school uniform and have a full P.E. kit. If their school shoes no longer fit, they can wear trainers. Clothes should be washed when children return from school. The wearing of school uniform will be under constant review.
- All children will be expected and encouraged throughout the day to remain a safe distance from adults and other children. This will be hard, so speak to them about this. Their initial instinct will be to hug those that they have not seen but this must not happen. We will encourage the children to wrap their arms around themselves to not only give themselves a hug but to show their feelings about their friends and staff they have missed.
- If a child presents challenging behaviour that would ordinarily require the close intervention of an adult, parents will be asked to collect their child and there will be a discussion about whether the child can safely return. Please see additional appendix to Behaviour Policy on the school website.
- If children have their own headphones can they please bring these in (labelled). The school takes no responsibility for lost or damaged items brought in so please show your child how to look after them properly. Also, how to safely insert and remove from a device.

Outdoor learning will be encouraged where possible therefore it is important that you apply **suncream** before the children arrive at school, once a day suncream would be the most suitable. Children will be encouraged to play in the shade during the hottest parts of the day. They must also bring a **named water bottle** which has a wide opening to allow it to be refilled without spillages.

Please keep an eye out for emails and updates on website. We look forward to seeing your children back in school soon.

Thank you once again for your patience and support during this difficult time.

Kind regards,

Karen Sandberg

Headteacher, Borough Green Primary