

04 November 2020
KOn/JTn/sbt

Dear Parents/Carers

I want to start by thanking you for your support as your child/ren have returned to school. We have been so pleased with the maturity of every child and their attitude towards learning. They have shown great resilience in coping with all the changes to their day and have responded positively to the new routines that have been put in place to keep them safe.

As we start Term 2, and in light of the recent Government guidance to implement a National Lockdown from Thursday 5 November we felt that it was important to review all of the plans that we put in place and have made some adjustments to ensure that children are kept safe whilst accessing high quality learning, both on and off site.

Attached to this letter are the significant updates to our KOA COVID-19 opening plans. The documents are phase specific (Guide 1: Yr R - Yr 5 / Guide 2: Yr 7 - 11).

You will see from the updates that maintaining good hand/respiratory hygiene and effective social distancing remain critical to your child's safety and that of others in our school/local community. I want to thank you in advance for the part you will play in supporting us and modelling the use of face coverings to your child in the coming weeks. I will continue to keep you well informed about any further changes to our school routines and education plans however if you have any questions about our current arrangements please contact your child's class/form tutor (first name. last name@clf.uk) or email: koa.primary@clf.uk.

Kind Regards



Katherine Ogden
Principal

WORK HARD, BE KIND

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Face Coverings

- **For all staff** - where staff feel they wish to wear a mask for any reason, we will be supporting and encouraging this to be the case. This has been the case previously, as detailed in our risk assessments, but we have reinforced this stance in light of the changing picture both Nationally and in our Secondary settings.
- **Face coverings at drop off and pick up** - we are **encouraging** that parents/carers wear face coverings at drop off and pick up. This is a further precautionary measure to reduce the chances of both transmitting and catching the virus. Our request to families to wear face coverings at this time is in line with the latest Government guidance relating to large gatherings.

Playground Safety - Drop off & Collection

This is a critical part of the day that we need your support in getting right. It is a time when many people are in the same spaces and it is only with your absolute co-operation, we can successfully mitigate risks significantly. Please adhere strictly to:

- **Staggered times:** Please **do not arrive early or late**. This will mean that there is no reason for any waiting or lingering. **The gates will be locked at 9.00am and 3.00pm.** A reminder of the times:

	Drop Off	Collection
Year R	8.30 - 8.40	2.30 - 2.40
Year 1	8.40 - 8.50	2.40 - 2.50
Year 2	8.50 - 9.00	2.50 - 3.00
Year 3	8.30 - 8.40	2.30 - 2.40
Year 4	8.40 - 8.50	2.40 - 2.50
Year 5	8.50 - 9.00	2.50 - 3.00

- **Gate drop off:** Please encourage your children to say goodbye at the gate. There will always be an adult there to welcome them in and ensure they get safely into class. This will reduce gathering on the playground.
- **Social Distancing:** 2 metres should be always maintained. Please do not gather socially.
- **Face Coverings:** We are encouraging face coverings for all adults.
- **One-way systems:** Following parental feedback we will be introducing a one-way system on the gates and along the side of the building.
- **Siblings:** We will continue to support families by allowing siblings to be dropped off (earliest time) and collected (latest time) together. Please adhere to the above measures strictly.
- Minimal adults

Extra-Curricular Clubs

There will be no after school clubs from Thursday 5 November. Please ensure you collect your child/children promptly at the end of the school day.

Wizard of Oz: Postponed

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Birthday Sweets

Please do not send in birthday sweets from tomorrow. We will hold a special 'birthday celebration' on the last Friday every month for all the children to celebrate their birthdays.

Teddy Bears Extended Provision

The latest guidance states:

Parents will still be able to access some registered childcare and other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, or for the purposes of respite care.

Volunteers & Visitors

From Thursday we will not be allowing any volunteers or visitors onto the site that are not essential to learning or keeping children safe.

If you have been volunteering, I wanted to take this opportunity to thank you for all your support. We very much look forward to inviting you back when it is safe to do so.

Room Ventilation

There is strong scientific evidence that ventilating indoor spaces well can significantly reduce the possibility of transmission. We will be routinely ventilating the building and classrooms but will balance this carefully with keeping everyone warm as the winter months approach. Please ensure your child is adequately dressed and has additional layers that they can remove or put on to keep them comfortable. **Please label everything!**

Managing Symptoms

We will continue to respond to Covid symptoms in line with our risk assessment. We would ask you continue to be vigilant about anyone who becomes unwell in your household and if you suspect symptoms relating to coronavirus you follow current government guidance.

The most important symptoms of COVID-19 are recent onset of any of the following:

- ***a new continuous cough***
- ***a high temperature***
- ***a loss of, or change in, your normal sense of taste or smell (anosmia)***

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, stay at home and arrange to have a test.

Until the test results return all members of the household should isolate.

Positive Cases

If over the coming weeks and months a child or member of staff tests positive for coronavirus, we will take the following action:

- The year group bubble affected will close
- All members of that year group bubble will isolate in line with current government guidance
- Children will be provided with home learning in line with our guiding principles wherever possible.

Track & Trace

We will have a robust track and trace system operation from Thursday meaning we can quickly establish close contacts and advise all relevant people to isolate.

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Home Learning

We have been continuing to develop our approach to home (blended) learning in preparation for children needing to learn at home for any pro-longed periods. This is a reminder of what we have in place:

Expectation	Duration	When?	What?
Emergency Pack	1-3 days	If anyone in your household develops symptoms	Learning that will bridge the gap while waiting.
Distance learning linked to class	Up to 14 days	If your child must isolate due to a close contact or positive test.	Learning that is related to what your child's class is doing. Regular contact made from a member of staff.
Bubble or school closure	14 days and beyond	If there is a positive case confirmed in The Acorn or closure sure to staffing.	Distance learning timetable that whole year group will be doing. This will consist of: <ul style="list-style-type: none"> • Live learning • Teacher feedback • Range of subjects

More information regarding these developments will follow shortly.

Reasons for hope

It is important that we balance what is happening currently by looking forward, beyond this period and remain optimistic. Please remember:

- Look after yourselves and be kind
- Remember this will not last forever
- Whether at school or at home – we are a community and will continue to support you and your families

Thank you for your continued support during this time and please do keep offering your feedback and comments.

Kind regards



Jo Thorn
Primary Phase Leader

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