



Hertfordshire County Council
KILLIGREW PRIMARY SCHOOL
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Head teacher T. Mylotte

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Dear Parents,

Return to school in September

Now that I have had further information from the Government, I can update you about the arrangements for all children returning to school in September.

Although all children are expected to return to school in September, there are many arrangements that have had to be put in place that are different to usual. I have outlined the key information below and will review this periodically to see if we can lift or need to enhance measures.

Over the past six weeks, similar arrangements have worked well and have ensured that the children and adults have had a safe return to school. The stringent measures that we have put in place for September should build on this when four times as many children and families return to school.

Attendance

- School attendance is compulsory from September for children of statutory school age.
- We are expected to record attendance, follow up absence and issue sanctions including fixed penalty notices if necessary.
- All children in Y1-Y6 are due to return to school on Thursday 3rd September.
- Children in Reception classes will start on Thursday 3rd September if they are new to the school or Friday 4th September if they have attended Killigrew Nursery this year.

Minimising Covid-19

- If children or adults have symptoms of COVID-19 or someone in your household does, or you/they have tested positive in the last 7 days, you/they must not enter the school site.
- Children who are unwell at school with a new, continuous cough, high temperature or loss or change in their sense of taste or smell will need to be collected immediately. They will be isolated from their peers until they are collected.
- The main gates will be locked once all children are on site.
- The building will be open for children, staff and essential visitors only e.g. social workers and therapists. Please use the toilet before you leave home.
- We will be continuing to adhere to robust hand and respiratory hygiene so children will wash their hands frequently. Please send your child with tissues and if they require their own soap/hand cream due to sensitivity please label these with their name.
- Please train your child to wash their hands for 20 seconds with soap and running water.

- At the time of writing, face coverings are not currently recommended in schools as the children will be in consistent bubbles and their misuse of coverings may increase the risk of transmission.

Grouping Children

- We appreciate that younger children cannot maintain social distancing so the emphasis will be on separating groups of children via use of class 'bubbles.' Older children will also be encouraged to socially distance and avoid touching staff.
- Children will be grouped in whole class 'bubbles' in YN-Y5.
- In Y6, as we stream the children for English and maths, the year group has been split into three separate bubbles. These groups will be shared with you separately.
- The bubbles will not mix with children in other bubbles so they will have separate start and finish times. The aim of this is to minimise the spread and reduce the number of children who would be asked to isolate if someone in the bubble becomes ill with COVID-19.
- We will have staggered break times and lunchtimes.
- In order to staff the lunchtimes for each bubble (and allow staff to have a break) lunchtime will be shortened to 45 minutes in KS1 and KS2.
- Children will eat their lunch in their classroom with the children in their bubble. We will therefore be able to offer a school packed lunch option initially, rather than the option of a hot school dinner.

Arrival & Departure

- In order to ensure that we can manage the children's return in as safe a manner as possible, I have allocated each bubble a staggered drop off and collection time. This is to reduce congestion at the gates, on the paths and playgrounds.
- In order to maintain social distancing, it is essential that you arrive at school at the allocated drop off and collection time only. Please do not arrive earlier or later than your slot as this will impact on the safety of others. If you arrive late you may have to wait at the gate until the people in the allocated time slot have left the premises.
- Please walk to school if at all possible.
- If children use a scooter or bike, we can store these for Y6 children during the day. Please take other bikes and scooters with you.
- Please avoid using public transport if possible.
- If you have to drive, please can I urge you not to enter West Avenue as we have children arriving and leaving between 8.30am-9.15am.
- Please arrive and leave promptly to avoid bubbles mixing.
- Gathering at the school gates is not permitted so please form a single line queue at the gates.
- Children must remain by their carer's side at all times-do not allow running and chasing games.
- TAs will be outside the building to welcome their class.
- To aid parents, siblings may arrive at the same time as their older sibling i.e. if the older child is in Y4, both children should arrive at 8.50am. The younger child should go directly to their class for a 'soft start'.
- Where there are different exit times, the child who finishes first should be picked up and the parent should line up outside the gates to wait for siblings who finish later.

Entry and Exit times

	8.30am	8.40am	8.45am	8.50am	8.55am	9.00am	9.10am	9.15am
Greenwood Park	Y6 Gp 3	5S		4K		3K		1M
West Avenue left hand gate	Y6 Gp 2	5L		4P	Reception (Sunshine)	3H	2M	
West Avenue right hand gate	Y6 Gp 1		Nursery		Reception (Rainbow)		2C	1D
Finish time (exit from the same gate)	2.45pm	2.55pm	11.45am	3.05pm	3.15pm	3.15pm	3.25pm	3.30pm
Instructions		On pick up 5S parents to assemble in top area of junior playground	Parents to assemble in Nursery playground for drop off and pick up	On pick up Y4K parents to stay in top area of junior playground	Parents and children to assemble in infant playground for drop off and pick up	On pick up Y3K parents to stay in top area of junior playground		Parents and children to gather on the grass outside the classrooms

West Avenue Collection

- To minimise crowding, we will need carers to form a queue at the gate.
- Children will line up in the school grounds with their teacher and will be dismissed from the West Avenue entrance once their carer is at the front of the queue outside school.
- If you are collecting from the field, front lawn or playground, please leave the grounds as soon as your child is dismissed in order to minimise mixing of bubbles.

Classrooms

- Classrooms in Y1-Y6 will be arranged so that children sit side by side and face the front.
- We are now permitted to have equipment and resources in classrooms but children will have some individual equipment such as pens or pencils. Children may bring their own small pencil case. (Ideal equipment would be a pencil or pen, coloured pencils, a small ruler and a glue stick.)
- Staff are required to maintain distance from the children as much as possible.
- Children should only bring essential items to school e.g. lunch box, coat and a small pencil case. If your child needs a bag this should be as small as possible.
- We are currently in discussion with Lindees and Clubkidz to evaluate the feasibility of them running the breakfast and after school clubs.
- As we have to limit interaction and sharing of rooms, P.E. lessons will take place outdoors and lunch will be eaten in classrooms. You may like to send you child with a tracksuit for P.E.

Equipment

- Your child must bring in their own packet/box of tissues.
- Your child will need a water bottle and either bring a packed lunch or order a school packed lunch (not nursery). The packed lunch box should be thoroughly cleaned each evening.
- Please do not allow your child to bring in a soft toy or playground toys.
- EYFS children should bring in a spare set of underclothes.

Other Essential Information

- For the safety of all adults and children, please ensure that you maintain a 2m distance between others at all times.
- Essential medication e.g. epipens/asthma inhalers must be brought to the office on the first day that your child attends school.
- Please continue to telephone or email the office as we are aiming to minimise face to face contact.
- If someone different will be collecting your child, it is essential that we are informed as early as possible and at the absolute latest by 11.30am as office staff will not enter classrooms other than in an emergency situation.
- If your child feels unwell, has a temperature or shows signs of illness they will be immediately isolated and must be collected promptly.
- The government has been clear that young children cannot be expected to remain 2m apart. We will put all reasonable measures in place but it is impossible to guarantee that children in all year groups, particularly EYFS and KS1 will maintain a 2m distance from their peers. Please prepare your child for the expectations before they come back to school/nursery.
- There will be no clubs on any day initially as we need to ensure that we can get all children back to school safely first. I will review this two weeks into term.

If there are any changes to this information I will update you as soon as possible. If you have any questions, do not hesitate to contact us.

Kindest regards,

Tracy Mylotte
Headteacher