



# Keyworth Primary School

Part of the Bessemer and Keyworth Federation

www.keyworth.southwark.sch.uk

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Friday 29<sup>th</sup> May 2020

## Expanded reopening update

Dear Parents/Carers,

I hope that you and your family continue to remain safe and well, and have been able to enjoy some of this lovely weather we have been having! Just to warn you in advance, this letter is arguably the longest letter that I have ever written....

Yesterday, the government confirmed that primary schools should expand their provision for children to those in Nursery, Reception, Year 1 and Year 6, beginning next week. The purpose of this letter is to provide our families with details of the arrangements that we have put in place ready for children to return on **Tuesday 2<sup>nd</sup> June**. As I said in my previous letter, **Monday 1<sup>st</sup> June will be an INSET Day** so that we can train staff in the measures that we have put in place, our risk assessment and action plans, our new staff handbook, our policy changes and to answer any questions or queries that they may have. While I will try to share as much information as I can with you in this letter, I am sure that you will appreciate that there has been much that we have had to consider and you may find that you have some unanswered questions. I ask that, unless urgent, any details not contained in this letter you ask us about from Tuesday next week.

You may well be aware of other schools in the local area that have made different plans to Keyworth in relation to allowing more children to return. All schools are required to follow the government guidelines on the expanded reopening of primary schools and create individual risk assessments (see Keyworth's website). In collaboration with the federation leadership team, school staff, governors and the local authority we have risk assessed and implemented measures that we believe will enable us to keep everyone as safe as we can. Like I have said previously, I cannot guarantee that any return to Keyworth will be completely risk-free. However, I would like to reassure our families that we have followed all of the protocols and I am confident that we will be able to provide the best level of service that we are able to.

We will be continually reviewing our procedures and making adjustments as necessary. If we are unable to safely provide a high level of care and safety for the children and staff of Keyworth, we will not hesitate in changing our plans and asking some year groups to stay at home. **It is really important that we all take responsibility in following the rules of the government and the rules that we have made at Keyworth in order that our expanded reopening is successful.**

I would like to thank you all for your support throughout the school closure and in advance for your support going forward. Please take time to read each of the sections below and familiarise yourselves and your children with the new arrangements.

### A message from the Chair of Governors

I wanted to send best wishes to all of our families and communities, as well as a big thanks for your support and co-operation so far – and I am sure that you agree with the governors about what an amazing job all the school staff have done (and continue to do) throughout this difficult time! Please bear with us, and with the senior leaders and other staff, as we work through the next steps over the coming weeks and months – our focus is on keeping the children and staff safe and we ask you to be patient and to follow all instructions which are shared with you.

The governors have reviewed and provided feedback on the risk assessment which has been prepared for the school; we are also in regular contact with the senior leadership team and with the local authority. We will keep the risk assessment under regular review, and changes to the way things are done might be needed as we receive further advice and recommendations, and when we start to welcome more children and staff into the buildings. We will need your support to help to keep everyone safe and healthy, and we look forward to starting to see things gradually get back to normal in a calm, careful and thoughtful way.

Jonathan

### Keyworth Primary School expanded reopening procedures

#### School day – arrivals and departures

To reduce the number of children arriving and leaving school at the same time, we have made changes to the timings of our school day.

Year group	Start time	End time	Arrival/departure gate
Morning Nursery	8:45am	11:45am	Gaza Street
All day Nursery	8:45am	3:15pm	Gaza Street
Reception	9:00am	3:30pm	Gaza Street
Year 1	8:45am	3:15pm	Faunce Street
Year 6	8:30am	3:00pm	Doddington Grove
Keyworker/vulnerable group	9:00am	3:30pm	Faunce Street
Keyworker/vulnerable group afterschool club	3:30pm	5:00pm	Sharsted Street

- It is really important that children arrive to school and are collected from school **on time** each day. This is to avoid too many people using the same area at the same time.
- Children must come through the designated gate as shown above. If you have several children who need to go through different gates, you will need to walk round to each individual gate (unless you have children in different year groups who have the same start and end times – contact the school).
- If a child arrives to school early, they will need to queue outside the gate 2 metres apart from other children. There are markings on the floor to help them do this. I would urge that only 1 adult per family arrives at school for drop-off and collection.

- Parents/carers/visitors are not allowed on the school site. To support this, there will be staff at each gate at drop-off and collection.
- At collection, parents/carers should wait outside their designated school gate at a distance of 2 metres apart from others, as indicated by markings on the floor. Staff will ensure a safe handover of children to their parents/carers.
- While we as a school can try to implement social/physical distancing measures on the school site, it is important that our families take responsibility for this when outside of school.
- Where appropriate, children in Year 6 should travel to and from school alone.

**Please remember that the measures that we have put in place are there to keep our families, children and staff safe. There may be some initial problems that we will need to sort out but I ask that you are patient with us. We need to work collaboratively as a school community to ensure the children have as safe and happy a return to Keyworth as possible.**

### Pods

- We are using the word *pod* to mean group/class.
- Children and staff have been allocated *pods*. These *pods* will remain together throughout the day and will not mix with other *pods*. The *pods* are in year groups except for the keyworker/vulnerable group *pods*.
- In-line with government guidelines, *pod* sizes can cater for up to 15 children but we are able to have smaller *pod* sizes at this moment in time.

### School layout and arrangements

- Pathways have been created around the school with arrows and markings to support staff and children in socially/physically distancing.
- Classrooms have been set-up to support social/physical distancing. Soft furnishings have been removed and resources have been limited. Doors and windows will remain open, where possible.
- If working at a table, children will have the sole use of the table. Individual trays and resources will also be provided, meaning children should not need to wander around the classroom e.g. children will have a tray on their table containing all of their exercise books and individual pencils, pens, rubbers etc.
- Different access points and one-way systems will be used for individual *pods* or year groups.
- Posters/images have been displayed as a reminder of effective hygiene and social/physical distancing. There are also reminders on the school gates/fences.

### School day for returning year groups

- Children who are in Nursery, Reception, Year 1 and Year 6 who are returning to school need to be in school every day.
- Initially, Keyworth staff will be spending time showing the children the new school arrangements and systems. Children will have the opportunity to discuss their thoughts and feelings, and to ask questions. There will be lots of lessons to start with aimed at supporting children's mental and physical wellbeing.

- English writing, reading and Maths lessons will take place each morning throughout the school. During the afternoon, the main focus will be on having fun through learning and play. Activities will include PE, outdoor Science, arts and crafts etc.

### Hygiene and safety

- Throughout the day there will be timetabled, supervised handwashing times. Hand sanitiser is also available throughout the school.
- Where possible, we have designated specific toilets to each *pod* or year group. These will be inspected and cleaned throughout the day by the premises team.
- Each classroom area has been provided with lidded bins, tissues and paper towels.
- Each classroom area has been supplied with cleaning materials. Staff have been instructed to ensure regular cleaning of equipment and areas takes place.
- The premises team will clean handles, bannisters and doors throughout the school day.
- At the end of each school day, the school will be cleaned by our cleaners.

### School lunch

- Our catering team will be providing packed lunches each day. I have asked that they 'get creative' with what they provide so that the children can have a range of food items across each week. These will be delivered to the children to eat in their classrooms or in an outside space. Children will eat in their *pod* groups only.
- Children can bring in their own packed lunches, but any containers must be taken home and thoroughly cleaned each day.

### Items from home

- Children in Year 6 will be allowed to bring their bikes/scooters to school as they may well be travelling alone. These should be stored in the scooter/bike area by Doddington Gate. All other children are not allowed to leave their bike/scooters on the school premises.
- Packed lunches are allowed but containers must be taken home and cleaned each day.
- As part of our risk assessment and action plan, we have sealed off water fountains. Children are encouraged to bring their own labelled water bottles to school, if they have them. These should be taken home and washed thoroughly each day. Individual labelled cups will be provided for children who do not have a water bottle. Drinking water will be readily available in all classrooms.
- Children should not bring PE kits to school.
- Children should not bring book bags to school as we will not be sending books home. Children should still read regularly but can do so either by using their own books or by using e-books on the following FREE website: <https://home.oxfordowl.co.uk/books/free-ebooks/>. Many of the books on this website are from reading schemes that we use in school and are organised by age and coloured bands.
- You should apply sun cream before a child arrives at school. This is important as the children will be spending as much time as possible learning outside.

### School uniform

- Children are encouraged to wear school uniform, where possible. However, all children must come to school wearing clean clothes each day. Therefore, if your child does not have clean school uniform to wear on any given day, they are able to wear clean clothes that they would usually wear at home. However, I do ask that items of home clothing are as plain as possible.
- As the children will be outside for much of the day and having PE lessons most afternoons, they should wear trainers to school or similar footwear appropriate for exercise and physical activity.

### Behaviour policy update

- Keyworth's behaviour policy has largely stayed the same with children receiving rewards for good behaviour and sanctions for not so good behaviour. However, rewards and sanctions will now take place within a *pod*.
- There are new expectations in relation to children following the measures that we have put in place e.g. moving around the school, hygiene and handwashing, following social/physical distancing procedures etc.
- Children will not be punished for unintentionally not following social/physical distancing measures but will instead be gently reminded of the expectations.
- All incidents of a child knowingly and seriously breaking social/physical distancing guidelines (e.g. spitting/breathing in another child's face/making threats in relation to contamination, for example) will be taken extremely seriously. These incidents will result in a child not being able to come to school.

### Safeguarding update

- The safeguarding of our families continues to be a key priority for Keyworth. We will remain in contact with some families who have chosen not to or are unable to return to school at this time. Please do not feel offended if a member of school staff calls to check-in with you and to speak to your child.
- If you have any safeguarding concerns, you can call the school and ask to speak to the *Designated Safeguarding Lead*, whether it is concerning your child or about any other pupil from the school. You can also email [office@keyworth.southwark.sch.uk](mailto:office@keyworth.southwark.sch.uk) with the subject *FAO safeguarding lead*.

### School office

- As parents/carers are not allowed on the school premises, you will not be able to physically access the school office. To contact the school office, you can either call or email: [office@keyworth.southwark.sch.uk](mailto:office@keyworth.southwark.sch.uk).
- If a parent/carer needs to contact a teacher or senior leader, they should either call or email the school office. This information will then be passed on to the member of staff who will then get in contact with the parent/carer.
- The school office will still communicate with parents/carers as previously in relation to incidents of accident or injury.
- For communication to be effective, it is really important for parents/carers to regularly check their emails and the school website.

### Breakfast Club

- We will not be offering any Breakfast Club provision.

### Afterschool Club

- Afterschool Club will only be offered to the children of Keyworth keyworkers and vulnerable children.
- Afterschool Club will end at 5:00pm each day.
- Children should be collected from the Sharsted Street entrance as usual.

### Children of keyworkers and vulnerable children (Years 2-5)

- For children in Years 2-5, we will continue our provision for the children of keyworkers and vulnerable children. Children in this group should only attend school on days where it is not possible for them to remain at home.
- The structure of the day will be similar to the structure that has been provided during the last few weeks with a mixture of learning in the morning and creative during the afternoon.
- It is extremely important that we know the days each child will be attending so that our arrangements are suitable.

### Social story

- Kristin created a social story to support the transition back to Keyworth and to explain to the children some of the changes that have taken place. This was sent to all families yesterday for you to share with your children to help prepare them for a return to Keyworth.

### Home learning

- Our current plan is for teachers to provide learning for children who will be attending Keyworth and for those who are not, while trying to balance teachers' workload. We will continue to use *Google classroom* to provide online learning with some changes to several year groups:
  - For children in Years 2-5, we will continue to provide the same structure of lessons each week;
  - For children who are able to return to school, we will provide a streamlined version of lessons with teachers uploading PowerPoints/worksheets that are being used in class but without the videos/voiceovers.
- Our home learning provision is subject to review as I need to ensure that it is manageable for our teachers who will be providing in-school learning too.

### Returning to Keyworth procedure

- If your child is in Nursery, Reception, Year 1 or Year 6 and you have said no to a return to Keyworth at this moment in time but change your mind, please contact the school with a few days' notice so that we are able to make appropriate plans and adjustments.
- Returning children will be able to do so on the Monday of each week.
- If we have any updates on other year groups returning, we will of course contact our families.

As you can see, much planning and preparation has gone into Keyworth being ready to open to a wider group of children. We have followed the guidance provided to us and have actioned what we believe to support the return of a greater number of children to school. **Our main priority at this time is to protect our staff, children and families so I would like to remind you of the importance of everyone following**

**the government guidance regarding lockdown and to follow all procedures that we are implementing in school.** As I keep repeating, a return to Keyworth at this time is parental choice and as a school we can only work to reduce the risk of infection when children return and not eliminate it.

### Coronavirus information

The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell.

#### Main symptoms

The main symptoms of coronavirus are:

**high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

#### Staying at home if you have symptoms (self-isolation)

If your symptoms are mild you must not to leave your home. This is called self-isolation.

- ❖ Anyone with symptoms must self-isolate for 7 days from when their symptoms started.
- ❖ Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms.

Further information: <https://www.gov.uk/coronavirus>

**Children should not be in school if they have symptoms of the Coronavirus.**

### Wellbeing of children and families (Coronavirus)

Please see below some further support in managing wellbeing and anxieties:

<https://www.camhs-resources.co.uk/coronavirus>

<https://childmind.org/coping-during-covid-19-resources-for-parents/>

<https://www.nspcc.org.uk/keeping-children-safe/coronavirus-advice-support-children-families-parents/>

<http://keyworth.southwark.sch.uk/home-learning/> (scroll to the bottom)

Wishing you a wonderful weekend and I look forward to seeing some of you and your children next week!

Ray Capper

Head of School