



Kirtlington  
C.E. School

**Kirtlington C E School**  
**Heyford Road**  
**Kirtlington**  
**Oxon OX5 3HL**  
**Telephone (01869) 350210**

**E-mail:** [office.3500@kirtlington.oxon.sch.uk](mailto:office.3500@kirtlington.oxon.sch.uk)  
**Website:** [www.kirtlington.oxon.sch.uk](http://www.kirtlington.oxon.sch.uk).

16<sup>th</sup> July 2020

## **Covid 19 School plan to open in September**

Dear Parents,

The government's plan is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. The government guidance sets out the actions schools should take to minimise the risk of transmission of coronavirus (COVID-19) in their school, endorsed by Public Health England (PHE), and includes how the Department for Education (DfE) expects schools to operate in this new context.

### **Prevention**

From September 3<sup>rd</sup>, it will be imperative that any pupils, staff or adults do not come into school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. If anyone develops these symptoms during the school day, they will be sent home and we will need you to pick up your child immediately.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will also be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and they should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision and if it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, if it is an emergency, we will call 999 if we feel someone is seriously ill, injured or their life is at risk.

In order to take further preventative measures, we ask all parents to follow the guidance given on sickness protocols. Please do **not** send your child to school if they have the slightest hint of a cold, cough, sore throat or just feel 'under the weather'. This is vital for the safety and protection of all children and staff.

### **Handwashing**

Everyone in school will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](#), or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean their hands on arrival, after breaktimes, after activities, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste



Headteacher: Louise Williams

Chair of Governors: Paul Clifford

School Business Manager: Ruth Pangu

Over the summer break, we would be grateful if you could continue to remind your child to practise the above in order for us to be as safe as possible on our return to school.

### **Equipment**

We will be asking pupils to limit the amount of equipment they bring into school each day to essentials like lunch boxes, waterproof coats with hoods and PE kits (no pencil cases). At the start of term, you will receive a class newsletter which will detail your child's PE days. It may be on these days, we ask children to come to school in their PE kit for the first term. Children will need to make sure they bring in their indoor shoes and their wellington boots on the first day back to be able to participate in outdoor activities.

### **Minimise contact between individuals**

In order to be able to reduce the number of contacts between children and staff, all pupils will be kept to their class groups and reminded to maintain their distance and not touch staff or peers. In classrooms, pupils will be seated side-by-side, facing forwards, and some lessons such as singing or music may not take place during the first term. Outdoor sports/ activities will take place but distance between pupils will be maximised as much as possible.

For our new reception children, we recognise this may not be something they will be able to do in the first term but we would encourage you to explain the concept of social distancing to them before starting school. If a reception child needs adult support at any time, close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.

We will continue with the staggered start and end of day collection times as well as staggered breaktimes and lunchtimes. For early morning messages, please continue to email the school office or pass them to Mrs Pangu or myself in the car park. Teachers will contact you at the end of the day by phone should there be anything they need to discuss with you about your child.

### **Arrival/ pick up times**

Oak class will need to arrive at school for 8.35am but please collect your child at 3.00pm.

Willow class will need to arrive at school for 8.45am but please collect your child at 3.05pm.

Rowan year 1 will need to arrive at school for 8.55am but please collect your child at 3.10pm.

Rowan class Reception will need to arrive at school for 9.00am but please collect your child at 3.15pm.

We will continue to operate our 2m marked drop off/pick up system as we have been doing since 1<sup>st</sup> June via the school car park. Unfortunately, you will not be able to enter the school grounds and say goodbye to your child outside the classroom door as you were previously able to. If you feel there may be transfer issues, please email the school office so we can try and arrange a later time for you to arrive.

For all pupils to return to full time schooling, it is imperative that drop off/pick up times are adhered to. If you will be arriving **after** your allocated time, please wait until all other year groups have arrived so that a member of the team is available to support your child as they enter the school grounds.

It is also important that:

- only one parent should accompany their child to school,
- that all parents follow the one-way system and do not gather at the entrance gates
- that the pavement closest to school is left free for access and to ensure we are all able to follow the 2m social distancing guidance. Everyone's safety is important especially as we return to full capacity and we want to avoid anyone having to step out into the road in order to be 2m socially distanced.

### **Breakfast club/ after school provision**

Breakfast club will return but not immediately at the start of the autumn term. If you are interested in reserving a place, please email the school office or Emma Bradney directly at [emma.bradney@hotmail.co.uk](mailto:emma.bradney@hotmail.co.uk).

The after-school sports clubs on Tuesday and Wednesday 3-5pm, will hopefully start after half term if not before. More information will be sent out about both clubs at the start of the autumn term.

All clubs will follow the same preventative measures we follow in school. Pupils will wash hands upon arrival and frequently within the session, sit in class groups but socially distanced and where any resources are shared between pupils, they will be cleaned frequently and meticulously.



## Face masks

The information that we currently have is that anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.

## Attendance

School attendance will be mandatory again from the beginning of the autumn term. In accordance with our normal procedures, please email the school office to notify us of any child's absence. Where pupils are unable to attend school because they are complying with clinical/public health advice, we will offer remote education through our google classroom platform.

## Uniform

School uniform will be mandatory again from the beginning of the autumn term.

## School Lunches

For the first week, (3<sup>rd</sup>/ 4<sup>th</sup> September), all children will be having packed lunches. If you are in reception, Year 1, Year 2 or have a FSM, please order your school packed lunch via Parent Pay as normal. From Monday 7<sup>th</sup> September, we will be serving hot meals. For the first half of the autumn term, there will be no morning tuck shop so please provide your child with their own healthy mid-morning treat. Please remember no nut products are allowed in school.

All the same lunchtime rules will apply like no food sharing, and children will be eating in their classrooms to minimise contact between individuals around the school.

As always, we will be working hard to ensure the best provision is in place for all children and staff. We know our opening procedures since June 1<sup>st</sup> have been very successful, but we acknowledge that this is still an incredibly anxious time for everyone. If you have any questions, please email the school office and we will do our best to answer them.

Whilst this guidance is accurate to date, we realise there could be further changes to the guidance resulting in changes to our school plan.

In the meantime, we wish everyone a safe summer break.

Warm regards,

Miss Williams  
Head teacher

Paul Clifford  
Chair of Governors

## Safeguarding

If you have any urgent concerns about a child please call 999. For other concerns, please contact the MASH team on 0345 050 7666

<https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub>



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