



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

Website: www.kirtlington.oxon.sch.uk.

20th May 2020

Covid 19 School plan to reopen

Dear Parents/Carers,

From the week commencing 1 June, the government has asked primary schools to welcome back children in Reception, Year 1, and Year 6, alongside priority groups.

Keeping children and staff safe is our utmost priority. In formulating the school reopening plan, we have consulted the DfE's guidance on [implementing protective measures in education and childcare](#) settings and we will continue to follow the [advice from Public Health England](#).

The main protective measures we can take to reduce any transmissions are:

- ensure children stay within their class/group wherever possible
- continue to carry out increased cleaning of the school including classrooms, corridors,
- reducing 'pinch points' (such as at the start and end of day),
- utilising outdoor space when appropriate.

All schools are different. We are a small teaching team at Kirtlington CE Primary, and the plan which we propose is based upon the knowledge of our children, the safety of our pupils and the well-being of the teaching team, who alongside fellow key workers have already been working through extremely challenging times. One of the many challenges we face, unlike other schools, is that we have mixed, uneven numbered, year groups.

In order to be able to implement this plan, we will need all parents to follow, without exception, 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.

If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide



Headteacher: Louise Williams

Chair of Governors: Paul Clifford

School Business Manager: Ruth Pangu

if they should come back to school. Please refer to government guidance for further details of these groups.

Our plan for Reception/Year 1- Rowan Class

For the very youngest children, we feel there will need to be a period of transition from home to school.

We are proposing to welcome back Year 1 children on Monday 1st June and Tuesday 2nd June at **9.00am**. We are proposing to welcome back Reception children on Wednesday 3rd June and Thursday 4th June at 9am. This plan allows all of Rowan class children to be with their own class teacher and teaching assistant in their own classroom. We are proposing to continue this for Year 1 children on Monday 8th June and Tuesday 9th June and for Reception children on Wednesday 10th June and Thursday 11th June.

The week beginning Monday 15th June, we are proposing all Rowan class children attend school from Monday to Thursday if we feel the children have made a good transition since the 1st June. If this is successful, we will continue with this model for the week beginning Monday 22nd June, when the government proposal is for all other year groups to return.

In order to reduce transmission at the end of the day, please collect your child at **2.45pm**.

We believe this plan will enable us to evaluate the needs of the youngest children in our school effectively. It will give us valuable time to evaluate their academic as well as their social and emotional needs and help us to plan our next steps more successfully.

One of the main changes that we would like your support with, is that we will be operating a very swift drop off and pick up procedure each day. There will be a clearly signposted 2metre marked system for you to adhere to in the school car park but when the gate opens it will be imperative that you move through the one way drop/off pick up system and that your child transfers quickly over to the class teacher who will be waiting to greet them. If you are able to prepare them by practising this at home in any way, we would be very grateful. 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.

Our aim for these transition days is:

- to familiarise children with the new school rules
- to show them how to be hygienically safe in school
- to rebuild teacher-pupil relationships through games, songs and carefully designed play-based activities
- to rebuild peer relationships
- to restart phonics teaching

For our safeguarding procedures, please email the school office to notify us of your child's absence if they will not be in school on the days we are expecting them.

Our plan for Year 6

We would like to welcome back Year 6 children every day starting on Monday 1st June at **8.45am**. The children will be taught in their own classroom by Mr Protherough.



Our aims for the first three weeks in term 6 are:

- to familiarise children with the new school rules
- to show them how to be hygienically safe in school
- to rebuild teacher-pupil relationships
- to rebuild peer relationships
- to have high quality PSHE transition lessons to prepare the children for Secondary school
- to identify and teach particular gaps in the Year 6 curriculum which will be important for a successful start to secondary school. Transition meetings and discussions with our Secondary school partners have already taken place and we hope they will be able to share their transition plans with us shortly.

In order to reduce transmission at the end of the day, please collect your child at **3pm**. As previously stated, there will be a clearly signposted 2metre marked system for you to adhere to outside of school. Unfortunately, you will not be able to enter the school grounds and say goodbye to your child.

One of the main changes we would like your support with is if you could collect your child at **12.00** on Fridays. This will enable us to have time to evaluate the successes of the week and time to plan for the following week.

A very important future date is Friday 17th July at 10am when we will be holding the Year 6 Leavers assembly -although this will be in a very special and unique format which we are still planning!

For our safeguarding procedures, please email the school office to notify us of your child's absence if they will not be in school on the days we are expecting them.

Vulnerable and key worker children

We would like our vulnerable and key worker children to arrive at school at the usual time of 8.35am every day starting on Monday 1st June. In order to reduce transmission at the end of the day, please collect your child at **3.15pm** every day. The children will be taught as a new class by Mrs Saville and Mrs Vincent although they will be following the online home learning set by their relevant class teachers.

Government advice to parents

- Only one parent should accompany their child to school
- Please do not gather at entrance gates or school reception doors
- Please do not enter school site if you are displaying any symptoms of coronavirus
- Where possible, please walk to school. If you are travelling by car, please use the village hall car park.
- The government guidance is that wearing a face mask in schools is not recommended. Schools should therefore not require staff or children to wear face coverings.

For the start of term 6, there will be no breakfast or after school provision. We will inform you when it is safe to reinstate these clubs.



Home Learning Plan for Years 2,3,4,5

From **Monday 1st June**, your child will be able to access the google classroom online home learning system again.

As we reopen to some classes in the school, we would ask you to be patient with the online home learning. We will endeavour to post work by 9.30am every day but please be patient if this is not the case, especially in the first week, as we will all be adjusting to new routines and a new way of school life.

We will continue to set work for children to complete independently and to the best of their ability.

Please remember, if a child is unable to complete a task/ question, they should leave it and move onto the next task/ question so that the teacher can see what the child was able to do and plan subsequent work accordingly.

We will not be setting additional home learning which is usually set on a Friday during term time. There will also be no home learning set during half term.

Please continue to:

- set up a routine at home which involves getting up at the same time as you normally would for school and having things that you do in a regular order
- complete a maths task or English task before taking a mid-morning break
- complete a maths or English task before lunch
- try to complete topic/other work set in the afternoon in order to build up their resilience for a possible return to school in week 3 or 4 of term 6.

Attached with this letter, is a children's letter. Please take a moment to share the letter with your child. Term 6 will be a very different type of schooling, but we will continue to do our best to support all children's academic, social and emotional well-being during this time.

We have had a very short time scale to devise new procedures, to report on them and implement them. We are still working hard to ensure the best provision is in place for all children and staff. If you do have any questions, please email the school office and we will do our best to answer them. I know this return to school will be an incredibly anxious time for us all, and we will do everything we can to adhere to the guidance given and make the school as safe as it can be. We hope after reading this letter you will feel able to make an informed decision about your child's return to school.

Thank you for your continued support and patience as we charter even more unusual circumstances.

Have a safe half term break,

Warm regards,

Miss Williams
Head Teacher

Paul Clifford
Chair of Governors



Headteacher: Louise Williams

Chair of Governors: Paul Clifford

School Business Manager: Ruth Pangu

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>



Headteacher: Louise Williams



Chair of Governors: Paul Clifford



School Business Manager: Ruth Pangu

