



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.

1st March 2021

Return to school 8th March 2021

Dear Parents/Carers,

We are looking forward to welcoming the children back to school on 8th March. In order to ensure the risk of transmission of infection is as reduced as possible, we will continue to follow the DFE and PHE advice and implement the system of controls to ensure that we are creating the safest environment for children and staff.

System of controls

1.Prevention

Pupils must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

Pupils must immediately cease to attend and not attend school for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.



Headteacher: Louise Williams

Chair of Governors: Paul Clifford

School Business Manager: Ruth Pangu

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 but especially the staff.

Should your child not be attending school due to illness, please contact the school office by 9am to record your child's absence.

In line with the risk assessment, where there are two or more members of staff absent and we are unable to operate safely, we will inform you that we need to close the school. Where we can, we will operate single class closures but without putting staff at increased risk.

2. Face coverings

In order to reduce contact between staff and parents, staff will be wearing face coverings at arrival and pick up times and we would appreciate parents doing the same. Where social distancing cannot be easily maintained in school between members of staff or pupils, staff will wear face coverings.

3. Cleaning hands thoroughly

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 when they change rooms
- Be encouraged not to touch their mouth, eyes and nose

In preparation for the return to school, we would be grateful if you could continue to remind your child to practise this at home. Children with sensitive skin conditions, may bring their own sanitiser or hand cream to use after soap but this needs to be in a small plastic bag and labelled.

4. Good respiratory hygiene

We will continue to use the 'catch it, bin it, kill it' approach in school and encourage children to use a tissue or elbow when they cough or sneeze. In preparation for the return to school, we would be grateful if you could continue to remind your child to practise this at home. You are welcome to provide your child with their own small pack of tissues to keep on their desk. The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

5. Enhanced cleaning

In line with our risk assessment, we will continue to maintain an enhanced cleaning schedule around school. This includes:

- more frequent cleaning of rooms or shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- cleaning toilets regularly
- encouraging pupils to wash their hands thoroughly after using the toilet

6. Minimising contact across the site and maintain social distancing wherever possible

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 from staff or peers wherever possible. We will continue to use staggered start and finish times as well as staggered breaktimes and lunchtimes.

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 class will need to arrive at school for 8.50am but please collect your child at 3.10pm.

We will continue to operate our 2m socially distanced one way arrival/pick up system via the school car park. Whilst it will be lovely to see you all again, please can we remind you to maintain 2m distance from staff and limit all conversations for the time being.

Please remember all messages for the class teachers can be left with Mrs Pangu at the school office station, in front of the main reception in the mornings or you are welcome to email the school office. Please be assured that messages will be passed onto class teachers but there is limited office capacity to reply to every email to say this has been done.

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.

If you feel there may be transfer issues on 8th March, please notify us in advance by emailing the school office so we can try to arrange a later time for you to arrive.

Please adhere to the arrival and pick-up times. 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.

Please remember:

- 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 after arrival/pick up
- 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.

Equipment

Pupils are still not required to bring in anything from home apart from a lunch box, water bottle, a waterproof coat with hood (**no pencil cases or bags are required**). Children will need to have indoor shoes, trainers and wellington boots in school. For the time being, PE days will remain the same and children can wear their PE uniform on these days.

In line with the risk assessment, please can we remind you that no birthday food/sweets should be brought into school to share.

7. Ventilation

All rooms in school are being kept as well ventilated as possible before, during and at the end of the school day. Therefore, you may need to make sure your child comes to school with more layers under their school jumper should they mention they are cold.

Our focus until the end of term, will be to assess the children's learning stamina, learning independence and address any gaps in learning previously identified. Your class letter will provide more detailed information about the curriculum and our learning expectations.

Thank you for your continued support and we look forward to welcoming you back to school on 8th March.

Kind regards,

Miss Williams and the team

