



**Luke 10:25-37**

**'My neighbour is anyone who  
needs my help'**

Headteacher:  
*Lindsey Hermon PhD*

[tfh@keevil.wilts.sch.uk](mailto:tfh@keevil.wilts.sch.uk)  
[www.keevil.wilts.sch.uk](http://www.keevil.wilts.sch.uk)

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Dear Parent/Carer,

I hugely appreciate your patience and support for the school throughout the whole of the current crisis, but also for waiting for us over the past week to finalise our plans for the re-opening of school in September. I am sure I will have to send out more information regarding this as further things come to light or get confirmed, and I appreciate in advance your understanding regarding this. But hopefully what follows provides a comprehensive description of what and how we will manage logistics in school at the start of next academic year.

The Government is very clear that all children in all year groups will return to school full-time from the beginning of the autumn term. Attendance at school becomes compulsory again, and there will be consequences and sanctions in place for children and families for whom this dips. The Government is confident that the decreased prevalence of Covid-19 within the general population, the functioning of the NHS Test and Trace System, and the measures we are being asked to implement, mean that schools are safe places for children and staff.

The measures that we are being asked to implement in order to make our environment safe for all to return are designed to both 'prevent' and 'respond to' infection. In order to prevent infection we will need to maintain timetables within school that reduce social-mixing, continue with increased hygiene regimes and regulate the use and sharing of resources and equipment. To respond to infection effectively, we will have to adhere to isolation guidance strictly and engage with the NHS Test and Trace process.

This will affect you and your child in the following ways:

#### Daily Timetable

- We will continue having to run **staggered start and end times for the school day**, and we ask all parents to adhere to these:

	Drop-Off Time	Pick-Up Time
<b>Autumn Class</b>	8:40am	3:20pm
<b>Summer Class</b>	8:50am	3:10pm
<b>Spring Class</b>	9:00am	3:00pm
<b>Winter Class</b>	9:10am	2:50pm

- In the morning we will implement a **rolling- drop for all children**. We ask you to pull up outside school facing in the direction of travel towards Trowbridge. A member of staff will help your child out of the car and into school. You do not need to park or exit your vehicle yourself. If you need to turn round in your car in order to be pointing in the right way, please do this further into the village not right next to the school to help us ensure we keep the environment safe around the school.
- At the end of the day we ask for one adult to enter the playground at the allotted time to collect their child. Please leave the school site as quickly as possible once you have collected your child.
- If your child is eligible to use the Bulkington or Steeple Ashton Bus, you will need to confirm with Mrs Fish ([tfh@keevil.wilts.sch.uk](mailto:tfh@keevil.wilts.sch.uk)) a regular timetable for when they will travel on this. We will not be able to accommodate last minute alterations to this.

- Children will have a **fixed place** within the classroom to sit and work. They will not share this.
- Children will have their **own learning pack** of resources, such as pencils, pens, books, etc, that will not be shared with others.
- Children will **wash their hands at the beginning and end of every different activity** that they undertake during the day, most particularly before and after they use any 'shared' equipment eg. playground toys.
- **Sharing of equipment will be limited as much as possible.** Nothing will be shared between different groups, and these items will be cleaned regularly.
- Children will have **staggered break and lunch times** so that different classes will not mix in the playground.
- Children will **eat lunches in their classrooms**. We will be moving to a new food provider for this in September, and you will receive more information about this separately. Initially we will only be asking them to supply packed lunches, current regulations and the restrictions of our site mean that we cannot accommodate the serving and eating of hot food at this time. We will look to re-institute this at the earliest opportunity.
- **Frequently touched surfaces will be cleaned regularly during the school day.**
- **The school will be thoroughly cleaned every day according to Government protocols.**

### Organisation at Home

- Children are **only allowed to bring a lunch box (preferably hard plastic), water bottle, coat and book** into school. Any toys or other equipment that have been brought, will be removed by a member of staff at the rolling-drop and left in the car.
- Children are **allowed to bring a school book bag to school but we are NOT able to accept any rucksacks**. Bags and coats still have to be stored within classrooms, so we do not have space for anything beyond book bags.
- Children will be **allowed to take school books home**. However we will have to be rigorous in our procedures around this, so we will only be able to facilitate children in KS1 having their book changed once a week.
- **Home-School Contact Books will be able to travel between home and school.** These remain a good way of passing messages on to the teaching staff in your child's class.
- **School uniform should be worn as usual.** Government guidance states that nothing beyond usual washing of clothes is required, and that face masks or coverings are not recommended in schools. Children under the age of 11 also do not need to wear face masks on school transport.
- If the weather is hot and sunny, please **do not send your child with a sunhat**. We will provide shade in the playground for them. Please **apply a long-lasting sun block at home**. We will not be able to accept sun cream being sent into school or be able to re-apply this.
- **Please endeavour not to send any medication into school with your child.** If you have to do this, you will need to print a medication form from the school website (<https://www.keevil.wilts.sch.uk/website/forms/318216>). Please put the completed form and the medicine in a sealed plastic bag labelled with your child's name, and hand this to the member of staff at the rolling-drop.
- If you have any paper/letters to send into school, these can be handed to a staff member at the rolling-drop or posted into the black letter box on the front wall of the school outside Winter Class.
- **We very respectfully ask you to remember that we are being asked not to allow parents into the school at this time.** Even though this is the case currently, we do not want you to feel that we are not here for you. We would just ask that you use email and/or the phone to contact members of staff, as you will not be able to pop into the office or classrooms for a chat.
- We would ask you to be organised and **send your child into school with everything they need** at the start of the day, and to **prioritise school dropping-off and picking-up times and routines**.

## PE

- We will be unable to send children swimming or to gym at this time.
- All PE will take place in the school playground, delivered by class teachers and/or Acorn PE Coaches.
- Only non-contact sports will be played, and equipment will be carefully cleaned.
- **Children will be asked to wear their PE kit into school and for the whole day on days they will be doing PE** – class teachers will let you know when this is. No PE kits are to be brought or stored in school.

## Clubs

- **Acorn have decided that no after school clubs or wrap around care will be provided in their schools during Term 1.** This includes breakfast and after school clubs. We hope to resume these as soon as possible, but only when we can meet guidelines that ensure that we can operate these safely.

## TD Days

- We have confirmed the following as TD Days for next year:
  - Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September – start of Term 1
  - Wednesday 21<sup>st</sup> October – end of Term 1
  - Monday 4<sup>th</sup> January 2021 – start of Term 3
- This leaves us with one further day which we will organise for later in the school year. It is highly likely that the requirements we have to operate under will change over the course of next year. Therefore we feel it is sensible to have a TD Day in reserve such that we can respond as and when required in order to make sure that the school is always operating efficiently and appropriately.

## Response to Infection

- The **staff room will be our designated First Aid/Medical Room for all non-covid-19 related symptoms and/or incidents**, and we will follow the appropriate protocols in this area.
- We have a **designated Covid Isolation Bay which we will use if a child presents with covid-19 symptoms during the school day**. We will follow all Government protocols when dealing with this.
- We have a **supply of PPE in school**. This will only be used, as we have been directed, if a child is displaying covid-19 symptoms, not for routine first aid or medical treatment.
- We **do not require you to take your child's temperature every day** before sending them to school. This is not deemed a reliable means of identifying coronavirus.
- **If your child presents with covid-19 symptoms at home** (new, continuous cough and/or a high temperature and/or a change in their normal sense of taste or smell) **we would ask you to inform school and follow Government guidance on your whole household isolating**.
- **If a child presents with covid-19 symptoms within school we will ask you to come and collect them immediately**. We will also follow Government guidance which instructs us to isolate the child and maintain a distance of 2m from them. If this is not possible, staff may be required to wear PPE.
- **All children and staff who are attending an education setting need to access a covid-19 test if they display symptoms**.
- Children and staff who test negative can return to school as soon as they are well.
- **If a child or staff member tests positive for covid-19, other children and staff members with whom they have been in regular contact will be sent home and advised to isolate for 14 days**. Household members are not required to isolate unless the person they live with develops symptoms. Anyone who develops symptoms during this isolation period should have a covid-19 test.

- **Please keep school informed at all times in regards to possible covid-19 symptoms, accessing tests and results of these.**
- **We ask all children and household members to engage with the NHS Test and Trace system if required.**
- The school will inform and work with our local Public Health Protection Team if there are any positive cases within our school community. We may be asked to close the whole school temporarily by this body.

I appreciate that this will seem a very long list of requirements and procedures to follow. However, for all of you whose children have returned to school this term, you will hopefully spot that mostly we are just continuing with all we have put in place recently. Therefore you and your child should be familiar with most of it. The only significant changes are that we are able to have whole classes together as 'bubbles', and we have tweaked the drop-off and pick-up times to help this process run more efficiently.

Everyone in school is very excited and pleased that we will be able to open far more 'normally' come September. We are looking forward to seeing everyone again and the school being full of life and learning once more.

All of the teaching staff will be working hard to implement what Acorn is calling a Restoration Curriculum. This is designed to deliver the curriculum content and expectations for the year groups children will be entering in September, whilst identifying and filling any 'gaps' that remain due to the extended period children have been out of school.

If you have any questions or concerns about any of our plans for next year, or worries that are specific to your child and/or family situation, please don't hesitate to get in touch with me ([lh@keevil.wilts.sch.uk](mailto:lh@keevil.wilts.sch.uk)). I do not wish anyone to be entering the summer holidays with any queries or anxieties. It is important for you and your child that we sort these in advance, so you can all relax and enjoy the break and look forward to school starting in September.

Best wishes,  
Lindsey Hermon