

Headteacher: Mrs Lisa Newberry

29th May 2020

Dear Parent

In addition to the letter sent to you on the 22nd May 2020 and following the Government's announcement yesterday confirming that schools, colleges and nurseries are on track to begin a phased reopening, we would now like to confirm details of our school's arrangements for key worker children in Years Reception to Year 6 and non key worker children in Year Reception, 1 and 6 children.

From Wednesday 3rd June 2020, as outlined in my previous letter, based on your response to whether your child will return to school at the close of Friday 22nd May 2020, we are going to place pupils in their own separate bubble; this will enable us to keep group numbers as small as possible. Each bubble will have the same member of staff whilst they are in school and be kept separate from all other groups. The Year R & Year 1 children will be in Carleon classroom and the Year 6 in Leggan Classroom. The key worker children will be allocated to their nearest age group bubble. Again, these groups will have the same member of staff for the week. We will have staggered starts and ends to the school day; the groups will have separate playtimes and they will also have lunch in their own classroom spaces.

We have to advise to those parents who have not taken up a place now in the target year groups that because of space and staffing we cannot necessarily guarantee you a place later this term. You may have to go on a waiting list, or possibly attend another setting. Please make contact via secretary@st-keverne.cornwall.sch.uk if you would like more information on this going forward.

St Keverne Primary School will operate a flexible drop off and staggered end times to avoid overcrowding. **Please adhere to these timings as access to the school for children will not be available to pupils outside of these times. Parents & Carers are reminded that they are responsible for their own social distancing when dropping off at the school gate. We must stress to parents and carers also that no parents will be allowed onto the school site at any point unless strictly prior appointment with the head teacher.**

It is important to be clear that pupils will not be able to mix with anyone outside of their small group even at playtimes and lunchtimes.

Currently the provision will be:

Room	Age Group	Drop off Point	Drop off Time	Pick up Time	Staff
Carleon Class	YR	School Gate Enter via Carleon class entrance	8.55am-9.00 am	2.15pm	Mrs Harman & Mrs Belfield
Carleon Class	Y1	School Gate Enter via Hall entrance	9.25am-9.30 am	2.45pm	



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Leggan Class	Y6	School Gate Enter via Leggan Class entrance	9.55am-10.0 0am	3.15pm	Miss Kelly & Mrs Elliott
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Please be advised these arrangements could change in the near future.

There are measures and protocols in place to ensure the distancing is continued in the classrooms as well as we can.

If you have children in two, or more, year groups drop them off in the correct area at the earliest time indicated on the charts above.

Key worker groups will continue to operate and the same booking in procedures apply (book by Thursday evening for the following week by email - secretary@st-keverne.cornwall.sch.uk).

Again, can we reiterate that you can help us by ensuring the following guidelines are followed:

- Make sure packed lunches are easy for your child to unwrap. This must include a bottle of water as we will be unable to provide containers for drink. Also, please provide a piece of fruit for snack time.
- No hot school lunches will be available. If your child requires a school packed lunch these need to be ordered a day in advance. Please order this via the school secretary's email secretary@st-keverne.cornwall.sch.uk
- Make sure your child's uniform has clothes they can manage themselves - e.g. elasticated trousers rather than zips and buttons. Pupils will be expected to wear school uniform unless this is not feasibly practical (please email secretary@st-keverne.cornwall.sch.uk if this is the case)
- Advice that we have been given as staff members is to wash our clothes on our return from work this would be sensible advice for our pupils also.
- On sunny days, apply suncream to your child before they come to school; members of staff will not be allowed to do this. Please supply a sun hat as we hope to be outside for more time than usual.
- Talk your child through the changes they can expect. We will send photographs of the classrooms once they have been set up so that you can show them to your children.
- Arrive at school with your child during the time window above to avoid a crowd outside classrooms.
- Ensure long hair is tied back.
- Do not allow pupils to bring toys or personal belongings to school.
- Send children with a pack or box of tissues to leave in school.
- Pay for lunches in the same manner as before (parent pay, no cash please)



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- At drop off staff will collect your child from the gate at the appropriate time. Please be punctual. Please do not bring any other children to the meeting point unless they are attending and be responsible for your own social distancing.
- Please inform staff at the gate about the health of the child and other family members and if any household member is unwell with possible Covid symptoms (a high temperature, a new, continuous cough and a loss or change to sense of smell or taste) do not send your child to school.

Many thanks for your understanding and patience in this matter; we will continue you to update you of any changes via email and on the website. We are also happy to answer any further questions you may have, please email secretary@st-keverne.cornwall.sch.uk.

Kind Regards

Lisa Newberry (Executive Head)

