

Headteacher: Mrs Lisa Newberry

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22nd May 2020

Dear Parent

In addition to the letter from the Trust sent to you on the 19<sup>th</sup> May 2020, please find details of our school's arrangements for returning children in Years Reception, 1 and 6 and for the St Keverne key worker children.

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 St Keverne 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. The school will be open for all of these year groups from Wednesday 3rd June. 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.

St Keverne Primary School will operate a flexible drop off and staggered end times to avoid overcrowding. Please adhere to these timings. **Parents & Carers are reminded that they are responsible for their own social distancing when dropping off at the school gate. I must also stress to parents and carers also that no parents will be allowed onto the school site at any point unless strictly by 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.

Room	Age Group	Drop off Point	Drop off Time	Pick up Time
Carleon	YR	Carleon Class entrance	8.55am-9.00am	2.15pm
Carleon	Y1	Hall entrance	9.25am-9.30am	2.45pm
Leggan	Y6	Leggan Class entrance	9.55am-10.00am	3.15pm

There are measures in place to ensure the distancing is continued in the classrooms as well as we can and that for the younger age groups, where toilet facilities need to be shared, there are protocols in place to continue to reduce the risk of infection.

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 places will be available at St Keverne for children not in Reception, Year 1 and 6 and the same booking in procedures apply (book by Thursday evening for the following week via Sylvia - [secretary@st-keverne.cornwall.sch.uk](mailto:secretary@st-keverne.cornwall.sch.uk).)

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You can help us by ensuring the following guidelines are followed:

- Make sure home 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.
- Please provide a piece of fruit for snack time.
- 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.
- Advice that we have been 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 - £2.30 per meal unless entitled to USFM/FSM (parent pay, no cash please). Please note that only school packed lunches will be available, not cooked meals.

The government has asked us to open our schools to these year groups first and we have made these arrangements accordingly. It remains your decision as to whether you wish to take up this offer and should you decide for your child to continue to learn from home we will continue to support that with online learning material supplied by class teachers. I need to emphasise that the current provision for home-learning will change as there is now an expectation for teachers to plan home-learning and teach individual year groups in school time. This needs to be manageable and realistic. Thank you for your understanding in this matter.



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As Mrs Bryant has said in the Trust letter, there are conditions to be met for schools to open and the decision to return will be made by the government later this month. The remaining year groups will not yet be able to return although the government has expressed a wish for all primary pupils to be back for about a month before the summer break. We are happy to answer any further questions you may have, please email [secretary@st-keverne.cornwall.sch.uk](mailto:secretary@st-keverne.cornwall.sch.uk).

This plan will change in response to the uptake from parents. We will keep you informed of any changes via email and on the website during the last two days of half term. Thank you for your support and patience during this time.

Kind Regards

Lisa Newberry (Executive Headteacher)

