



**St Keverne Primary School**

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2<sup>nd</sup> June 2020

Dear Parent/Carer

We are looking forward to your child returning to school tomorrow.

Now that we have confirmation of numbers and as numbers are very low will be changing our ‘Bubble’ structure. All children (YR, Y1, Y6 & key worker children) attending will be in 1 bubble located in the school hall. Please rest assured the maximum size for a bubble is 8 pupils and we are currently below this.

With the new arrangements we have revised our drop off time & exit time & staffing arrangements:

Room	Age Group	Drop off Point	Drop off Time	Pick up Time at School Gate	Staff (on rota basis 3 days/2 days)
Hall	YR/Y1/Y6/Key worker children	School Gate	8.55am-9.00am Enter via hall entrance	3.15pm	Mrs Harman & Mrs Elliott  Miss Kelly & Mrs Belfield

***Please adhere to these timings. As staff will only have a 5 minute window to collect your child at the gate.***

**Parents & Carers are reminded that they are responsible for their own social distancing when dropping off at the school gate. We must also stress that no parents or carers will be allowed onto the school site at any point unless strictly by prior appointment with the head teacher.**

In addition to the guidance sent out on the 22<sup>nd</sup> May & 29<sup>th</sup> May can we ask that you help prepare your child for a return to a very different routine, please spend some time with them talking about the following:

- Social distances – what 2m looks like – and why it is important to stay at a distance from each other.
- Hand washing – pupils will be expected to wash hands regularly through-out the day; also each time they enter their class; before and after going to the toilet; before and after eating; and before and after using certain equipment.
- Sharing – pupils are often encouraged to share but in these new times, we will have to encourage pupils to have their own resources and not to share these.



- Staffing – please prepare your child for which members of staff they will be with and that they will not be with other staff.
- PPE - some staff may wear masks, gloves or aprons, especially if they are administering first aid. Staff will aim to do so in a manner which does not alarm the pupil but it is helpful if you can prepare them for this.
- ‘Catch it, bin it, kill it’ – please teach your child to use a tissue to blow their nose and sneeze into. If they do not have a tissue ready to sneeze into, please teach your child to sneeze or cough into crook of their arm – not hands.
- Teachers will also spend time discussing these points with pupils and regularly reminding them in an age appropriate manner.

### **We are also adopting the following Pupil Code of Conduct**

- Go straight to your room when you arrive at school
- Wash your hands regularly throughout the day
- You can talk to your friends but you must not touch them. Do not hug them or sit or stand close to them.
- Remember to use a tissue to catch your sneeze or blow your nose; put the tissue straight into the bin: ‘catch it, bin it, kill it’. Then immediately wash your hands or use the hand sanitiser.
- Do not cough or spit at, or towards anyone
- Sit where the adult in your group tells you to; do not wander about the classroom
- Keep a safe distance from others between and during lessons
- Only use the outdoors area the adult in your group tells you to; do not go into other groups’ spaces
- Do not share belongings (food, stationery, books etc) with other people and do not handle other people’s belongings.
- Only use the toilets that are allocated to your group. Only enter the toilets if there is a free cubicle. Wash hands thoroughly before you leave.
- You must tell an adult if you feel that you are suffering from a high temperature, a new continuous cough or loss or change to your sense of smell or taste.

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](mailto:secretary@st-keverne.cornwall.sch.uk).

Kind Regards.

Lisa Newberry (Executive Head)