



**Believe
to Achieve**



26th February 2021

Dear Parents and Carers,

I hope this letter greets you safe and well. I am going to share with you our plans for the reopening of Kates Hill for all pupils on March 8th. I hope this reassures you and explains as much information as possible. School will look similar to when the pupils returned in September and continue to feel slightly different initially, however once everyone has been back a few days they will be used to this 'new normal'.

Expectations

The Government have stated that all children will be expected back on March 8th and that usual processes will be followed. As a school you will already know that we follow Dudley guidelines and policies in relation to attendance. Pupils are expected to attend daily.

Behaviour

As always, we uphold our behaviour policy at all times and in light of the current situation have made adjustments which will be shared with your child when they return. Safety is a priority at all times, so I do however, want to point out that anyone endangering this will be spoken too and adaptations made where necessary.

Bubbles

Children will continue to be kept in year group bubbles to enable maximum social distancing and follow guidelines. They will not be allowed to mix with any other bubble in school and will have designated outside areas and staggered breaks and lunches.

Classroom Layout

All tables will be forward facing and a 2m distance away from the teacher work area. Each child will have an individual tray with all their books and necessary equipment in for the day, in order to limit movement around the classroom. Coat pegs will not be used. All coats and lunchboxes will stay with them in their trays.

Uniform

We are returning to full school uniform. PE kits to be brought into school on the day of PE please.

Items into School

We would like to keep this to a minimum, so we ask that only these items come into school daily:

- ❖ PE kits (when needed)
- ❖ Reading books/workbooks/diaries etc.
- ❖ Lunch boxes (if needed)
- ❖ Bottles of water

Lunches

Hot food will be served daily to all children who are universal free school meals (reception, year 1 and 2). We will also provide hot dinners to anybody in Year 3-6 who is eligible for free school meals.

If other pupils wish to purchase a hot meal they can do, but must bring in the exact money please in envelopes if you have them. School dinners cost £2.40.

Please ensure that all pupils bring in plenty of drinks throughout the day as school cannot supply these.

Illness & Track and Trace

You may be aware that all staff have the option of being tested twice weekly through a Lateral flow test. If any results come back positive we will inform you and close the bubble immediately. At the moment these tests will not be rolled out to Primary school pupils.

We will need all families to remain on board with the 'Track and Trace' system. If you are contacted, we need you to take the advice from professionals and self-isolate so it keeps us all protected.

We also need you to get tested if you, or any household member has symptoms, however mild and we need you to tell us immediately. New symptoms include sickness, runny nose, headaches and others added to the original list of continuous cough, loss of taste and smell and a high temperature. It is important in order to stop the spread of the virus in school, therefore you **MUST** take your children to be tested, however small the symptom. I will continue to be over cautious within school and close bubbles if I feel safety is compromised.

If your child is unwell, we also need you to keep them at home and seek advice. Again, you must always inform the school of the reason for absence.

If any 'bubbles' have reported cases, we will follow guidance for closing bubbles and sending pupils and staff home to follow Government guidelines for self-isolating. We will work closely with PHE (Public Health England) should this be the case.

We will be living with this virus for a long time so I hope I have your continued support in keeping everyone safe first and foremost.

Minimal Visitors

In order to protect us as a school, we will continue to minimise the number of visitors on site. Only professionals who need to be in school to work with children will be allowed on site and we will continue to meet parents virtually, on the phone or via email.

We, therefore, ask you to contact us as stated above and be aware that access to the school office will not be an option. Any visitors will be by prior appointment or agreed by Mrs Harvey.

Due to the need to keep visitors to an absolute minimum, it is very important that your child brings everything with them in the morning as we will be unable to take forgotten items, such as PE Kits, lunchboxes or homework from parents over the counter.

As you are aware, the waiting area by the school office is very small and does not allow for safe distances to be maintained if more than a couple of visitors are waiting. Therefore, you will be asked to wait outside until called in to the waiting area. Again, in order to keep everyone safe, we ask that you only come to the office if absolutely necessary and a phone call or email is not possible.

If you wish to contact to your child's teacher, please do so by using the year group email address related to your child's year group, e.g. year1@kates-hill.dudley.sch.uk or the office at info@kates-hill.dudley.sch.uk or phone the school office who will pass messages on for the most appropriate adult to get back to you.

Site Hygiene and Cleaning

We have already put into place procedures and routines that are working well. We will continue with these but again need your help in explaining, prior to pupils returning, all the expectations we have around washing hands, rules around 'Catch it, Bin it, Kill it' and so on. We will continue to remind pupils and deliver health and safety related lessons to ensure that they have a full understanding. These are examples of what we have in place:

- Onsite cleaning teams throughout the day, with areas such as toilets cleaned regularly as well as surfaces, door handles etc.
- PPE and cleaning resources in all areas
- Sanitiser stations throughout school
- One-way systems
- Designated, marked off play areas to keep bubbles separate
- Adjusted lunch and play times to reduce numbers outside at only one time.
- Staggered starts/entry and exit to the school

Breakfast Club/After School Club Provision

Sadly, breakfast club will not be in operation for a while as it would mean mixing bubbles. We will endeavour to make plans to start this provision as soon as it is safe to do so.

We will be starting some after school clubs (multisports) on March 22nd which will be outdoors only. They will be year group bubble specific and we will be in touch to let you know our plans in the next week. You will receive a letter/email week beginning March 8th however, limited places will be available.

We will also be restarting some catch up classes for pupils across the school, these could take place before school or after school and we will contact parents individually to let you know if we need your child to attend. These classes will be specific to a child's learning need and are vital for your children to catch up in line with their year group expectations.

Start and finish times and entrances

Finally, please find below the all-important times of the school day as they have been altered to ensure safe social distancing. **It is vitally important that everybody sticks to these times and entrances in order to ensure maximum safety.** Whichever entrance you come into school by, you will leave by the same one. **Please ensure that you are wearing a mask when on school premises at all times.**

Main School Gate (onto the playground, by the climbing frame)

Year 1 and 6 8.45am – 3.00pm.

Year 1 are to be brought onto the school site by one parent and drop them off at the coned area outside of Year 1 classrooms. Please leave the site quickly.

Year 6 are to be dropped off at the reception gate to enter where they will be met by their teachers and walked into school.

Year 2 8.55am – 3.15pm.

Year 2 are to be brought onto the school site by one parent and dropped off at the coned area outside the Year 2 classrooms.

Year 5 9.00am – 3.15pm

Year 5 will be dropped off at the main school gate. They will line up by the climbing frame and outdoor classroom/bandstand. Their teachers will meet them and take them in.

Side Gate (near bus lane/used for school trips)

Year 4 8.45 -3.00 pm

Year 4 will enter by themselves through the side entrance of the school and go to the MUGA where they will line up and be escorted by their teachers to their classrooms.

Year 3 9.00 – 3.15pm. Year 3 will enter by themselves through the side entrance of the school and go straight to the MUGA area where they will line up and be escorted by their teachers to their classrooms.

Back Car park Entrance (accessible via Owen Street)

Due to building work on the EYFS roof this entrance will be no longer used at present.

Main School Entrance via Office

Inclusion Pupils 9.00am – 3pm. These pupils will be greeted by their teacher and escorted to the Inclusion Room.

Nursery Side Gate Entrance (Owen Street)

Reception 9.00am – 3.00pm

Nursery am 8:30am – 11:30

Nursery pm 12.30- 3.30pm

I know there is a lot to be taken in but I am sure that you are reassured that we have organised, thought out and planned in great detail to ensure that we can get back safely and get on with learning and enjoying life at school.

The final thing to say is that this way of working will be constantly reviewed and changes made, if we see fit, in order to benefit pupils and enhance safety.

We are all adjusting and learning to live this new 'normal' and we will continue to communicate any changes and information with you. Therefore, please be sure to have our 'Parent Hub' app as this is our main form of instant communication to you (see attached communication booklet).

We have missed you all so much and we look forward to seeing you very soon.

Take good care and stay safe.

Mrs K. Harvey
Headteacher