

Believe to Achieve

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 well in advance of September to give you time to prepare. I hope this reassures you and explains as much information as possible. School will look and 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 in September 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.

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 in September. I do however, want to point out that the safety of everyone is vitally important and anyone endangering this will be spoken too and adaptations made where necessary.

Bubbles

Children will 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 in September. PE kits to be brought into school on 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 kit (when needed)
- ❖ Reading books/workbooks/diaries etc.
- ❖ Lunch box (if needed)
- ❖ Bottle of water

Lunches

There will be no hot food served until after October Half term.

We will be offering grab bag style lunches to all of those who are eligible for universal free school meals – Reception, Year 1 and Year 2, plus anybody in Years 3-6 who has free school meals.

All other pupils in the school will be expected to bring a packed lunch to school daily.

Please ensure that all pupils bring in plenty of drinks as we will not be able to provide this for them at present.

Illness & Track and Trace

We will need all families to be 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 and we need you to tell us immediately.

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.

Minimal Visitors

In order to protect us as a school, we will continue to minimise the number of visitors to 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.

If you have any anxieties before the term starts please do not hesitate to contact us.

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, this provision will not be in operation for the first half term. We will endeavour to make plans to start these provisions as soon as it is safe to do so. We will start to look at how we can help support before and after school care in a way that is safe for all and within the guidance set out to protect bubbles and staff. Thank you for your understanding with this. We will be in touch in September to see who may want places.

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.

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. Year 6 are to be dropped off at the gate to enter school themselves and go to the climbing frame area, where they will be met by their teachers and walked into school.

Year 2 8.55am – 3.15pm. Year 2 are to be brought into the school site by one parent and dropped off at the coned area outside the Year 2 classrooms.

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

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)

Year 4 D 8.45 – 3.00pm. Year 4 will enter the gates and go straight into their classrooms via their outside fire doors.

Year 5 8.50 – 3.05pm. Year 5 will enter the gates and 5M will use their fire door and 5S will be greeted by the back doors to go into school

Main School Entrance via Office

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

Back Car park gate

Reception 9.00am – 3.00pm (from Monday 7th September)

Reception Transition with parents:

Thursday 3rd Sept – RW children

Friday 4th Sept – RM children

Monday 7th Sept- RW to stay 8.40-11.40

Tuesday 8th Sept – RM to stay 8.40- 11.40

Wed 9th Sept- All children to stay for lunch 8.40-1.00pm

Thu 10th Sept- All children in full time

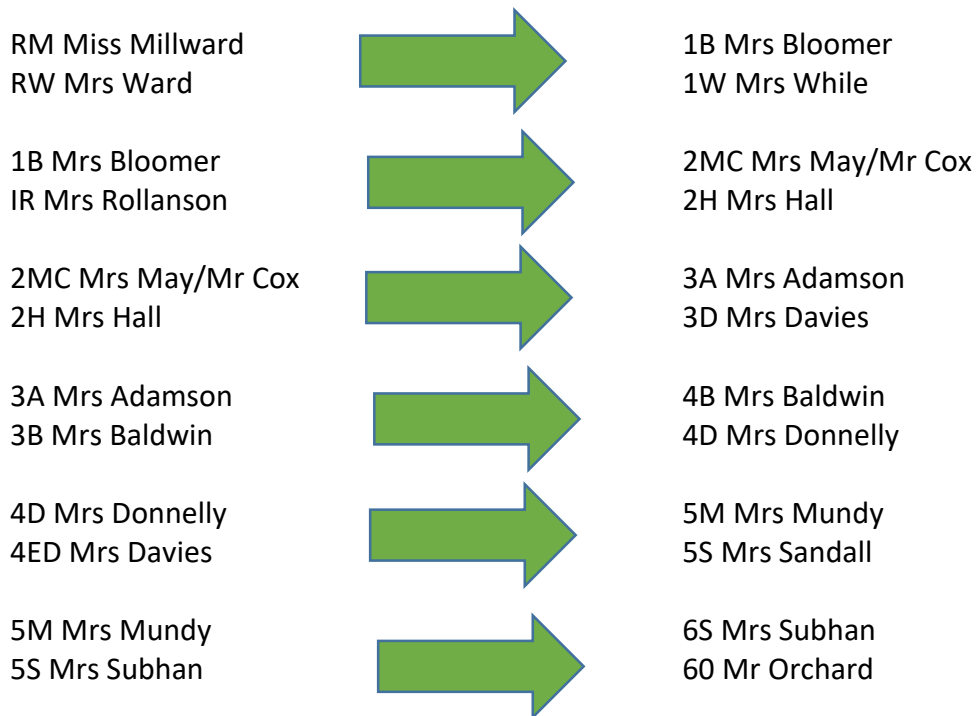
Fri 11th Sept- All children in full time

Nursery Side Gate

Nursery am 8:30am – 11:30 (from Thursday 10th September for existing nursery only)

Nursery pm 12.30- 3.30pm (from Thursday 10th September for existing nursery only)

Just in case you have not managed to get to your child's transition/meet the teacher event, here is a list of form groups for 2020-21.



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).

Have a great summer and... see you in September when we will finally all be back together and it will feel like 'school' again.

Take good care and stay safe.

Mrs K. Harvey
Headteacher