



# Madginford Primary School

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Headteacher: Mrs. Amanda Woolcombe

Thursday 24<sup>th</sup> February 2021

Dear Parents & Carers

Following the announcement from the Prime Minister on Monday I am delighted to confirm that Madginford Primary School will re-open for all our children on Monday 8<sup>th</sup> March 2021.

It will be absolutely wonderful to see everybody back and the remainder of this letter details the procedures we will have in place to keep our community safe. These focus upon high levels of hygiene, social distancing and continued vigilance.

Our Risk Assessment for re-opening on the 8<sup>th</sup> March 2021 is currently being updated in line with new Government Guidance (February 2021) and will be available to all parents prior to reopening on the 8<sup>th</sup> March via our school website. It is very much a living document and will be carefully adhered to by all members of our school community.

## Does my child have to attend from 8<sup>th</sup> March 2021?

On the 8<sup>th</sup> March 2021 normal school attendance rules are back in force. The school understands that a small number of children will still not be able to attend in line with public health advice or advice from relevant health professionals. Please contact us if this is the case.

## Bubbles: Why are we putting children into bubbles?

The government are continuing to advise schools to place children in **Class Bubbles** where they can. Where this is not possible schools may use year group bubbles. The school can use specialist teachers and staff may move between bubbles in order that children receive a full curriculum and that teachers receive their Planning, Preparation and Assessment time.

At Madginford we will continue to use **Class Bubbles** for Term 4 in order to minimise contacts and reduce opportunities for transmission of the virus as much as possible.

Hence, we will have 23 Class bubbles in place (3 classes per Year Group and 4 classes in both Year 5 and 6). The Class Bubbles will be able to play together, learn together and have lunch together. By keeping children within Class Bubbles, we reduce the risk of the virus spreading. This means that the children in a class will only be with the other children in the same class. This applies to all classes.



## **What happens if any adult or child within a Class bubble show symptoms of Coronavirus? Or test positive for Coronavirus?**

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

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| It is absolutely essential that all members of our school community follow this process. |
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**If any adult or child within a Class bubble tests positive for Coronavirus?** The bubble will close and self-isolation will be in place whilst testing is conducted. The school will act swiftly and will work closely with Public Health England and parents.

**All members of staff and children in the bubble will need to self-isolate for 10 days if any member tests positive. This applies even if tests were to come back negative as the virus could still develop at any time within the 10 days.**

## **What will classrooms be like?**

All classrooms across the school have been decluttered and surfaces cleared so that we can easily facilitate thorough cleaning across the school. Items that cannot be easily cleaned such as soft toys and furniture have been removed from classrooms and we will be providing each child with their own set of essential resources (pencils, pens etc).

Any shared resources will be cleaned and stored for the required period before being used again. Each class will have a hand cleaning station in place. Children will be seated side by side and facing forward.

## **What is in place for children/adults moving around our site?**

Coronavirus is an easy virus to kill when it is on skin. We will be ensuring that all children clean their hands regularly. Hand sanitising equipment has been fitted in all corridors and on entry and exit points.

Children will be asked to use hand sanitizer or wash their hands with soap and water on entry in the morning, when they return from breaks, when they change rooms and before exiting at the end of the school day. They will be reminded to wash their hands before and after eating. Again, they will be reminded to wash their hands after using the toilet and when moving around the site. Reminders for both children and adults around social distancing and hand cleaning are in place. These are visual in the form of posters and verbal - with frequent reminders from staff.

Movement around the site will be kept to the minimal.

### **What will happen at break time?**

Break times will be staggered so that Class bubbles do not mix. This is to ensure that contact with other adults and children outside of the Class bubble is minimised. Each Class bubble will have access to their own set of easily cleaned resources to use at break times.

### **What will happen at lunchtime?**

To reduce contact between Class bubbles lunchtimes will be staggered across the school with each Class bubble using their allocated hall space for lunch in turn. Cooked school lunches will again be available from the 8<sup>th</sup> March 2021 for children that would like them. Parents will be able to pay for a school dinner through an online payment system. Children will play outside within their Class bubble within a designated area at a designated time. Each Class bubble will have their own set of easily cleaned resources to use at lunchtime. Children will not be using the outdoor wooden play areas as these cannot be cleaned.

### **What has the school put in place in terms of enhanced cleaning?**

Sanitizers are in place throughout the school and all bubbles will be directed to use these when moving around the school with their adult. In each class, cleaning supplies are in place and tables will be wiped down throughout the course of the school day. Tables will be wiped down before eating, after eating and if any child/adult sneezes etc.

We have purchased lidded bins for all classrooms and are using a double bagging system. Again, we have ordered many boxes of tissues, which will be available in all classrooms. The '**catch it, bin it, kill it**' approach will be used across the school.

There will be a hand washing station within every class with both soap and water and hand sanitizer available. Children will be directed to wash their hands and teachers will use teaching resources to help with this.

Our cleaning staff are continuing to work additional hours in order to ensure an enhanced level of cleaning throughout the school day.

Our school Housekeeper and will be moving around the building cleaning throughout the day with a high focus on frequently used contact points.

### **What does my child need to bring to school?**

If your child is in Year 1 to Year 6 it would be very helpful if they could bring into school their own stationery which would then remain in school for the remainder of the Spring Term. Useful items: pen, pencils, pritt stick, ruler. We will supply these for children that do not have their own so please do not worry. This is not required if your child is in their Reception Year.

You child will also need to bring in their water bottle which must return home daily for cleaning and their packed lunch if they are not having a school cooked meal.

Children can come in on their allocated PE day in their PE kit and you will be advised by your Class teacher when this is.

All children may bring in a healthy snack to eat.

### **Does my child need to wear school uniform?**

Children will be expected to wear uniform every day unless it is their allocated PE day when they may wear PE kit. Non-essential shops are we hope re-opening on the 12th April 2021 hence we are going to relax uniform rules until the 26<sup>th</sup> April which gives families two weeks following reopening of non-essential shops. If dates outlined on the Government Roadmap change this will of course be reviewed again.

### **Entering/leaving the site: What time will my child start and end the school day?**

Maintaining social distancing at both drop off and pick up is very challenging for a school the size of ours. Please can I remind everybody that only one parent should be dropping and collecting children to minimise footfall. We are very fortunate that we are a large site and have three gates we can use to help us with this.

Drop off and Collection will continue to be staggered for each Year Group as detailed below. Only one adult should accompany each child and all parents will need to 'drop and go'.

**Please note times have been adjusted from the Autumn Term. Due to the very swift entry and exit of children and parents we have cut the time slots from 15 minutes to 10 minutes.**

Please do not arrive early and please keep your distance from others.

If you are running late, please contact the school office who will arrange a new drop off time for you.

If your child refuses to leave you, we will ask you to take them away calm them down and return when they are ready to come in.

Safety of our children, our parents and our staff is absolutely paramount and it is for this reason that we cannot make adjustments around entry and collection as I am sure you will

understand. If you have more than one child attending and you have a concern regarding collection/pick up of multiple children please e mail the school office or contact your child's Class Teacher.

Please follow our normal attendance procedure and ring the school if your child is going to be absent for any reason.

**EYFS, Year One and Year Two children** will be dropped off and collected from the **Merton Road Gates**.

**Parents should follow the one-way system, entering via the pedestrian gate, following the path - dropping their child with their teacher in the Year 2/EYFS playground and then leaving the site via the left-hand pedestrian gate nearest the year One playground.** Please do not worry it will be marked out and staff will be there to direct you. This will be repeated at the end of the day in reverse. Parents will need to 'drop and go' at the start of the day and 'collect and go' at the end of the day to ensure we can maintain social distancing.

We ask that parents and children socially distance from each other at all times. Please do not share transport outside of immediate family.

Children will follow a designated route into the school entering and exiting the building through their classroom doors.

Our **Key Stage Two children** (Year 3, Year 4, Year 5, Year 6) will be dropped off and collected from the **Key Stage Two Top Playground**. Parents will enter the site via the **large green delivery gates on Egremont Road** and leave via the **Main Gate on Egremont Road**. Staff will be waiting on the Top Playground to collect your children at the allocated time.

End of day procedures will be the same with parents entering via the **Green Delivery Gates** collecting from the Top Playground and leaving via the **Main Gate** at the allocated time.

**Drop off Times: (please take care this is not in Year Group order)**

Year 6: 8:30 -8:40 Main Gate Egremont Road

**Year 3:** 8:40 -8:50 Main Gate Egremont Road

Year 4: 8:50 -9:00 Main Gate Egremont Road

Year 5: 9:00 - 9:10 Main Gate Egremont Road

Year 2: 8:30 - 8:40 Merton Road Gate

Year 1: 8:40 - 8:50 Merton Road Gate

Year R: 8:50 - 9:00 Merton Road Gate

**Collection:**

Year 6 2:45 Main Gate Egremont Road

**Year 3:** 2:55 Main Gate Egremont Road

Year 4: 3:05 Main Gate Egremont Road

Year 5: 3:15 Main Gate Egremont Road

Year 2: 2:45 Merton Road Gate

Year 1: 2:55 Merton Road Gate

Year R: 3:05 Merton Road Gate

Please ensure you drop off/collect within these times so that we are then ready to admit/release the next year group as promptly as we can. Staggered times are being implemented on government advice to facilitate social distancing. You will see the times are not in chronological order and have been set according to when lunch is taking place. As I am sure you can imagine there has been a lot to take into consideration when planning.

### **What changes are being made to the structure of the day?**

There will be no face to face assemblies, outside visitors, trips, swimming lessons at this time. Class bubbles will be kept separate in line with the Government advice. We hope to be able to re-start individual music lessons for children once it is safe to do so.

### **Will Breakfast or After School Provision be in place?**

In the Autumn Term we ran a reduced provision for both Breakfast and After School Club. In order to further meet the needs of working parents this provision will be adjusted for the 8<sup>th</sup> March 2021.

All children who were attending the provision prior to lockdown in January 2021 have been allocated a place. If this place is no longer required please can parents contact the school office.

We can now offer additional places for children that do not need to attend every day. Please email the school office stating the days needed if this would be of interest. We do operate a waiting list once maximum numbers are reached.

#### **Breakfast Club**

- Set drop off time at the Main Gate : 7:50 AM
- Each Year Group Bubble will be consistent - numbers capped at 10 per Year Group
- Children would remain seated at tables in the hall in their Year Group Bubble
- Children would be provided with breakfast
- Strict social distancing will be adhered to between Year Group Tables
- Enhanced cleaning prior to and after provision ends
- Year Group Resources provided to occupy the children (easily cleanable)
- Cost £2.50 daily

#### **After School Club**

- We will again be running Presto Pick up (pick up at or before 4:15PM)
- Full Provision with a light tea will run until 6PM
- Collection from the Main Gate
- Each Year Group Bubble would be consistent - with numbers capped

- Children will access a range of activities within their Year Group Bubble
- Children would be provided with a light tea if attending until 6PM
- Strict social distancing will be adhered to between Year Groups
- Cost £10:00 (includes a light tea at 4:30PM with all children collected by 6PM or £5.00 for Presto Pick Up (at or before 4:15PM))

### **How can I contact school staff?**

In order to minimise adult to adult contact, no parents will be allowed onto the school site. If you need to speak to a member of the school staff, you can contact us by:

Using Class DoJO

Phoning: 01622 734539

E mailing: [office@mps.kent.sch.uk](mailto:office@mps.kent.sch.uk)

### **What additional measures are in place for March 8<sup>th</sup> 2021:**

The new Guidance for schools published just a few days ago stipulates that our staff should wear Face Masks in corridors and in communal areas. This will be added to our risk assessment for re-opening.

Primary School staff are now able to self-test using Lateral Flow Tests on a twice weekly basis. This is highly encouraged as we can then prevent transmission of the virus from asymptomatic staff members.

**Term 5 onwards:** Looking further ahead we are keen for our children to be able to mix across their year groups - promoting enhanced social interaction and richer learning opportunities both indoors and outdoors: with focused phonics groups in place across Year One, with Free Flow across our amazing EYFS provision for our youngest children, Forest School (much missed by many of our children) and high quality learning interventions across Year Groups delivered by our wonderful team of Teaching Assistants.

If we can successfully operate for all of Term 4 without staff and children falling ill with Coronavirus we will in consultation with all our staff look to moving to Year Group Bubbles for the Summer Term.

Finally, I would like to end by saying thank you to you all for your continued support. You have all been amazing and your support as always has been invaluable.

Our staff are working incredibly hard to prepare for full re-opening and I know that like myself they cannot wait to welcome you all on the 8<sup>th</sup> March.

### **Hands, Face, Space - Keeping Our Community Safe**

**Please can I remind parents that all adults should be wearing a Face Mask when entering our school site**

**Please keep 2 metres apart from staff and other parents and staff**

**One adult to drop off/collect per child**

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Woolcombe'. The signature is written in a cursive style with a large, prominent 'W'.

Mrs A Woolcombe  
Headteacher