



Dear Sissinghurst Parents,

I am writing to you ahead of full opening and return to school on Thursday 3rd September.

From 3rd September the school will be open to all pupils. This opening is based on Government guidance. A full [Risk Assessment](#) can be found on our website but I thought it would be helpful to outline some of the measures we will be taking to ensure all pupils and staff are safe.

In asking all pupils to return to school we will be building on the successful partial opening to some year groups in June and July. The children who were able to return enjoyed being in school, seeing their friends and teachers again and all were able to quickly adapt to the new procedures that were put in place and the Staff and I are now very much looking forward to returning to a new normal as we see everyone return to school.

In preparing to open we have carried out a detailed Risk Assessment which identifies how we can lower risks in all areas of the school environment. There are some new arrangements which I have outlined below.

First day of term

All children will return to school on Thursday 3rd September in full summer uniform. Please ensure you keep to the times allocated to your class.

Class	Arrival time	Arrival drop off point	Collection time
Leopards	8:30 – 8:40 am	Main Gate and Staircase	3:15 pm
Giraffes	8:40 – 8:50 am	Main Gate	3:00 pm
Elephants	8:40 – 8:50 am	Delivery Gate	3:00 pm
Zebras	8:50 – 9:00 am	Main Gate	3:10 pm
Eagles	8:50 - 9:00 am	Delivery Gate	3:10 pm

Lions: Our EYFS Bubble is slightly different and parents will be dropping their children at the black gate onto the EYFS [playground until the 21st September after this date they will drop off and collect at the main school gate. The plan is as follows:

Phasing-in of all new Year R – September 2020

Thursday 3rd September 9am - 11.10am

Friday 4th September 9am – 11.10am

Monday 7 th September	9am - 1.10pm
Tuesday 8 th September	9am - 1.10pm
Wednesday 9 th September	9am - 1.10pm
Thursday 10 th September	9am - 1.10pm
Friday 11 th September	9am - 1.10pm

Monday 14 th September	9am – 2:50pm
Tuesday 15 th September	9am - 1.10pm
Wednesday 16 th September	9am – 2:50pm
Thursday 17 th September	9am - 1.10pm
Friday 18 th September	9am – 2:50pm

Monday 21st September All children will be collected at 2:50 from the main gate.

Please ensure you keep 2 metres apart as you wait for your child/ren to enter the school. We will hold signs up when it is time for your class to enter the building. Please do not line up until you see your class sign displayed. Parents are permitted to, but not required to, wear facemasks when dropping off or picking up their children. We ask that if you are speaking to a member of staff on the school gate that you please wear a face covering. Staff will not be wearing face masks on the school gate or during the school day.

All children should wash their hands thoroughly before arriving at school and they will then have alcohol hand gel applied as they enter the gates. If children appear unwell on arrival, we will take their temperature before they enter the building.

Travel to School

Wherever possible pupils should walk to school. If you are using the school carpark, please remember to social distance.

Before and After School Care

We are still waiting to receive a detailed Risk Assessment from Cranbrook OOSC so we are not in a position to recommend this service to parents at this time, however we understand that the service will be available. We will update you on this position as soon as we have more information and suggest you contact the OOSC directly with any questions if you have them.

Visitors to School

During the first term we will aim to have as few external visitors to the school site as possible. Any visits to the site will be by prior arrangement and all visitors will be required to sign to say they have read our CV19 Risk Assessment and that they will observe the same hygiene measures as everyone else in the school.

Can we please ask that at this time parents do not come into school unless you have made an appointment with a member of Staff. If you do need to speak to your child's teacher, please contact the school office. Members of The Senior Leadership Team will be on the gate everyday and can pass a message on to Teachers if necessary. If a meeting is necessary, we will make arrangements to meet with you in an appropriate location outside if possible. You will be required to wear a face covering.

Clubs

There will be no after school sports, music or activity clubs during the Autumn term. We will review this situation during Term 2 and notify you of any changes.

Hygiene Measures in School

We will be teaching children that the most important thing we can do to keep each other safe is to practice good respiratory and hand hygiene. All children will be taught the 'catch it, bin it, kill it' approach to coughing and sneezing and children will also be taught the importance of effective hand washing including washing our hands after coughing and sneezing. Throughout the day the children will be required to wash and sanitise their hands and every classroom has a supply of handgel, soap, paper towels, tissues, cleaning products and lidded bins. We are aware children will need to be reminded to maintain this hand hygiene and so there will be routine reminders throughout the day.

We will also be taking additional steps to ensure our environment is clean and safe. Hard surfaces, especially those which are regularly touched by different people, will be routinely cleaned by our School Caretaker throughout the day. We have added additional cleaning time halfway through the day in addition to the full clean at the end of each day. Teachers and Teaching Assistants will also wipe down any equipment used in the outside areas.

Playtime

Each class has been assigned an area of the playground or field. The classes will rotate each day and equipment in these areas will be wiped down at the end of the lunchtime session.

Lunchtimes

During Term 1 children will eat lunch in their classrooms. Children may bring a packed lunch or order a 'grab bag' picnic lunch, they are offering hot or cold options, through the normal lunch ordering system. All children will need to bring a named water bottle.

Uniform

Full Summer uniform will be worn until the half term. Children will be required to come to school in PE kit on their PE days (class teachers will notify of appropriate day). There will, therefore, be no PE bags in school. Children will also need to come to school in suitable home clothes on the days their class attends Forest School.

What to bring to School

Children should bring a school bag (Key Stage 2) or book bag (Key Stage 1) named water bottle, coat if required and named packed lunch if required.

Children will be provided with a named stationary pack but can each child please provide their own glue stick.

Not coming into school if symptomatic

Can you please be very vigilant for any signs of infection in children. Signs of infection might include loss of sense of taste or smell, a new continuous cough, high temperature of 37.8 or more. Should your child exhibit any of these signs they must stay at home and you must inform the school in the usual way using the study bugs reporting system, just as you would for a normal absence. If your child has any of these symptoms you must isolate and arrange for a test. Once you have the results of the test you must contact the school office via email to notify of the outcome including a copy of the test result.

If a child becomes unwell in school

If children develop symptoms while in school we will need to send them home immediately. Please ensure that your contact details are up to date. Any child developing Covid-19 symptoms will immediately be moved away from the other children into a separate room and will be safely supervised by a member of staff wearing PPE until they can be collected. At this point you will be required to have the child tested and report back to the school with the outcome of the test. When the child has been collected the room they occupied will be deep cleaned.

PPE

Children will not wear PPE including face masks in school. Staff will not need to wear PPE in school unless they are carrying out a personal hygiene measure with children or when supervising an unwell child.

If someone tests positive

In the hopefully unlikely event that either a child or member of school staff tests positive for Covid-19, we will immediately contact our local NHS Public Health Team. We will share the information with them about who is affected and then follow their guidance about containing the risk. This may mean that other pupils and staff within the 'bubble' have to remain at home. Our 'bubbles' consist of:

Bubble 1 - Lion Class

Bubble 2 - Giraffe and Elephant Classes

Bubble 3 - Zebra and Eagle Classes

Bubble 4 - Leopard Class

The bubbles have been created with consideration of pupil and staff movement, but for the majority of time pupils are kept within their class groupings. Therefore, in the case of any outbreak of Covid-19 it may be that guidance is for one class only to be locked down. Parents will be notified of any need to lock down a bubble via our parent communication system 'Study Bugs' and on the school website.

Classrooms

Children will stay within their own classes for lessons.

Windows and doors will be kept open to ensure good ventilation.

Children will be assigned a class table place and in Key Stage 1 a carpet place.

Wherever possible children will work in a forward facing fashion in Key Stage 2 and in smaller groups in Key Stage 1 or in forward facing carpet positions. Wherever possible learning will take place outside.

Collective Worship

We will be able to have whole school collective worship using a virtual platform on Monday and Friday mornings. For the rest of the week collective worship will take place in class groups or, at times, outside in Bubble groups.

The Curriculum

We recognise that for many lockdown was a very challenging time and pupils will have engaged in home learning to varying degrees.

We understand that in light of this some pupils may need support in catching up. During the first term teachers will be assessing what gaps there may be in pupil understanding. In the first few weeks of term we will be operating a 'recovery curriculum' focusing on:

'Relationships' 'Community' 'Curriculum' 'Metacognition' (how we learn)

'Rediscovering our Self and Voice'

based on the work of Barry Carpenter, Professor of Mental Health in Education, Oxford Brooks University.

We will try to find a balance between acknowledging the events of the past few months and focussing on moving forward and getting back to normal school life.

Behaviour

We continue to expect exemplary behaviour from all of our pupils and where needed we will support children with this. Our behaviour policy can be found on the website and during the first week of term we will revisit expectations for behaviour with the children.

It is crucial that we have your support in this, especially at this time when we will require children to follow our guidance for hygiene and social distancing wherever possible.

Attached to this letter is a copy of a Behaviour Contract which I ask please that you read carefully with your child, make sure they understand and both child and parent sign and return to school on the first day of term to their Class Teacher.

Behaviour Contracts will be kept on record and will be shared with children as necessary.

We very much hope that this letter gives you the assurance you need to feel confident in sending your children back to school.

We have followed the Government guidance closely and have taken every precaution to reduce risk for all. Please do contact the school office if there is anything you are unsure of.

We very much look forward to welcoming children back to school. For more information and reassurance, I would encourage you to look at the [government guidance](#) about return to school which can be found on this link.

Yours sincerely,

Mrs. Joanna Langton
Headteacher



