# School Logo 4Capel Primary School

## Suzanne Farr

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Dear Parents and Carers

As the end of term approaches, I wanted to say a big thank you to all those who were able to attend our class picnics, and those who intend to attend later this week. It has been lovely to see so many of our children, catch up with them and see their smiling faces. We truly can’t wait to have them all back in September.

I am now able to share a comprehensive plan for the wider opening of Capel in September, enabling you to talk to your children and help them to know what to expect. I apologise in advance for the length of this letter, but there is a lot of information to share with you and it is important that you are clear on our wider opening arrangements. We have carried out a comprehensive risk assessment in accordance with the latest government guidelines and we are confident that we have effective measures in place.

Who is coming back?

All year groups will be starting back to school on Wednesday 2nd September, except for our new Year R pupils who always have their own set timetable. The children will be together with their whole year group, with their class teacher in their own classroom. Mixing between classes will be kept to a minimum, but, as per government guidelines, some consistent alternative groupings, for example for phonics teaching, will occur.

Dropping-off and picking-up

We still need to minimise crowds outside of the school at the beginning and end of the day to help maintain as much social distancing as possible. As a result, we will continue to stagger the times that the children enter and leave the school. It is very important that they are prompt for their times, being too early will impact on another group and too late will disrupt others leaving. I do appreciate how difficult this is, especially with the parking issues we have, but hopefully if everyone is prompt and leaves quickly, it will help the parking. Please see on the table below the drop-off time, pick-up time and location that you will need.

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Location | Drop-off | Pick-up |
| Class R  (once they start) | Small gate on the far side of the car park. | 8:45am – 8:55am | 3:00pm |
| Class 1 | Side gate | 8:45am – 8:55am | 3:10pm  (courtyard) |
| Class 2 | Railings outside class 2 fire exit | 8:45 am – 8:55am | 3:10pm  Railing area |
| Class 3 | Side gate | 8:55am – 9:05 | 3:15  playground |
| Class 4 | Side gate | 8:55am – 9:05am | 3:15  playground |
| Class 5 | Side gate | 9:05am – 9:15am | 3:20  playground |
| Class 6 | Side gate | 9:05am – 9:15am | 3:20 playground |

Please note that, should your child struggle to come into school, we are unable to physically help. We still need to maintain a distance and physical contact is to be avoided. We do understand that an arm around the shoulder and a reassuring squeeze can be very effective in supporting our more anxious pupils, but we will do whatever we can to make it easier in these circumstances.

Wrap around care

We are pleased to say that from September 2nd we will be offering Breakfast Club and After-School Clubs again.

Breakfast Club – will start from 8am until their class starts. Early drop-off will not be available in Term 1 due to the measures needed to prepare the space each day. Children will be welcomed in by our staff, shown where to leave their belongings and will then wash hands on entering the dining hall. Seating will all be facing forwards and children will be supported to use the serving area whilst maintaining a safe distance. Children within the club will be grouped with their own class peers to minimise contact between classes. If you wish to reserve a place, please contact the office as there will be a restriction on the number of pupils we can take. The cost of Breakfast Club remains at £3:50.

After-school Club – the same measures as Breakfast Club will apply, but the club will run to 5:45pm to allow time for thorough cleaning of the spaces used. Again, please contact the office if you wish to reserve a place. The cost remains at £8:50.

Uniform

Children will be expected to wear their school uniform to school. On days when they have PE (you will be informed by your class teachers when this is), the children will be asked to wear their PE to school. This is to minimise contacts and contamination caused by changing. Children are welcome to bring a change of top in their bags should they wish to do so. PE will be outside whenever possible, so trainers, a jumper and possibly navy blue jogging bottoms might be appropriate on some days.

Equipment

Children are asked to bring their own pencil cases to school to minimise the sharing of resources. They will need pencil, pen, ruler, rubber, possibly a glue stick, age appropriate scissors if possible and maybe some colouring pencils. Children are not permitted to bring in additional items from home, including soft toys or games.

Children will need to bring their own bottles as our water fountains will remain out of use for the time being.

Our outside play equipment will be used intermittently. One class will have access every three days to allow a quarantine period in between classes. This will be set on a rota.

Should an older pupil need to bring in a mobile phone, perhaps as they are walking home without an adult, they must hand it in to their teacher. The child will be asked to place it in a small bag which will be locked away and when they collect it at the end of the day, they will remove it from the bag themselves. This is in accordance with our school policy as pupils are not permitted to have mobile phones with them. If it is not essential for them to have one in school, please do not permit your child to bring one in.

What will happen in every class?

The class teachers will meet the children on the playground each morning and take them in to their class. The timetables have been set with a focus on maths and literacy skills, as well as maintaining an exciting project style curriculum in the afternoons. We have also placed a high emphasis on PSHE to support pupils on their return. Handwashing will also be timetabled in to ensure it’s carried out regularly and efficiently.

Lunchtimes

We have been providing packed lunches through our kitchen and this has worked very well. We will continue to do this for Term1, but will be reviewing the situation for Term 2. It is currently not practical for us to safely plan the delivery and consumption of hot meals, but we are working on it. Children can either bring in their own packed lunch, or opt for a school one. Please note that it is important that children are able to open their own packaging in their lunches as we are limited in how we can help. These will be eaten in their classrooms during their lunchbreak, with playtime outside. The classes will have staggered lunchbreaks to enable them all to have room to run and play within a set zone. Each class will have their own, consistent midday meal supervisor to support them.

Attendance

The Government previously wavered rules on attendance sur to the Coronavirus, however, from September, normal attendance rules will apply again. All children are expected to attend school if they are fit and well. Please contact the office each day to inform us of your child’s absence should they be unwell.

What happens if a child shows symptoms and what do we ask parents to do in the event of symptoms within the household?

This guidance is taken straight from the government document:

**1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Ensure that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the school day is sent home,

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Parents and Carers should inform the school of the outcome of any test.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

As a school, if we have a positive case of COVID, we will immediately contact PHE for the latest advice and procedures.

Additional Government Funding

As yet, we do not know how or when the promised funding will reach us, but as soon as we do, we will inform you of our intended best use to support children who may have fallen behind.

If you have any questions regarding the information within this letter, please do not hesitate to contact me on [headteacher@capel-tonbridge.kent.sch.uk](mailto:headteacher@capel-tonbridge.kent.sch.uk) or your class teacher.

With Best wishes

Mrs Suzanne Farr

Headteacher