



Kingsleigh Primary School

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Where everyone can be great, not just good!

8 July 2020

Dear Parents/Carers,

KPS Update and plans for September 2020

I am writing to you all to share with you the plans for KPS from September 2020. I am aware this letter is heavy on detail, but I think it is essential we share with you the various adjustments we are making to the way in which the school will operate. It is important to note the following:

- There is currently no published end point to this guidance and so we must all assume that this is the way the school will operate long-term or until revised guidance is published by the Government.
- All plans introduced at KPS are subject to change but we will always communicate this to you in a timely manner.
- Our approach has, and will continue to be, one of caution and safety and so our initial plans may appear over cautious to some but they will be regularly reviewed and revised.
- We want parents/carers, children and staff to feel reassured, safe and happy with school life and so our procedures will mirror this expectation.

Please read below and ensure you are clear on our expectations for September. It is absolutely vital for all stakeholders that all of our procedures are adhered to.

School Uniform and PE kit

From September, all children will be required to be in school uniform. On the days that your child has PE/games, they should come to school wearing their PE kit and remain in it throughout the day to avoid the need for changing spaces. We will notify you of these days the first week in the autumn term.

Please refer to the school website for the uniform and PE kit requirements.

Breakfast and After School Club

Based on the current guidance and the need to maintain class 'bubbles' we will not be able to offer our breakfast or after school clubs. We will continually review this decision but we will not operate them until we are confident it is logistically safe to do so.

Extra Curricular Activities

For the same reasons as above, we will not be introducing a programme of extra-curricular activities in the autumn term. We will again continually review this decision and update you on any changes we may make. Sadly, under the guidance there is no way we can safely operate these activities at this stage.



Staggered start and finish times

To reduce the number of families arriving to school at the same time we will be introducing staggered start times across the school. We will also be directing families/children to enter and exit the school through grounds through a dedicated gate. **The times and entrance/exit must be followed by all and whilst we understand the gate allocated may not be the most convenient for some families it has been organised based on safety for all. This will be monitored to maintain safety.**

Bennion Road entrance - Nursery, Reception and Year 3

Small gate entrance by staff car park - Year 1 and 2

Gates by all Weather sports pitch (MUGA) - Year 4, 5 and 6

Start and end times to the day will be directed by the surname initial of children so as to help with drop off practicalities for families. If siblings have different surnames then please choose one surname for both children's drop off and collection times.

The staggered start and finish times apply to all children from Reception - Year 6.

Surname A - F - 8.30am drop off - 2.45pm collection

Surname G-L - 8.40am drop off - 2.55pm collection

Surname M-S - 8.50am drop off - 3.05pm collection

Surname T-Z - 9.00 am drop off - 3.15pm collection

For families with multiple siblings please use the entrance allocated to your youngest child.

Lunchtimes and break times

To reduce the possibility of classes mixing together, we will be having break times and lunchtimes staggered across the school day and we will be allocating specific playground spaces and equipment to each class.

We will be starting the autumn term by serving all children, who have a Free/Universal school meal/purchase, a packed lunch through Chartwells. We advise children in Year R – 2 to take up this option. If you choose to bring a packed lunch, please can this be in a disposable bag. In September, we will assess the potential to return to a hot school meal provision when the time is right.

Attendance

It is an expectation of the Government that all children attend school from September. The school will be returning to our normal procedures regarding attendance and we will monitor it from the beginning of the term. If your child is unwell and can't attend school, then please notify the school office with a reason for your child's absence as soon as possible on 01202 528893 or send an email to absence@kingsleighprimary.co.uk.

Pencil Case

To reduce the amount of sharing that takes place in classes we are asking all parents/carers to provide the following items in **a simple pencil case which is clearly named:**

Please note - this applies to all children in Reception - Year 6

- 2 x pencils
- rubber
- sharpener
- ruler
- colouring pencils

Other items such as scissors and glue sticks will be allocated to each child. We thank you for your support with this.

Additional Cleaning

We will be ensuring all surfaces around the school site are regularly cleaned during the day and after school as part of our enhanced robust cleaning programme. The school site and classrooms will be kept clear and tidy at all times and equipped in a suitable manner to keep your children safe and have their education well supported.

Expectations of Parents/Carers

As we start the new term we will be asking a lot of parents/carers in accepting and adjusting to these new procedures. I know these unavoidable changes will have an impact on morning routines and work patterns, and for this I apologise, but sadly it cannot be avoided. Your ongoing support with this is much appreciated and we will continue to communicate any adjustments we will be making as soon as we are able to.

In September, it is vital that the time spent on the school site by parents/carers is minimal and hand overs in the morning are swift. We will continue to use the year group emails that we're set up at the beginning of the lockdown for any communication you require with your child's class teacher (see below). Once your child is dropped off, we ask that you leave the school site promptly. This will also help us with our safeguarding procedures.

To speak to additional staff such as the SEND team, Pastoral team or SLT then please can I ask that you email the school office to book an appointment.

We ask that visits to the school office are kept to a minimum and only when essential. The school office team are always available via phone or email and can support you with your questions through these channels.

Specialist Provision and Curriculum

In September, we will be assessing the needs of the children and pitching lessons that meet all children's needs and interests, as part of our broad and balanced curriculum. All children's emotional and learning needs will continue to be met in a safe and effective manner. Where required, members of the additional needs team will contact with parents/carers to discuss any individual support needed.

I would like to take this opportunity to thank you all for the way that you have supported the school and staff throughout this very difficult time and to thank you in advance for your continued support and understanding.

Best wishes to you and your families,

Mr J Lumber

Headteacher

Kingsleigh Primary School

Year group email contacts

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yearr@kingsleighprimary.co.uk

year1@kingsleighprimary.co.uk

year2@kingsleighprimary.co.uk

year3@kingsleighprimary.co.uk

year4@kingsleighprimary.co.uk

year5@kingsleighprimary.co.uk

year6@kingsleighprimary.co.uk