



Kingsham Primary School

27th August 2020

Dear Parents/Carers

I hope you are enjoying a wonderful summer holiday.

We are all really looking forward to welcoming all of the children back to school on Monday 7th September. I wanted to write to you to communicate the key arrangements for the beginning of the year and reassure all of our families. As the first day approaches, I want to assure you that we will be taking numerous specific measures to keep the whole Kingsham community safe and ensure that your children are both happy and safe when they return.

To reduce the number of people on site at drop off and pick up time, we have staggered our start and finish times for all classes. Below are the relevant times for each class:

Reception children in Pear and Apple classes have already been sent their transition times for the first three weeks of term.

| Class | Entrance | Teacher(s) | Start Time | Finish Time |
|----------|--|------------------------|------------|-------------|
| Apple | Classroom door – via playground | Mrs Gallimore | 8:40 | 3:00 |
| Ash | Classroom door - via playground | Mrs Hennesy/Mrs Leslie | 9:00 | 3:20 |
| Elm | Playground entrance in to school | Mrs Stretton-Watts | 9:00 | 3:20 |
| Hawthorn | Double doors next to SENDCo office – via staff carpark | Mr Crispin | 8:40 | 3:00 |
| Oak | Double doors next to SENDCo office – via staff carpark | Miss Tuck | 8:50 | 3:10 |
| Willow | Classroom door – via staff carpark | Miss Reid | 8:40 | 3:00 |
| Maple | Classroom door – via staff carpark | Miss Kyriakides | 9:00 | 3:20 |
| Beech | External door next to Poplar class – via staff carpark | Miss Edwards | 9:00 | 3:20 |
| Birch | Classroom door – via staff carpark | Miss Bruce | 8:50 | 3:10 |
| Poplar | External door next to Poplar class – via staff carpark | Miss Fletcher | 8:40 | 3:00 |

If you have more than one child at the school, please drop them all in their respective classes at the earliest time. Equally, you are able to pick up your children at the earliest finish time.

I know there has been so much information across the news and social media that can be confusing and conflicting at times. To contribute to keeping our school community safe we ask that you support us with the following measures:

1. If your child shows any symptoms of Covid-19, please do not send them to school and organise a test. We ask that you keep us informed when you receive the results of the test. Equally, if the

adult who brings your child into school shows any symptoms, please ensure that they do not come onto the school site.

2. Ensure your child washes their hands before leaving for school and as soon as they return home.
3. Remain on the school site for as little time as possible so that we can limit the number of adults coming into contact with each other at any one time. Of course we will be available to support wherever we can, a member of the leadership team of the school will be on the playground at pick up and drop off. Alternatively, your child's teacher will be able to contact you by phone outside of school hours.

Our breakfast and after school clubs have changed since last year. We will be running the clubs ourselves and we will send out further details of opening hours, pricing and details of how to book when the children return.

For further information regarding going back to school please visit this site from West Sussex County Council: <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/coronavirus-schools-and-education/>

I am very excited to work with you all this year so that we can ensure your children have a happy and highly successful year at Kingsham Primary School.

Best wishes



Mr L Dallinger
Head teacher



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