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Tuesday 5th January 2021

Dear Parents / Carers,

**RE: Lockdown procedures**

Further to yesterday’s correspondence, we are now entering another national lockdown. During the next six weeks we will be offering a remote learning package to the majority of children. Those families who are deemed as critical workers or vulnerable have been invited to attend school by Mrs. Wadlow. If you have not received an email, please let the office know as soon as possible, also ensuring that you have completed the Trust’s questionnaire (as per the link in yesterday’s letter). Please note that key workers are different to critical workers. The Local Authority has also stressed that places should only be taken up when you have no alternative. If you can keep your children at home safely then please can I encourage you to do so.

We know home schooling is a difficult prospect for many who are juggling education and workload. Therefore, we have tried to make our package of work as straightforward to administer as possible and not all based online. Further to parental feedback received today, you will have received an email regarding opening PowerPoints on tablet devices from Mrs. Bolton and information about home learning from Miss. Candish. Staff have also been asked to ensure that answers are included so that parents do not need to take time out of their busy schedules to work them out!

As you will see by the procedures set out on the following pages, we have tried to consider all aspects but there are bound to be areas that we have overlooked and will need addressing accordingly. Please continue to give us feedback on how we can improve or if we have missed anything out that you think would be worthy of alerting all parents to.

One such area is that of our nursery / preschool provision. The guidance states that all nurseries should be opened but this does not necessarily apply to school-based provisions. Therefore, I have asked Mrs. Wadlow to contact parents to find out whether you are intending to send your child/ren in should a place be available and whether your family fits the critical worker / vulnerable group definition. **Until further notice,** we will only be offering the nursery provision to children who are deemed as vulnerable or whose parents are critical workers. Once we have clarification from the DfE / LA / Trust then we will open the provision accordingly.

An 8 o’clock announcement is never an easy thing to deal with so please do bear with the many emails that you might receive over the forthcoming days. As always, I thank you for your support and the lovely communications that many of you have sent in to myself and others.

With warmest regards,

Mrs. Kate Coates



# **Lockdown Procedures – starting on the 6th January until 12th February**

On Tuesday 5th January 2021, SLT met to decide upon the process of reopening to critical workers and vulnerable children. Arrangements were shared with staff and the following has been agreed:

# **Classes**

We will be running year group classes so that we can ensure a smooth transition back after lockdown. A rota has been created so that all teachers and Teaching Assistants work in pairs. They will work in school for one week and the second week they will take charge of the online learning. This means that there will also be an appropriate number of staff available and reduce potential contact with others.

Where children have 1:1 support, there is an additional member allocated.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year group** | **Week beginning** | | | | | |
|  | **03/01/21** | **11/01/21** | **18/01/21** | **25/01/21** | **01/02/21** | **08/02/21** |
| Pre-school |  | | | To be confirmed once we have clarification from the DfE on whether all children are expected to attend school site-based provisions. | | |
| R | Mrs. Edmond,  Mrs. Petriello,  Mrs. Butler | Mrs. MacNeil,  Mrs. Holt,  Mrs. Henry | Mrs. Edmond,  Mrs. Petriello,  Mrs. Butler | Mrs. MacNeil,  Mrs. Holt,  Mrs. Henry | Mrs. Edmond,  Mrs. Petriello,  Mrs. Butler | Mrs. MacNeil,  Mrs. Holt,  Mrs. Henry |
| 1 | Mrs. Grigg,  Mrs. Stanbridge,  Miss. Marshall | Ms. Panteli, Mrs. Cutting,  Mrs. Glendenning | Mrs. Grigg,  Mrs. Stanbridge,  Miss. Marshall | Ms. Panteli, Mrs. Cutting,  Mrs. Glendenning | Mrs. Grigg,  Mrs. Stanbridge,  Miss. Marshall | Ms. Panteli, Mrs. Cutting,  Mrs. Glendenning |
| 2 | Miss. Reid,  Miss. Murphy | Miss. Rushmer,  Mrs. Baker | Miss. Reid,  Miss. Murphy | Miss. Rushmer,  Mrs. Baker | Miss. Reid,  Miss. Murphy | Miss. Rushmer,  Mrs. Baker |
| 3 | Ms. Lambert,  Ms. O’Neill | Ms. Lambert,  Mrs. Palmer | Ms. Lambert,  Ms. O’Neill | Ms. Lambert,  Mrs. Palmer | Ms. Lambert,  Ms. O’Neill | Ms. Lambert,  Mrs. Palmer |
| 4 | Miss. Corrigan,  Mrs. Collins | Miss. Payne,  Mrs. Jenkins | Miss. Corrigan,  Mrs. Collins | Miss. Payne,  Mrs. Jenkins | Miss. Corrigan,  Mrs. Collins | Miss. Payne,  Mrs. Jenkins |
| 5 | Miss. Thomas,  Mrs. Barbault | Mrs. Dickinson Mon-Wed,  Mrs. Taylor Thu-Fri,  Miss. McCullough | Miss. Thomas,  Mrs. Barbault | Mrs. Dickinson Mon-Wed,  Mrs. Taylor Thu-Fri,  Miss. McCullough | Miss. Thomas,  Mrs. Barbault | Mrs. Dickinson Mon-Wed,  Mrs. Taylor Thu-Fri,  Miss. McCullough |
| 6 | Mrs. Culyer,  Mrs. Rickwood | Ms. Lott,  Mrs. Clark | Mrs. Culyer,  Mrs. Rickwood | Ms. Lott,  Mrs. Clark | Mrs. Culyer,  Mrs. Rickwood | Ms. Lott,  Mrs. Clark |

# **Curriculum**

We will be offering a remote learning package that will be updated on the school website daily. There will be access to PowerPoints that teach the session along with activities on Purple Mash and TT Rockstars. We will also be creating a challenge sheet that will have a range of activities to be completed offline over the course of the lockdown.

SLT members will be offering assemblies on a Monday and Friday to also be shared with children via the school website. These will focus on key themes, current affairs and children’s mental health.

The curriculum within school will be the same as the online content.

During the course of the next week, we will also be launching some other elements to support home learning further and encourage children’s engagement.

# **Timings**

The school day will run from 8:30 to 2:45. There will be no wraparound schooling so breakfast and after school clubs will not be running at this point in time. We can also not offer early collection due to staffing levels.

Children need to be dropped off and collected from the classroom door. Latecomers need to go via the school office to sign in.

# **School Uniform and Equipment**

We are expecting all children to wear school uniform whilst in school. School will provide all other equipment so they will not need to bring anything into the building other than lunchboxes and water bottles. PE will take place on the same day as last term and we urge children to wear appropriate clothing on those days. Most days there will be additional active learning but this will not need children to wear their PE kits.

# **Attendance**

We would like those due to attend school to come daily. In the last lockdown, it was suggested that children are only sent in on the days that you need the provision. However, this makes it very hard to plan for so we would like to recommend full attendance.

# **Lunch Arrangements**

We will be asking Caterlink to provide hot meals during the lockdown period. In order to facilitate this, we will be asking parents to complete a weekly menu so that our catering team know exact numbers of meals to prepare in advance. There will be a simplified menu.

# **Free School Meals**

We are currently in the process of finding out which provider the government wants schools to use for vouchers. As soon as we know, we will begin to issue the FSM vouchers as before. **Please let the office know if you have changed contact details such as an email address.** Also, if you feel that you now meet the FSM criteria, please let the office know.

# **Welfare Checks and Safeguarding**

Please be aware that we have a duty of care to all children. Where necessary, Claudia Stephens (Family Care Manager) will contact parents / carers to ensure the welfare of the family.

Should you have any safeguarding (child protection) concerns during the lockdown period, please contact Claudia on [cstephens@kingsfield.cambs.sch.uk](mailto:cstephens@kingsfield.cambs.sch.uk). Alternatively, you can report a disclosure via the information on the Local Authority’s website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>