

## **Buxted Church of England Primary School**

Hurstwood Road  
Buxted  
East Sussex  
TN22 4BB



Inspire and Aspire

**Telephone:** 01825 733185

[www.buxtedce.e-sussex.sch.uk](http://www.buxtedce.e-sussex.sch.uk)

Tuesday 21<sup>st</sup> July 2020

Dear Parent/Carer,

I wanted to write to you to introduce myself and to inform you of the arrangements for your child returning to school in September.

### **Leadership team for September**

As you are aware, I am currently the Deputy Head at Harlands Primary and Nursery School. I have also been Interim Head of School and Acting Headteacher in my time at the school before taking a period of maternity leave. I am very excited to be leading the school in the interim and will aim to ensure that the children return to school as smoothly as possible.

Joining Buxted as Interim Deputy Headteacher will be Mrs Karen Hart. Mrs Hart is a very experienced teacher and member of the senior leadership team at Bonners, therefore bringing a wealth of knowledge and experience to the school. She will be in school for 3 days a week and at Bonners for 1 day.

### **Preparing to return to school**

We understand that for many children they have spent a significant amount of time away from school. Ensuring that they feel prepared to be back in school and learning will be a priority and much work will be done on supporting them emotionally.

Following Government guidance, we are pleased that all children will be able to return to their class forming a new class bubble. Classes will still need to remain 2 metres apart from each other in the same way that they have this term but the children will not be required to maintain a 2 metre distance while in their classroom or on the playground.

In addition, classrooms tables have to be in rows so all children are forward facing and one way systems are in place where corridors are narrow. Lunch times will continue with children having packed lunch only for the first term. This should either be provided from home or be ordered from the school kitchen, where Chartwells will provide a packed lunch. We will review this at the end of term or if there is any change in Government guidance before that time.

Classes will continue handwashing practices at the beginning and throughout the day.

Classes have been allocated outdoor spaces for them to continue to have playtime and opportunities for outdoor learning.

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Children will be expected to wear school uniform again in September. Please ensure that your child has a **named** water bottle in school, as well as labelled sun screen, if required, that can remain in a tray underneath their desk. Please apply sunscreen before coming in to school. Please only allow your child to bring in their lunch, water bottle, PE kit and reading book (and hat if it is sunny). This is now allowed to be in a bag. Children will be allocated their own equipment that is used regularly like pens and pencils.

### **Drop off and Pick up**

In order to get the children into school quickly and safely without breaking social distancing rules, we have had to stagger start and finish times. Please bear with us in the early stages.

We ask for parents to continue to drop their children off in the same carousel system that has been established during this term so that parents do not need to leave their car. Children will be met by members of staff on the gate and signalled to their designated muster point. We ask that parents arrive at school within the allotted time as there are now significantly more children to get into school. Children will be getting out of their cars or if walking or cycling, coming in through the main entrance to their muster point. We cannot allow children to arrive before their drop off time, as children will be unsupervised and we will not be able to enforce social distancing rules.

Siblings will be allowed to be dropped off at the same time and they will go to a separate muster point manned by staff. We are unfortunately not able to do this for pick up as the guidance states children should now be in school for the legal amount of time.

<b>Year group</b>	<b>Drop off</b>	<b>Pick up</b>
<b>Year 1</b> (and Reception from 28 <sup>th</sup> Sept)	8.40am – 8.50am	2.55pm
<b>Year 2 &amp; 3</b>	8.50am – 9.00am	3.05pm
<b>Year 4 &amp; 5</b>	9.00am – 9.10am	3.15pm
<b>Year 6</b>	9.10am – 9.20am	3.25pm

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### **Oak Class (Reception) Arrangements**

We appreciate that children and parents may be a bit nervous about their child starting school and understand it is a big milestone for a family. Therefore, for the weeks beginning 14<sup>th</sup> and 21<sup>st</sup> September, Reception children will be allowed to enter school between 8.30am and 8.40am before any other children arrive. For these two weeks only, parents will be able to park in the car park to walk their child to the gate.

From Monday 28<sup>th</sup> September onwards, once children are able to be full time, Reception children will need to come into school between 8.40am and 8.50am following the carousel system.

### **If your child becomes ill**

If your child displays any of the COVID-19 symptoms, please do not send them in to school. They should be kept at home for 7 days and the entire family for 14 days. Tests will be available for families to confirm if this is COVID-19. You must advise the school if this is the case. If your child becomes poorly whilst in school, they will be taken to the isolation room, which is the library and will remain in there with a member of staff, until they are able to be collected. The pick-up point will be the wrap around room door. If there are confirmed cases, all parents and carers of the class will be informed and children and staff will have to remain at home for 14 days.

We have also been asked to advise you that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore your child may then be temporarily absent if they fall into this category.

Of course, if Government guidance was to change then we may need to review our plans. We will keep you updated of any changes that need to be made.

I hope that you have a lovely summer and I look forward to meeting you all on the gate in September.

Thank you in advance for your support.

Miss Laura Fair

Interim Headteacher