



10<sup>th</sup> September 2020

Dear Parents,

I am writing to provide you with updates and information on a number of school procedures and routines.

### **Drop-Off and Pick Up**

From the start of this term we have opened the gate at 8.30am and allowed pupils to be dropped off in the morning from that time. This is proving successful and there is a steady flow of 'traffic' in and out of school. Many thanks for ensuring that children are here before 8.55am as this is helping us to get lessons started at 9am.

Pick-up time creates a greater number of people arriving at school and this means there are more pedestrians using the paths to and from school. To ease congestion we are now going to start releasing the children in Group 1 from 3.10pm; children in Groups 2 and 3 will stay with the times previously allocated of 3.20pm and 3.30pm. I appreciate that getting the timing right is tricky; if you arrive earlier than your allocated pick up time please remain in your car and then proceed to school at the correct time. If you do find that you have arrived at the gate early, please enter the playground and wait at a cone – this supports us to follow social distancing measures. Once you have collected your child please then leave the playground and avoid gathering on the pavements around the school.

Following on from yesterday's announcement from the Prime Minister, schools are exempt from the 'rule of 6'. However, before arriving at school and after leaving school this rule is in place. Having reviewed the guidance it is very clear that children form part of any group of 6 – I ask that we all adhere to these rules that aim to restrict our contacts and help stop the spread of the virus. It will help us to keep our school and local community safe. The 'rule of 6' takes effect from Monday 14<sup>th</sup> September 2020.

### **Colds and Illness**

Government guidance states that children with a common cold can attend school. It is inevitable, as school has started again, that some children are now displaying cold symptoms. It is important to differentiate the symptoms of a cold from those of Covid 19. If, however, your child is feeling generally unwell with a cold you may decide to keep them home and I understand this cautious approach.

We now have children in school – or absent from school – with common cold symptoms such as a sore throat and/or bunged up nose. If your child is feeling unwell and displaying these symptoms, please take their temperature and only send them to school if it is below 38 degrees. If they are displaying a high temperature then you should not send them to school; a high temperature is a symptom of Covid 19 you should book a test and follow the guidance for the rest of your household.

Children who come to school with cold symptoms will have their temperature taken during the day to ensure that they remain fit to be in school. A qualified first aider will carry out the temperature check with a digital thermometer. If your child has a high temperature, we will call you and ask you to collect them. Again, as a high temperature is a symptom of Covid 19 then you should book a test and follow the government guidance.

# Penshurst

## CE Primary School

High Street, Penshurst, Tonbridge, Kent TN11 8BX

Tel: 01892 870446

Headteacher: Mrs Sue Elliott

[headteacher@penshurst.kent.sch.uk](mailto:headteacher@penshurst.kent.sch.uk)

[office@penshurst.kent.sch.uk](mailto:office@penshurst.kent.sch.uk)



These procedures are in place to support us to keep our school community safe. If I receive further government guidance – either national or local – I will of course keep you fully informed.

### **First Aid**

When First Aid is administered a form is completed for our records and a copy of this is usually sent home to parents. In order to be Covid compliant we will be scanning the form and sending this to you via email. When we are able to recommence sending paper copies we will let you have the original copy.

### **Homework (Year 1-6)**

To comply with our risk assessments and the current government guidance we will not be sending home homework books/worksheets etc. All teacher communications/homework etc. will be sent electronically and will also be uploaded to our website.

Teachers will set homework from week commencing 14<sup>th</sup> September 2020. All homework (apart from reading) will be set online. This will include MyMaths, Active Learn (Bug Club Reading), spellings and for Key Stage 2 children Times Tables Rockstars. Teachers will be sending home a letter electronically to detail homework routines; this will also be available via our website. The letter will contain information of how to access spelling lists. Should you have mislaid any passwords or usernames for MyMaths, Active Learn (Bug Club) or Times Tables Rock Stars then please email Mr Harris ([oak@penshurst.kent.sch.uk](mailto:oak@penshurst.kent.sch.uk)) and he will provide you with this information. If your child is not able to access online learning please communicate this to their teacher and we will try to support you to find a solution.

### **Curriculum Overview**

Next week teachers will upload their curriculum overview to their class pages on our website – this will give you information regarding the learning that is taking place this term. We are currently focusing on settling children into school life, building their confidence and stamina for learning. Where there are identified gaps in learning we are putting together a programme of support and intervention so that we begin to consolidate previous learning and make sure pupils are ready for the next steps in the learning. This process has already started but there is no quick fix, I am very conscious that life is still not normal for us all; I would consider it wholly inappropriate to make our pupils feel under pressure in these first few weeks back to school. I have always put the well-being of my school community first and foremost and will continue to do this. When we feel a more individualised approach is required class teachers will contact parents directly. I am currently exploring with teachers ways of keeping parents fully informed and looking at ways of providing some interaction with your child's teacher during this time when face-to-face meetings are not possible.

I am usually on the playground at drop off and pick up and will try and answer any questions that you might have – or call or email the office ([office@penshurst.kent.sch.uk](mailto:office@penshurst.kent.sch.uk)) if you need any clarification or have questions you would like to ask. Each class has their own email account which teachers monitor daily – see our website for further information.

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### **School Email and Computer System**

Between Monday and Wednesday next week (14-16 September 2020) we are having some essential maintenance to our school IT systems carried out. Unfortunately, we were not able to get this completed during the school holiday period. This will mean that our computer systems will not be working during this period. **We will not have access to ParentMail or other email systems during this time.** If you need to contact the School Office then please do this by telephone. Staff will be unable to access emails when in school and I have asked them – as a one off – to check their emails when at home and respond appropriately.

Many thanks for your continued support; these are challenging times but I am sure that by working together we can navigate a pathway through them.

With best wishes,

Sue Elliott  
Headteacher