

Dear Parents, Carers and Pupils,

I hope that you have had a good summer break in whatever form it has taken and that you are all safe and well.

I am pleased to be able to write to you with our updated plans for reopening in September for Primary pupils. We are all really pleased that we will be fully open and able to welcome back all of our pupils. We have been working hard over the summer to respond to the government guidance so that we can prepare for pupils and staff to return as safely as possible and to run the school as effectively as possible under the guidelines.

The Department for Education Guidance for the September opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In this handbook we have refreshed our plans and systems that will help us open effectively. I wrote to you before the summer with the information that we knew then, but there is further detail and diagrams to further explain many of the processes. We have also produced a number of short videos to help explain some systems such as parking and entry to the school, and links can be found within the handbook. Please take time to watch them.

Through the implementation of these controls the risk of transmission will be substantially reduced at the school, although we can never eliminate it.

Please can we remind you that the Primary School will close at 12:20/12:30 each Friday for Key Stage Two pupils from the beginning of term and at 12:10 for Foundation pupils from w/c 21<sup>st</sup> September. If you can collect your son or daughter at their allocated time you should do so. However, for those parents are unable to collect their child at this point we have arranged limited staffing so that they can be looked after until 3:00. All children who use this provision will need to bring their own packed lunch.

In order to help us plan for this, please complete the online survey via the link below to indicate whether your child will be collected at their allocated time or will be staying in school until 3:00. If we have not had a response from you by Wednesday 2<sup>nd</sup> September, we will be expecting you to pick up your child at 12:10 each Friday.

SURVEY LINK: <https://forms.office.com/Pages/ResponsePage.aspx?id=-Rze2G9TSkCawYeofzqRfUYV1Hu4YHJPlxYNorkjoH1URTdWS1hYWURJQzZGQVNTMExTVVhMWTE4TS4u>

Over the summer we have also had a virtual tour of the school produced. We are really pleased with it and for those of you who may not have had the chance to look inside the school, or who may just want to refresh yourselves with the layout of the school, it is a really good tool. We will add further documents to it shortly. The link to it can be found under the 'Virtual Tours' heading on the website: <https://www.kentshillpark.school/>

Thankfully, there haven't been many major changes to the guidance over the summer and we have had many of our plans confirmed. Please take the time to read the document thoroughly with your son or daughter and talk through the details with them. We appreciate that the thought of coming back to school with all that has happened previously and with many changes to normal school routines

may cause some anxiety, but by being aware of what these changes are may help to alleviate some of that worry.

When children return to school we will do all that we can to ensure that they transition back into school systems and routines as easily as possible. Our mantra of work hard, be kind will be as important as ever. With all these changes we will expect the pupils to take responsibility for their actions and expect that their behaviour is as impeccable as always so that they are not putting themselves, or anyone else, at risk. Again, please talk to your children about yours and our expectations.

If you are unsure about any aspect of the information, please feel free to contact the office who will be able to clarify for you.

Thank you for your understanding and support with all these changes. This has been challenging time for everyone, but we are really excited about being able to open our school and welcome back all the pupils.

Yours faithfully,



James Pilgrim  
Headteacher.

## Kents Hill Park Primary – September 2020 Opening Parent and Pupil Handbook - Foundation

This handbook contains information to support children returning to school / starting Kents Hill Park School in September. Please read this information carefully and share it with your child.

The Department for Education Guidance for the September opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The details below explain how Kents Hill Park School (Primary) intend to respond to the guidance within the context of our community and cohorts of pupils. The following details are based on information known as of August 2020 and may be subject to change.

### Staffing

	Teacher	HLTA / TA	
<b>EYFS – Potter Class</b>	Miss Dolan 	Mrs White 	Miss Tidy 

### Start and Finish times

Each year group has a set queuing / entrance / exit point and entry / exit time. It is vital that these are adhered to so that parents / carers and children from separate class bubbles do not mix. Please do not join the queue unless it is your year group's timing.

Parents are to remain with their child until they reach the front of the queue. Children are not to queue on their own.

Parents should arrive no more than 10 minutes prior to the end of the school day for their child. This is to ensure we are able to manage the flow of traffic and pupils leaving.

### Foundation

The first day of school for Foundation pupils is Monday 7<sup>th</sup> September.  
Please refer to the table below for timings of the morning and afternoon sessions.

	Weeks 1-2 (7 <sup>th</sup> & 14 <sup>th</sup> Sep)		Week 3 (21 <sup>st</sup> Sep)	Week 4 onwards (28 <sup>th</sup> )
	Foundation Group 1 AM	Foundation Group 2 PM	Foundation All 30 (with packed lunch)	Foundation All 30 (school dinners if ordered)
<b>Start Time</b>	9.00-9.15am	12.30-12.45pm	9.00-9.15am	9.00-9.15am
<b>Finish Time – Mon - Fri</b>	11.30am	3.00pm	<b>Mon-Thurs</b> 2.00pm	<b>Mon-Thurs</b> 3.10pm
<b>Finish Time - Friday</b>	----	----	<b>Friday</b> 12.10pm	<b>Friday</b> 12.10pm

**Please note:**

School will remain open for the Foundation PM Group’s Friday afternoon sessions w/c 7<sup>th</sup> and 14<sup>th</sup> September

## Entry and Exit – Foundation

### Diagram 1 - Foundation Entry and Exit Point

Please watch the videos for further information:

Adult View – <https://youtu.be/wQ29o1RE4ds>

Child View - <https://youtu.be/XRIFxKNO6ss>



**ENTRANCE – Refer to Diagram 1 above / Videos**

**Please watch the videos for further information:**

**Adult View** – <https://youtu.be/wQ29o1RE4ds>

**Child View** - <https://youtu.be/XRIFxKNO6ss>

**Weeks 1-2 (w/c 7th & w/c 14th) - AM Group Entry 9.00-9.15am / Exit 11.30am**  
**- PM Group Entry 12.30-12.45pm / Exit 3pm**

**Week 3 (w/c 21st Sep) – ALL children – Entry 9.00-9.15am / Exit 2.00pm – Fri 12.10pm**

**Week 4 (w/c 28th Sep onwards) – ALL children – Entry 9.00-9.15am / Exit 3.10pm – Fri 12.10pm**

**ENTRY – Outdoor Area Side Gate (front of school)**

- Please park on the **road side** of the carpark.

- Children and parents are to follow one way system and walk along pavement on road side of carpark.

- Children and parents to walk past front entrance of the school and form queue behind floor markings leading up to side gate of the Foundation outdoor area. Parents will be invited into the outdoor area, one at a time, to drop off their child at the door of the classroom. We ask that parents do not enter the classroom.

Children to hang up items on their peg and then wash their hands. Adults will be on hand in the classroom / outdoor area to support this.

- Parents are to leave outdoor area and follow the one way system back to carpark (arrows marked on floor). Please do not gather in front of the school or in the carpark.

**EXIT – Home Time**

- Parents to follow the same procedure at home time.

**Please watch the video for further information:**

**Adult View** – <https://youtu.be/wQ29o1RE4ds>

**Important Note**

**Parents are to remain with their child until they reach the front of the queue. Children are not to queue on their own.**

**LATE DROP OFF**

- All parents and carers should aim to get their child to school on time so that they can follow the new routines for their year group.
- If a child is late, they are to be accompanied by the parent / carer to the main reception, following the one way system.
- The child will enter the school and will be signed in by the member of staff in the office.
- The parent / carer is not to enter the school building.
- The child will then sanitise their hands and will be taken to their classroom.

**Travel To and From School**

Research suggests that the transmission of COVID 19 is much lower outside. Milton Keynes has an excellent network of Redways and we encourage you to walk or cycle to school. The school car park should only be used if you have no other method of getting your child to and from school. If you do use the car park you must follow the instructions and signage and park in the marked bays. Do not park in the disabled bays unless you are entitled to use them.

Pupil safety is paramount, so please be very cautious and conscientious when using the car park and follow the instructions of the site team.

If pupils are using public transport, please follow the guidance of the individual travel companies.

### **Returning home from school**

We would encourage all pupils to wash their hands immediately after returning from school and to have their uniform washed regularly. If your child/ren presents with any COVID 19 symptoms they should immediately tell an adult within the household and get tested. You should then inform the school.

## Illness – suspected symptoms

Pupils and staff will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested. Please refer to the Coronavirus Related Scenarios below for further guidance:

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Get a test</li> </ul>	...the test comes back negative
...my child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for at least 10 days</li> </ul>	<p>...they feel better.</p> <p>They can return to school after 10 days even if they display symptoms. Symptoms can last for several weeks once the infection is gone.</p> <p>They cannot be brought to school by anyone who is self-isolating in the family household. All family members in the household must self-isolate for 14 days.</p>
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Household member to get a test</li> </ul>	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of isolation.
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of self-isolation.
We/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• <b>Do not take unauthorised leave in term time</b></li> <li>• <b>Consider quarantine requirements and FCO advice when booking travel</b></li> <li>• <b>Provide information to the school as per attendance policy</b></li> </ul> <p><b><u>Returning from a destination where quarantine is required:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	...the quarantine period of 14 days has been completed.

<p>...we have received medical advice that my child must resume shielding</p>	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school through the pastoral team</b></li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p>...you are informed that restrictions have been lifted and your child can return to school again.</p>
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### **Government Guidance**

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature (37.8°C or above), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If anyone develops symptoms, they should be tested.

### **Awaiting Collection – Isolation**

#### **Government Guidance**

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.



PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Further information can be found by clicking the following links:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

## **School Procedure**

- An isolation room and toilet area has been set up near to the school office. This will be used following the above guidance. Pupils from different year groups will be distanced.
- If a pupil displays symptoms they will be removed from the classroom.
- If there is a confirmed case we will contact the Health Protection Team to carry out a risk assessment before advising staff, parents and pupils about next steps.
- The school will actively engage with NHS Test and Trace.
- If a group of pupils are required to self-isolate at home then we will provide online learning for them based on their classwork. These will not be live lessons.
- Schools do not need to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

## **Before you come to school**

- Make sure your child has breakfast.
- If you are able to, take your child's temperature. If it is high (37.8°C or above), they are not to come into school. Please contact the school office, following the usual absence procedures.
- Check for symptoms outlined in section above.
- Pupils will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested.

## **Attendance**

DfE guidance states that school attendance is mandatory. Kents Hill Park School will be fully open in September and attendance is expected. The usual attendance processes will be followed.

Whilst we accept that all children should be back in school, we will make reasonable adjustment initially to ensure that the transition back in to school supports all pupils and their needs. We envisage that there will be a number of pupils who will need significant input to ensure their initial and continued attendance.

If your child is absent, please contact the school absence line by 9.00am to report the absence by phoning **01908 533290** and selecting the absence line option. Please leave your child's name, class and reason for absence.

## **What your child will need**

- Full school uniform (to be labelled clearly with child's name)
- Packed lunch (from w/c 21<sup>st</sup> September)
- Water bottle (to be labelled clearly with child's name) – sports cap, water only – will be kept on desk
- Pupils in Foundation will receive daily vegetables or a piece of fruit through the 'School Fruit and Vegetable Scheme' or they can bring in their own healthy snack.
- Book bag (to be labelled clearly with child's name) and reading diary
- Coat (to be labelled clearly with child's name)
- PE Kit (to be labelled clearly with child's name)

## **What your child will not need**

- Pencil case
- Please can we ask that parents / children do not to bring in things from home to hand out e.g. birthday treats, cookery for homework.
- Lunch on a Friday (unless you have organised for your child to stay in school. If they are staying in school, they will require a packed lunch).

## Face Masks

Pupils may wear face masks if they choose to bring in their own. They will not be provided by the school. Pupils must not touch the front of their face covering during use or when removing them. They are to dispose of temporary face coverings in the lidded bin at their entrance point or place reusable face coverings in a plastic bag they can take home with them.

## Lunches

- Children do not require a lunch for the first two weeks.
- w/c 21<sup>st</sup> September – All children require packed lunches.
- w/c 28<sup>th</sup> September onwards – Children can bring in a packed lunch or have pre-ordered hot dinners.
- Lunches are not required on a Friday unless you have organised for your child to stay in school.
- Kents Hill Park School will have a new catering company from September – Innovate. Innovate has extensive experience of working with other schools throughout the COVID 19 outbreak and have practical solutions used in other school environments.

## Visitors

- Visitors will be able to access the site so long as strict social distancing guidelines are followed.
- Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual. Parental permission will be sought for any face-to-face meetings.
- Parents should communicate with the school via email and telephone as far as possible.
- Where visits can happen outside of school hours, they should.
- A record will be kept of all visitors.

## Communication

We will continue to communicate with parents on a regular basis via email and newsletters generally, and on an individual basis via telephone. We will be pro-active in contacting home with any issues to do with pastoral care and academic progress.

The school will continue to follow the latest government guidance. This is a very fluid situation and the school reserves the right to make changes to any of the plans outlined in this document. With any changes we make we will try to communicate these with parents, pupils and staff as quickly as possible.

If you wish to speak with your child's class teacher or a member of the office team please either call the school office on **01908 533290** and select the primary option or email [primary@kentshillpark.school](mailto:primary@kentshillpark.school).

## **In-School Organisation and Routines**

### **Hand Washing**

A handwashing timetable is in place for each class.

The children will wash their hands with soap for twenty seconds:

- upon entering school
- before and after break time
- before and after lunch time

The children will dry their hands with paper towels. Hand dryers will not be in use.

### **Hand Sanitiser**

- Available in all classrooms and exit / entry points around school.
- If children are to move around the school, they will sanitise their hands exiting and entering their bubble classroom. This will be via the class teacher administering sanitiser via a hand-held pump or via the classroom dispenser.
- If a child coughs or sneezes into their arm / hands / tissue, they are to dispose of the tissue, if used, in the classroom lidded bin and then use the classroom sanitiser before returning to their seat.

### **Changing Books**

Book changing day – Wednesdays

Children will be issued with books each week as long as all books are completed and this is recorded in their reading diary (please see inside of diary for further information on home reading and book changing).

### **Library Books**

Children will bring home a library book every other week. A new one will be issued when the previous book is returned.

### **Assemblies**

Assemblies will be conducted remotely via Teams into classroom bases.

### **PE Lessons**

- PE lessons will run in a different format to normal. Fitness style lessons, which require little equipment and non-contact activities, will be taught.
- Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils.

### **Break Time**

- Class bubbles will play on designated areas of the playgrounds. These will be rotated.
- Children can play games within their bubbles and share a set of equipment, which will be cleaned regularly.
- The school field will be used if conditions are dry and grass is not slippery / muddy.
- Children will wash their hands before and after break.

### **Lunch Time**

- Children will eat lunch in the small hall.
- Children will wash their hands before and after lunch time.
- Children will have time to play outside either before or after they have eaten. This will be in a designated area of the playground in their class bubbles.

### **Wet Play**

- Class bubbles will eat their lunch in the hall as usual following the lunch timetable.
- Time on the playground will be replaced with free time in their classroom.

## **School Environment**

### **Hygiene**

- Every classroom will have a cleaning kit - anti-bac spray/wipes, sanitiser, gloves and white roll.
- Every classroom and regularly used room, e.g. hall, entrances / exits, have hand sanitiser dispensers.
- Tables and surface areas will be cleaned down as often as possible.
- Children will be encouraged to frequently wash their hands with soap and water for 20 secs and dry thoroughly (handwashing timetable). This will happen on arrival at the setting, before and after eating and after being outside at play.
- Hand sanitiser is available in all classrooms and exit / entry points around school.
- If children are to move around the school, they will sanitise their hands exiting and entering their bubble classroom. This will be via the class teacher administering sanitiser via a hand-held pump or via the classroom dispenser.

- If a child coughs or sneezes into their arm / hands / tissue, they are to dispose of the tissue, if used, in the classroom lidded bin ('catch it, bin it, kill it') and then use the classroom sanitiser before returning to their seat.
- Tissues will be available in every classroom – fresh tissues will be put in each child's tray each day so they have quick access if they are to sneeze or cough.
- Classroom windows and doors should be open where possible.
- No use of standing fans.
- Classrooms, toilets and regularly touched surfaces will be cleaned during and at the end of every day.
- The areas used will be deep cleaned on a Friday afternoon.
- Contact between individuals will be minimised and social distancing maintained wherever possible.
- Staff should avoid close face to face contact with children and minimise time spent within 1 metre of anyone.

### **Signage**

Handwashing posters will be in classrooms and toilets, 'sanitise your hands' notices will be at all entry points to the building / classrooms by the hand sanitisers, 'use your own equipment' posters in classrooms. These will be supported with verbal reminders.

### **Classroom Layout and Equipment**

- All of the children's learning will take place in their classroom and outdoor area (except PE).
- There will be 30 pupils in each class bubble.
- Children can share learning resources. These will be cleaned regularly and will not be shared between bubbles.
- Less-frequently used resources, such as sports, art and science equipment, will be cleaned frequently and meticulously when shared between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Bubble outdoor playground equipment will be cleaned more frequently.
- Pegs will be used for coats, book bags and PE kits.
- The library will be used by class bubbles on different days.
- It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

### **Timetable and Lessons**

- Pupils will follow their normal timetable for the vast majority of the day. They will receive a broad and balanced curriculum.

- Where it is not possible to offer full practical access, pupils will receive theoretical focus for their topics. When lessons return to normal, practical elements will be reinforced.
- Lessons will mainly be delivered by your child's class teacher.
- The same expectations of behaviour and standards will be in place from September and the induction process will focus on ethos and culture to help re-establish routines.
- No Secondary staff will come to the primary site to deliver lessons and vice versa.

### **Intervention strategies and support**

High quality teaching is the first step to support all children. Children will have had very differing experiences of learning at home and there will inevitably be gaps in children's education depending on levels of access and parental support. Teaching Assistants will be working within year group bubbles, but will still need to maintain social distancing.

### **SEND**

The SEND team will assess children's learning on their return to school and implement interventions according to need. In order to maintain social distancing guidelines, interventions cannot take place on a one-to-one basis. Instead, they are likely to be small group interventions led by a teaching assistant.

### **Pastoral support**

In addition to normal pastoral support on returning in September, we will discuss with pupils how people have been affected in different ways by lockdown and provide them with means to discuss any elements in confidence should they wish. We will also fully induct pupils to ensure all new, existing and adapted procedures are communicated and understood by all.

### **Homework**

- **Year 3, 4 and 5** - weekly homework will be set for pupils. This will include regular home reading, times tables and spellings. We will continue to set half-termly projects linked to each class' topic and this will be sent home in purple Homework Logs.
- **Foundation** - the children will be expected to read at home regularly and will also have tasks linked to their phonics and maths sent home to complete.

### **Home Learning**

- Home learning will be made available if school is to close / groups are asked to isolate.
- Home learning will reflect the learning that would have taken place in school during that time period, offering a broad and balanced curriculum offer.
- Resources will be printed and posted home by the school office where required.
- Teachers will continue to differentiate for SEND pupils within their planning and support their learning at home.

- Where staff are able to, live lessons will be delivered via Microsoft Teams following school guidance.

### **Extra-Curricular Activities**

Initially, there will be no after school clubs. We will review this at the end of September. Similarly, there will be no trips, visits or fixtures for the first term. This will be reviewed in December.

### **Wrap Around Care at Oakgrove Primary School**

We are unable to offer wrap around care initially. This will be reviewed at the end of September.

### **Injuries / First Aid**

- If a child injures themselves and requires first aid, appropriate PPE will be worn by the staff member if they are nearer than 2m to a child. The child is also to wear a mask.
- Gloves and masks and first aid supplies will be kept in each bubble's room.
- All medication will be kept in the bubble classroom or in a nearby fridge if required.
- If a child requires their inhaler, adults will follow usual procedures.
- Medical Tracker will continue to be used. Email notifications will be sent home to notify parents of any first aid administered.

### **Emergency evacuation**

Emergency evacuations are regularly practised throughout the year, but to reduce the number of contacts this will be adapted. Rather than a full practice evacuation, individual year groups will be evacuated and the procedure will be completed in this manner. If a real evacuation occurred normal procedures would be followed as year groups are registered and stood separately.

### **Behaviour & Expectations**

The high standards of behaviour that are expected of all KHP pupils will be maintained from September. The Addendum to the whole school behaviour policy sets out how we will respond to any issues of behaviour and can be found on the school website. The Behaviour Policy explains that pupils can be sanctioned, up to and including exclusion, if they wilfully refuse to adhere to arrangements for social distancing and/or deliberately cough or spit at pupils, thereby putting them at risk.

We have the highest expectations of behaviour at Kents Hill Park School and a pupil's behaviour should be impeccable at all times. With all the changes and amendments to the school's routines we expect pupils to take responsibility and act maturely; there will be no tolerance for poor behaviour choices.



### **Parents' Evenings**

Wednesday 21<sup>st</sup> and Thursday 22<sup>nd</sup> October

Our Foundation and KS2 parents' evenings will be conducted remotely. You will be contacted via letter with further details.

### **Staff**

Staff need to conform to strict social distancing. They should avoid close face to face contact with children and minimise time spent within 1 metre of anyone.

### **Staff Absence**

We will constantly be reviewing the numbers of staff and pupils on site; should the numbers of staff fall below a minimum level we will look to restrict the numbers of pupils on site. This may involve year groups or part year groups being required to attend on a part time basis. These pupils will then move into remote learning whilst they are not at school.

### **All-through learning**

Whilst we cannot move children and staff between the primary and secondary sites initially, we will continue to host joint events, learning and celebrations remotely so that we maintain the ethos and culture of our all-through education.