



Ulcombe C of E, Leeds and Broomfield C of E, Kingswood and Platts Heath Primary Schools

**Executive Headteacher  
Emma Hickling**

Friday 6th November 2020

Dear parents,

I am writing to you at the end of the first week of term 2 and the start of Lockdown 2, I am pleased that schools have remained open this time to at least provide some resemblance of a routine for both staff and children. In this week's letter I will be explaining the procedures we followed at Kingswood, the new government guidance and the importance of keeping windows open at school!

**Positive Covid Cases at Kingswood**

Just before half term we had a positive case of Covid 19 in a Kingswood pupil in Key Stage 2. The pupil showed no symptoms and the result was from a random test that the household had been asked to do. We followed the guidance and immediately isolated the Key Stage 2 bubble. Two days later we had a positive case in a member of Key Stage 1 staff, and so the school was closed until yesterday for Key Stage 2 and until Monday 9th for Key Stage 1. In the end the school had 5 positive cases: three members of staff and two children. Isolating and closing bubbles meant that it didn't spread any further.

**Reminders of routines to keep parents, pupils and staff safe within the ASPIRE schools**

We are following all guidelines to keep everyone safe within school, obviously we cannot stop the spread of Covid 19, as there are many outside influences but we can do our best to prevent the bursting of our bubbles by keeping to the following guidelines:

- Parents are asked to wear face coverings when dropping and picking up their children
- Please sanitise your hands when entering and exiting the school
- Please follow any one way system and enter and leave by the correct gate
- Please drop and collect your child at the correct time for their bubble - if everyone arrives in the first time slot, social distancing becomes much harder

A reminder of drop off and pick up times -

Kingswood	Drop off	Pick up	Leeds and Broomfield	Drop off	Pick up
Years R,1,2	9-9.15am	3-3.15 pm	Year R,1,2	8.45-9am	3-3.15pm
Years 3,4,5,6	8.45- 9am	3.15-3.30 pm	Year 3,4,5,6	8.30-8.45am	3.15-3.30pm
Platts Heath	Drop off	Pick up	Ulcombe	Drop off	Pick up
Years R,1,2	9-9.15am	3-3.15 pm	Years R,1,2	9-9.15am	3-3.15 pm
Years 3,4,5,6	8.45- 9am	3.15-3.30 pm	Years 3,4,5,6	8.45- 9am	3.15-3.30 pm

- Please social distance when waiting for your child
- Pupils and staff will be washing hands regularly throughout the day
- Staff have now been asked to wear masks if crossing bubbles or using shared spaces in school
- Parents are reminded that they cannot enter the school buildings
- Pupils will be reminded that they need to social distance wherever possible and certainly from children not in their bubble.

These measures although somewhat prohibitive of normal school life are essential to ensure that the one positive case does not spread throughout our schools. Thank you

#### New Guidance from Thursday 4th November

- Staff are now advised to wear masks when not in their own classroom - we had already put this into place
- The school is not allowing visitors unless absolutely necessary, so our senior staff will be staying on their own school site
- After school clubs are not permitted unless for child care reasons only, of which we don't have any
- PE should be outside where ever possible so please ensure your child is dressed warmly for PE.
- Attendance at school is mandatory unless a child is ill or is isolating
- There is no shielding so all staff will be attending school unless very vulnerable in which case they have to work from home

#### Ventilation, and layers

As I have explained in previous letters and risk assessments, we have to keep windows and doors open throughout the day at school as the guidance states that ventilation slows the transmission of the virus. As the weather is now colder, please make sure your child has the appropriate layers on in order to keep warm. Thank you.

#### Remote education

As explained in my previous letter we will now provide remote education if a bubble is closed and children are having to self-isolate. All parents should have now received their child's log in to google classroom and instructions to follow. We have had some success with this at Kingswood this week, but it is very new technology for all of us, so please do bare with us while we learn too! I have this week ordered lots of chrome books for staff and children and Kingswood as they had to close have been given 7 additional free chrome books by the DFE. We eagerly await their arrival!

#### Thank you Kingswood

A huge thank you to Kingswood staff, pupils and parents for their support and hard work through the 14 day isolation. It was tough as it was over half term, but your engagement and words of support really helped Mrs Sanchez and I in our decision making.

## Tapestry for year R

Under the leadership of Mrs Steer, Head of School at Leeds and Broomfield our Early Years staff have begun to use Tapestry some online software that captures moments of learning for our youngest children. Parents in year R should have received a letter this week explaining this and asking for an email address. If you register your email address as a parent, you will then also be able to log in and see what your child has been learning at school. Learning is generally captured with a photograph and a comment from a member of staff. We are excited about the introduction of this software and I am in the process of ordering some tablets for staff to use to make the best use of the programme.

Thank you for your support, I look forward to, continuing to work together effectively over the coming months.

If you have any questions or queries I can be contacted via email at [ehickling@aspirekent.org.uk](mailto:ehickling@aspirekent.org.uk)

Kind regards,

**Emma Hickling**  
**Executive Headteacher**  
**ASPIRE Federation**