



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

Friday 22 May 2020

Dear parents/carers,

Thank you all so much for your patience in awaiting the final details of our reopening on the 1 June. I know this has been such a stressful and anxious time for you all in deciding whether you would like your children to return after the May half term, but as I am sure you understand, there have been many factors which we have had to take into consideration before finalising them in a letter to you.

There is going to be a huge amount of information in this letter, so I suggest a nice cup of tea and a biscuit should be at hand before you start reading about our plans to reopen.

Firstly, I want to say, that although the school will look different with the many safety measures we have put in place to keep the children and staff safe, we will continue to support our children and families in any way that we can. We might look a bit different with new systems in place, but we are still here for you all. Secondly, although it may only be a few children, we are welcoming back on 1 June; we can't wait to see them! And for the rest that are not joining us quite yet, we can't wait to see you all either!

A specific letter to Year One, Six and Key Worker children will be sent out separately today with the details of your start and collection times of your children.

## General Organisation

Pupils will be organised into groups of **8 children per classroom** when they return to school and these groups/bubbles will not be able to be changed or added to during the period pupils are attending school. Staff members will also remain the same for the duration of the week. I know that some of you have said 'yes' but are still unsure as to whether to send your child in (year groups R, 2, 3, 4, and 5). I am afraid it is impossible for us to hold places for your children for later on in the term and they will not be able to join an existing group so I will need to know your final answer by **Friday 22 May**. Equally if you have said 'yes' and your child does not attend, their place will be lost.



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School  
designated by



National College for  
Teaching & Leadership



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

<b>Total number of KS1 classrooms in the school</b>		<b>3</b>	<b>Total number of KS2 classrooms in the school</b>		<b>6</b>
	<b>No of Year 1 pupils returning</b>	<b>Number of classrooms required for groups of 8 children per room</b>	<b>Additional classrooms required for key worker, vulnerable and EHCP pupils</b>	<b>Total Classrooms required</b>	
<b>w/c 1 June</b>	10	2	4	6	
	<b>No of Year 6 pupils returning</b>	<b>Number of classrooms required for groups of 8 children per room</b>	<b>Additional classrooms required for key worker, vulnerable and EHCP pupils</b>	<b>Total Classrooms required</b>	
<b>w/c 8 June</b>	16	2	4	2 – for Y1 2 –for Y6 4 – for KW  <b>8 CLASSROOMS BEING USED</b>	

You will see from the above table that there are many logistical challenges in ensuring that there is enough classroom capacity for pupils to return school, whilst following the government's social distancing guidelines. Please also be aware that the initial timetable planned for Yr1 and Yr6 is subject to change as we consider reintroducing additional year groups back to the school. We will also need to factor in possible alterations to government advice to schools over the next few months. I will keep you updated via our mailings system.



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School  
designated by



National College for  
Teaching & Leadership



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

## Arrangements for the start and end of the school day:

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school. Unfortunately, we will not be allowing any parents/carers/visitors on site and we will be asking that parents queue down Farnborough Hill if your child is in Year One or Six (with approximately 2m between each of you) and the Key Worker families to queue towards Westfield. We also ask that parent/carers arrive and leave promptly to allow the next set of families to arrive and depart safely. The timings of our school day will vary, due to the staggering of our groups starting their school day. This will mean that our school day will be shorter for all of our children except for our key worker families.

- Children will be met at the school gates by a member of staff and brought to their classrooms. At the end of the day a member of staff will bring the group of 8 children to the gates to meet their parents/carers.
- Children will be asked to wash their hands upon their arrival to school before they enter our building at the new outdoor sink areas
- Times of the beginning and end of the day will be staggered
- Playtimes and Lunchtimes will be staggered

Please see below an example of what our daily timetable **may** look like:

Group	Entrance and Exit	Start	Break 15 mins	Area for break	Lunch 45 mins (subject to change)	Area for lunch break	Finish
<b>A</b>	Pedestrian Gate	8:45	10:00	Field – zone 1	12:00 – 12:45	KS1 PG	2:20
<b>B</b>	Pedestrian Gate	09:10	10:20	Field – zone 1	12:30 – 13:15	KS2 PG	2:40
<b>C</b>	Pedestrian Gate	09:30	10:20	Field zone 3	12:30 – 13:15	Field Zone 1	3:00
<b>D</b>	Pedestrian Gate	09:50	10:40	Field zone 2	12:30 – 13:15	Field Zone 2	3:20
<b>E</b>	Car Park Gate	08:30 – 09:00	10:00	Field zone 3	12:00 – 12:45	Field Zone 3	3:30



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School designated by



National College for Teaching & Leadership



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

## Return to school arrangements for pupils in Year 1 and Year 6:

### The School Day:

To ensure social distancing for pupils and staff, we have made the following changes to the school day.

- The children are in group sizes of no more than 8 children per classroom. These groups will remain the same for the duration of their time at school until the group breaks up for summer.
- The children will be given a site tour on arrival and a health and safety talk (in a very child friendly and visual way)
- The Y1 children will be based in the year one and year two classrooms with access to the outdoors all day if they are in year one
- The Y6 children will be based in the year six and the year five classrooms
- The children will have the same adults working with them all week
- The classroom furniture has been reorganised to ensure there is social distancing between the children
- All soft furnishings have been removed
- There will not be any water, sand or playdoh for the children to play with
- The field and the playground have been zoned so only the 'bubble' of children can play in their area at any given time
- Lots of opportunity has been given for outdoor learning
- There will be timely reminders for the children to wash their hands
- There will be new outdoor hand washing stations on entry to the school
- Each classroom has a hand sanitiser station
- We have purchased steam cleaners so we can clean equipment should we need to
- The children will have their own stationary sets and new exercise books
- There will be a fire drill every Monday morning to ensure the children know their new assembly points
- Lots signs and posters to remind the children about keeping their hands and equipment clean.

### Bringing things to and from school/uniform etc:

To minimise cross contamination, we are looking to minimise the number of items bought to and from school. Children should only bring their water bottle and, if they have one, a packed lunch. Items such as reading books, journals, pencil cases and home learning are not to be brought to school. Equipment will be provided for the children in their own individual learning pack. They will not be allowed to share any resources.



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School  
designated by



National College for  
Teaching & Leadership



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

Due to the fact that lots of our learning will be outdoors, the children will be allowed to wear their own outdoor learning clothes. These must also be suitable to do PE in.

## Support for pupils:

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

- Each day the children will have a PSHE focus with their teachers. The teachers will assess what the focus should be based on prior conversations or on what the children talk about in class
- Class Assemblies
- Staff members will, as always be on hand to support the children
- The use of social stories
- Signposting to relevant agencies where necessary
- Lots of talking with each other

We have also prepared a video and slide show about the changes we have made in school to keep the children safe. Please watch the video with your children, so that they can be a bit prepared for what their school and classroom now look like. This is under the 'well-being' tab on our school website. Please forewarn the children that they must not be too sad if Sven is not here on their arrival!

## Learning

Teachers have been planning and presenting learning opportunities for all children at home which we have set on our website. Staff have also been checking in with you all to see how you and the children are and sending feedback via email. Home learning will continue when some of the children return to school on June 1<sup>st</sup> and we aim for the children in school and at home to have similar planned learning. The learning will look slightly different to how it has been presented since March 23 as all teachers will now be in class all day working with year one, year six and key worker children. The year group emails will remain open until the end of the academic year, whereby you can still email your children's work should you still be home schooling them.

## Health

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include:

- a new, continuous cough,
- a high temperature,



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School  
designated by



National College for  
Teaching & Leadership



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

- loss of smell or taste.
- Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on 01689 853 295 at the earliest opportunity. Please remember that any children who display symptoms of Covid-19 will be isolated and sent home as soon as is possible. Parents and carers must be available throughout the day in case you are needed immediately to collect your child

I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keeping your child informed about the things they can do to discourage the spread of infection.

I hope that these arrangements provide you with the information you need to support your child's to return to school. I would like to take the opportunity to thank you for supporting the school over recent weeks and for supporting your child with their home learning.

Yours sincerely  
Angela James



Farnborough Primary School is a member of **Nexus Education Schools Trust**

**Nexus Education Schools Trust (NEST)** is a charitable company

limited by guarantee and registered in England and Wales

Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

National Support School  
designated by



National College for  
Teaching & Leadership