



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: admin.office@farnborough.bromley.sch.uk

Website: www.farnboroughprimary.co.uk

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

15 July 2020

Dear Parents/Carers,

So, this is my final letter of what can only be described as a very unusual year; a year that none of us were ever expecting in our lifetime. I hope amongst the ups and downs this time has provided us with, it has allowed you some precious time with your families and that you have managed to create some wonderful Lockdown memories. Whilst we all know that we have missed so much this year, the one thing I know that I can definitely take from the situation is life is precious and slowing down isn't always a bad thing.

I know this time for many of you has been so difficult for so many reasons and I hope that you all have had the support you have needed to get through this period. I can't begin to imagine some of the hardships some of you have gone through or are anticipating, but please know that we are here for you; if for nothing else but a friendly shoulder to cry on. If, over the summer period, you or your family need any extra support or help, please email the admin.office address. This will continue to be checked as often as possible.

Whilst we are aiming to return to 'normal' in September, there will be many changes to our routines. Outlined in this letter is hopefully most of the information you will need in order for a successful start to next year. I forewarn you that this is a 'two cups of tea and whole packet of biscuits' letter! Please keep this letter, as you will probably need to re-read it on 2 September before your children return on the 3 September.

All of the measures set out below will be reviewed continuously and we will continue to keep you updated of any changes via our mailings system. Although I would love for everything to go swimmingly from 3 September, I can almost guarantee that I will be sending out letters very quickly with new and adapted plans! Everything set out below does of course rely upon Government Guidance remaining the same.

Risk Assessment

Attached to this letter and on our school website you will find our completed Risk Assessment for the children's return in September. Please read this carefully as it contains all of the information regarding the measures we are putting in place for a safe return to school for pupils and staff. Within the Risk Assessment, we look at:

- Prevention
- Use of PPE
- First Aid and ill children
- Response to Infection



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We will be allowing children to bring in their own wipes, hand sanitisers and hand creams. These will need to be labelled and kept in school until the end of term. The government guidance currently says that 'face masks are not needed in school and that schools should ensure that any face masks worn on the way to school are either disposed of appropriately or stored in a way that cannot result in infection.' Therefore due to the germs that can be held in a face mask, whilst the children can wear face masks to school, we would ask that these are then handed to parents/carers before the children enter the school site. If government guidance changes regarding the use of face masks in school, I will write to you over the course of the summer break to inform you of any update in policy.

Bubbles and Staffing

I am sure you are all very familiar with the term 'bubble'. This is essentially a group of people who will have very limited contact with other groups of people. When your children return to school on Thursday 3 September, they will join their class 'bubble' which will consist of their fellow classmates and the adults that usually work with the children. Below you will find the staffing list for your child's 'bubble'

Year Group	Teacher	Support Staff	PPA Cover
R Pixies	Mrs Holmes	Mrs Fairley and Mrs Spreckley	Mrs Spreckley
1 Cherubs	Mrs Murray	Miss McDonnell Mrs Welensky	Miss McDonnell
2 Unicorns	Mrs Matthews	Mrs Gohil (Monday and Tuesday) Mrs Hirst (Wednesday to Friday)	Mrs Hirst
3 Pegasus	Mrs Roberts	N/A	Mrs Spreckley
4 Griffins	Mr Vallois	Mrs Dhar Mrs Ward Mrs Humphries x 4 days a month	Mrs Spreckley
4 Giants	Miss Pattison (Monday and Tuesday) Mrs Browne (Wednesday to Friday)	Mrs Ward Mrs Hope	N/A
5 Genies	Mrs Cheeseman	Mrs Brett	Mrs Brett
5 Centaurians	Miss Morrison	Mrs Brett	Mrs Brett
6 Dragons	Mr Atkinson	Mrs Osman (Monday to Wednesday) Mrs Delaney (Thursday to Friday)	Miss Pattison



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Within school we are going to be very strict about the bubbles staying together and not mixing with other children and adults unless absolutely necessary. Throughout this letter and the risk assessment, you will see how the day to day running of the school will change to accommodate this strategy.

Start and End of the School Day

When we start back in September, we will be aiming to minimise the interaction and contact of all children and adults. Part of the measures that we will be putting into place will be a staggered start and end of the school day. Due to only having one main entry and exit point, this is obviously logistically quite difficult, so we will really appreciate your cooperation and patience with the measures that we put in place.

8:40am start for Reception to Year Three

Reception families will be able to bring their children to the classroom door as normal, whilst maintaining social distancing measure of 1m+. As soon as your child has gone into the classroom, we ask that you leave the school site promptly. On the first day of your child starting reception on Monday 14 September, two adults will be able to bring your child to school. After this we ask that only one adult drops off and collects your child in order to minimise the amount of people on our school site.

Years 1, 2 and 3 will also start at 8:40am. The protocol for this will be that the class teachers will wait at the car park and pedestrian gates for approximately 2 minutes for their children to line up. As soon as all of the children have lined up at a social distance of 1m, the class teacher will take their children to their classroom. Children who are late will have to wait in a designated area with Mrs Jones or Mrs Ellson.

Years 4,5 and 6 will start at 8:55am. The protocol is the same as above.

I know that this will provide many issues as we have a lot of siblings that will have to wait outside the school gates, but as stated, we only have one entrance to get all of our children through. We will do our very best to ensure the children are taken to their classrooms safely and promptly to allow all adults to leave the school gates as quickly as is possible.

We politely ask that only ONE adult brings your child/children to school and that all adults arrive and leave promptly to minimise the amount of adults outside the school gates.

Reception and years 1-3 will finish school at 3:00pm and years 4 – 6 will finish school at 3:15. The above protocol will remain the same for the end of day collection, whereby class teachers will bring their classes to the main gates to dismiss them safely and promptly.

I understand that there will be a lot of adults and children outside the school gates, but please try to maintain social distancing measures and forming class queues where possible would be advisable.

Break time and Lunchtime

Children will still be able to have a school dinner or a packed lunch from September. The only items any child should bring into school will be their water bottle and/or packed lunch. We are



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very sorry, but school and book bags will not be permitted onto the school site for the Autumn Term.

We will be staggering lunchtimes, to ensure the children have enough space to play outside in their 'bubbles'. This means that lunchtime will only be 45 minutes long (making up learning time due to the staggering of the start and end of the school day). The children will eat in their classrooms to help minimise the mixing of 'bubbles' in the school hall. Each bubble will have their own designated space on the playground or field. They will also have a class bag of small play equipment, such as balls, skipping ropes etc. This will be wiped down each time after use. Unfortunately, we will not be able to use the large equipment and climbing frames to begin with due to the zoning of the field and playground, but it is our hope that we will be able to open these up to the children once we are all settled in.

Uniform

From September, children will be expected back to school in their full school uniform. On PE days, children will be asked to wear their PE kit into school. You will receive your child's timetable on 3 September, so will be able to plan clothing accordingly week commencing 7 September. If you are struggling to buy new uniform for your child/children, please let us know and we will support you in the best way we can.

Communication with Families

We understand that September will provide many of you with much excitement but also a lot of anxieties. Due to the fact that parents/carers will not be allowed on site, we will have to find new ways to ensure that we are still accessible and able to communicate with you. Below is a list of 'meetings' that have been arranged for you to attend to ensure we maintain our 'open door' policy (in a not very open door way) but a 'virtual' way.

Week Commencing	Event via Zoom	Led By
7 September	Meet the Teacher	Class Teacher
7 September	Parents Coffee Morning	Mrs Jones/Miss James
21 September	Parents Coffee Morning	Mrs Jones/Miss James
28 September	Informal catch up with class teacher re start of the year for your child – these are optional one to one meetings.	Class Teacher
5 October	Parents Coffee Morning	Mrs Jones/Miss James
19 October	Parents' Evening	
2 November	Parents Coffee Morning	Mrs Jones/Miss James
30 November	Informal catch up with class teacher re start of the year for your child – these are optional one to one meetings where progress and attainment will be discussed.	



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More details of the above will be given nearer to the time.

As 'Bubbles' will not be allowed to mix in school, we will still be having our assemblies via Zoom, directly into the classrooms. If your child is due to receive a certificate on a Friday, we will email you directly with the meeting ID and password so you can attend Achievement Assembly on a Friday too.

Reading and Homework

From September, the whole school will be moving to Bug Club for our whole school reading scheme. Obviously, at home we will encourage the children to read the amazing variety of books you provide the children with, but for all children who are on the reading scheme, this will be done virtually via Bug Club. You will be issued with login details and have a Zoom meeting regarding Bug Club early in the Autumn Term.

Homework will continue to be set via the website, as we have done for the 'Home Learning' over the lockdown period. The year group email accounts will go live again week commencing 7 September for home work to be returned.

The reason for the above measures is that all paper would need to be quarantined for 48 hours, therefore logistically sending reading and homework books home, this would be very tricky.

SEND Support

Within the first month, all children will be reassessed as to where they are with their learning. We plan on delivering catch up programmes for all children as there will be elements of the curriculum that they will not have been taught.

Some of you will be used to having your child attend the Orchid room to work with Mrs Hirst. For the foreseeable future, due to the safety of all children and staff, Mrs Hirst will now be working in a 'bubble'. This means that the Orchid room will be temporarily closed, however, all interventions will be delivered by the support staff within the classrooms. All support staff will be fully trained on the whole school INSET day in delivering these interventions and we will keep you informed of your child's progress through the whole school provision maps and individual Zoom meetings. To ensure quality of provision, Mrs Hirst and Mrs Jones will continue to do weekly training with the support staff throughout the Autumn Term. Although this is very different to how we have run our interventions before, I am certain that the children will still receive high quality support within the classroom with the very skilled support staff we have. We will still be providing SEND Support children and their families with individual provision maps where appropriate, and we will aim to send these to you after the October half term with revised targets and provision.

Curriculum

On Friday 17 July, we will be putting onto the website the whole year curriculum map and newsletter for each year group. On these, you will be able to view the topics your children will be covering over the course of the term and year.



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Catch Up Programme

On Monday 20 July, years 2 – 6 will be putting 'Catch Up' resources for the children to complete over the summer break, should you wish them to. This is optional, however, I know some of you, may still want some element of structure of the summer break, particularly if you are still working from home. Others of you, may also feel that your child/children still need to do some school work having nearly had six months away from school. If your child does do the work, the answers will also be provided so you can mark the work at home. The link for this is <http://farnboroughprimary.co.uk/summer-catch-up/>

Please be reminded that the year group learning emails will close on Friday 17 July and reopen on Monday 7 September.

Whole School Events

It is with regret that for the Autumn Term, it is highly unlikely that all of the usual fun events that we have in school for the children will be able to happen. This means that I do not envisage that we will have any PTA events or Christmas productions with the exception of a Reception Nativity (with a limited and socially distanced audience in attendance) We will still plan lots of 'safe' fun events for the children in their 'bubbles' of which we will keep you informed upon our return.

If anything changes, I will of course update you regarding this, but I know many of you need to book time off work early and like to know dates as early as possible, therefore I thought it best to forewarn you as to what the plans are likely to be.

Visitors

We are going to be welcoming back some of our sports coaches, who will teach our children outdoor PE with all mitigating measures in place. Other than the sports coaches, we will not be starting up any of our usual activities that require visiting teachers or volunteers. Whilst this is very sad and I know is far from ideal, we have to make sure our health and safety systems that we are putting into place work and keep all of the additional children and staff safe.

This means that we will not have any after school or lunchtime clubs until at least the second half of the Autumn Term.

Once we are confident that the measures in place work, we will then review the commencement of clubs, visitors and additional teachers.

In the meantime, a huge thank you to all of our incredible and selfless volunteers who supported us for the first half of this academic year. When we were in need of support to continue interventions for our children or support in the office, library or making resources; you were here to help. We will miss having you in our school, but we hope to resume having some of our volunteers and helpers back in school, as soon as is safely possible.

Wrap Around Care

You will be pleased to hear that Farnborough Kids Club will start back on 14 September. Penny has been working tirelessly to ensure the safety of her children and staff. Whilst 'bubbles' will be mixed at this provision, we have offered extra spaces for Penny to use to minimise the



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mixing of the children. She will also be the only person using the hall to begin with as we will not be letting out our hall to anyone else and not will we be using it for indoor PE, assemblies or lunches.

Juice, Milk, Tuckshop

Children will still be able to have milk and the way in which you pay for this will not change. Unfortunately, for the foreseeable future we will not be continuing to run the school tuck-shop or sell juice to the children. When this changes, we will inform you.

Cashless

We are trying hard to ensure we are a paperless and cashless school. Please may we ask that all letters are emailed in and all paper work digitally signed. It is very important that no items are handed to our staff, this includes gifts, letters or forgotten items for children.

Trips and Visits

Sadly, we will not be planning any trips next term; this includes residential trips. If this changes, we will inform you and obviously put rigorous risk assessments into place before we venture out anywhere.

Back-up Plan!

In the event of a local lockdown all of our school work will be available online immediately. We are mindful that our daily planning and resources will need to be suitable for families to use in the event of a local Lockdown, therefore we are planning for more user friendly ways for you all to access school work should we have to move to remote learning for any period of time over the next academic year.

Summer Break Zoom Assembly and Visit to School

On Friday 28 August, we will have a whole school Zoom Assembly to go over all of the new measures that are in place for the children's safe return on Thursday 3 September. This is an optional assembly, but I thought some children and families might need a reminder as what to expect upon their return and may want to ask questions. You will receive the details of this assembly on Tuesday 26 August.

For some children, we understand that although our return to school will be very exciting, they will feel very nervous too. Based on what we know about the children and the communication we have had with you over the past few months, we have compiled a list of children who we are going to invite in to visit their new classroom and teacher on the INSET day. If you have not received a call by Friday 17 July and you feel this would benefit your child/children, please email the admin.office address to arrange a visit for your child.



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Welcome to Reception 2020-2021

We are looking forward to welcoming our new Reception children on Monday 14 September on a part time basis. The children will start full time on Monday 21 September. This year, we have quite a few new families. Whilst it will be harder than usual to welcome new members of our school community, I am sure you will all extend a friendly wave to our new cohort. I am hoping that later on in the Autumn Term, we will be able to welcome all of the families properly and hold some sort of socially distanced coffee morning.

Farewell

...and lastly, we say farewell to some wonderful people. Firstly, we say goodbye to our fabulous year six children. What a year this has been for you all. Unfortunately/fortunately you were not able to sit your SATs tests this year, and whilst some of you may have been relieved, I have to say, I was genuinely disappointed when I realised you would not be sitting them. You had all worked so so hard and I knew you were going to do so well in the tests. I am so proud of everything you have all achieved whilst being at Farnborough Primary School and I am also so proud of the people each and every one of you are. We will miss you all so much and thank each of you for the contributions you have made to our community. It has been our absolute pleasure and privilege class of 2020. Dream Big, and make the most of every opportunity that comes your way.

We also sadly say farewell to Mrs Pugh, who has tirelessly served our school for nineteen years. I am sure you will all agree when I say Mrs Pugh has contributed so much to our school and it will not be the same without her here at Farnborough. She will be greatly missed as she starts her new adventure!

Treasure Hunt

We wanted to mark the end of this rather strange year with a small gift to the children from the staff. On Friday morning we will hide small bags around the village which have a small token to mark this year; it might just be something for the children to put into a memory box that one day they may look at again and remember 'the strange year of 2020'. We have organised a treasure hunt in the school grounds for all the children in school on Friday so that they don't miss out.

Mrs Murray has also planned for the children to compete a sewing bee challenge to make a 'symbol of hope for a better world'. The challenge will be on everyone's learning pages by Friday. Within the hidden small bags around the village are some materials that the children can use to make their symbol of hope.

The treasure hunt items will be available from 10:30am on Friday 17 July. For children that are not able to take part in the village treasure hunt we will save some end of term gifts to issue in September.

I now (finally) end my longest letter yet with the most heartfelt thanks to you all for your support and trust over the past few months. Thank you to those of you that sent your children back to school, thank you for engaging with home learning, even though it must have been so hard for most of you with juggling other children, families, bereavements, loss of jobs, working from



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home amongst many other things. Thank you for the messages and thank you for your kindness and support to all of the teachers.

During this 'Lockdown', school became our family, as we found ourselves in the same position as you, not being able to see our loved ones. However, we were able to work with your children remotely and in real life; and that helped all the staff have some kind of 'normal'. We are all very grateful for that.

I hope the next six weeks are full of fun and laughter; although I am sure, there will be tears and tantrums too. Always know that we are at the end of an email to support, chat and help in any way we can.

I can't wait to see everyone again on Thursday 3 September, which I am sure will be a very emotional day.

Please stay safe and continue to look after and support one another.

Love and best wishes always,

Miss James and the Farnborough Team



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