Dear Parents,

I hope this email finds you safe and well and ready to return on Thursday 2nd September.

Although cases of COVID are still very much around us all we are being directed to open and get back to normal as soon as possible. In order to do this safely for our staff, yourselves and your children we have created a new risk assessment and an outbreak management plan so that we are ready to move to either our ‘effective’ or ‘supportive’ controls shown on the second page of the risk assessment if we see cases start to emerge and increase. The risk assessment can be found in the Covid banner on the school website.

From Thursday 2nd September, with the information we currently have….

**Pupils will:**

* **All arrive between 8:45am-8.55am and enter through the doors stated on your child’s class information sheet on the website. These ‘welcome’ sheets contain lots of important information and can be found on the newsletter dated 16th July at the bottom of the Homepage.**
* **Be having playtimes and lunchtimes together (The new dinner menu can be found on the school website).**
* **Be able to bring bags, water bottles and lunchboxes- please keep these as small and restricted as possible.**
* **Wear their PE kit to school on the days stated on your child’s class information sheet on the website**.

*All pupils arriving between 8:45-8.55am will cause more people to be on site at the same time and this will increase the risk of close contact. Therefore, we encourage you to use the one-way system that was in place before the holidays and wear your mask, especially if you approach staff. When dropping off and picking up please do not arrive too early- just to reduce the risk of avoidable contact.*

**Staff will:**

* **Ensure that our classrooms /hall is well ventilated**
* **Ensure pupils are clear as to the importance of hand washing and sanitising frequently**
* **Promote the ‘Catch it, bin it, kill it,’ respiratory hygiene methods**
* **Ensure additional cleaning takes place throughout the day**
* **Manage adults and children who are symptomatic effectively**
* **Wear masks on the door to reduce the risk of transmission**

If your child is symptomatic you will be contacted to collect them and take them for a PCR test. In the instance of a positive case in our school any close contacts will be requested to have a PCR test and class cohorts (previously known as bubbles) will remain open.

If we have a number of related cases or are directed by the local outbreak team, we may well increase our control measures as stated in the risk assessment diagram- ‘effective’ and ‘supportive’ controls (see risk assessment on Covid section of website). Therefore, please ensure you read your texts, emails and our newsletter to keep fully informed of any additional measures we have to put into place or remove as the term progresses.

I hope you find this information useful and it helps you to prepare for our return next week. If you have any questions please do not hesitate to contact us via the [admin@kingsfield.staffs.sch.uk](mailto:admin@kingsfield.staffs.sch.uk) email address.

It is vital we work together to try to keep cases to an absolute minimum and stay as safe and well as possible. Please ensure that you read all information sent to you so that you are fully informed of current expectations and to enable your child to arrive at school ready to have a really happy and productive term. We are really looking forward to seeing you all on Thursday- enjoy the rest of the holiday.

Best wishes from Mrs R Butler (Headteacher) and the Kingsfield Staff Team