



Dear Parents,

I just wanted to confirm a few details regarding our onsite Keyworker provision which your child is registered to attend.

Firstly, thank you for the speedy communication with us to get this provision up and running overnight. This is a brilliant achievement in such a difficult situation.

**Bubble organisation and staffing is as follows:-**

- Bubble 1 Nursery and Reception (Mr Bailey, Miss Edge, Miss Matthews, Miss Sveikutis, Miss Hill). Arrival 8.45am, pick up 3.00pm.
- Bubble 2 Years 1 and 2 (Mrs Rutter, Mrs Berrisford, Mrs Stevens, Miss Moulton). Arrival 8.45am, pick up 3.15pm. Y1 enter through the Y1 door, Y2 enter through the Y2 door – as from 11<sup>th</sup> Jan.
- Bubble 3 Years 3 and 4 (Mrs Bickerton, Mrs Sawdon, Mrs Cliffe, Mrs Cleaver). Arrival 8.45am, pick up 3.15pm.

Teachers are not on this rota, although over the week they do come on site to meet with the Teaching Assistants, myself and then they meet to discuss and plan the next weeks learning. During the week Teachers are then busy recording lessons, preparing resources and ensuring both your children in school and all children learning at home remotely are being provided with a good range of accessible learning, feedback and support.

Our staffing is based on the number of pupils booked in so can I urge you to let us know if your circumstances change and/or your child will not be in. Both myself and our office team will be in school as normal. When a bubble becomes full, provision in school cannot be offered so it is extremely important to book ahead and give good notice. You can only attend if booked in and will be marked absent if a booked in session is not attended. Please **ONLY** book when required else you will block as space for another child.

**What will your child be doing on a daily basis?**

In school your child will be accessing all on line lessons set by the teacher alongside the rest of the class. Beyond this there has been a range of other activities organised for them to complete such as handwriting, times tables, spelling and reading and many hands on practical activities particularly for our nursery and reception children. Children are asked to attend in uniform and are asked to bring in a filled water bottle each day and enter school from the front entrance. As before please bring homeschool links books and reading books, as we will be listening to children read and assigning new reading books.

Routines of the day are set including break times, lunchtimes etc. The school fruit supply has been currently stopped and we are happy for you to supply a healthy snack for the morning break time. The school meals are still being provided although the menu choice has been slightly reduced.



### **Reducing risk and working together**

Beyond this, our normal high levels of COVID safety measures will continue including cleaning and social distancing. I ask you to continue to be extremely vigilant as to your child displaying any symptoms of COVID. Communication is absolutely vital in terms of letting us know if you, your child or a member of your family has COVID, is awaiting a test or a test result, has been in contact with someone who has tested positive or if anyone in your house has any symptoms. Together we can act quickly and reduce the risk this may pose to our school and our current bubbles. You can text, email [admin@kingsfield.staffs.sch.uk](mailto:admin@kingsfield.staffs.sch.uk) or call the school on 01782 973800 for advice or to inform us that your child will be absent. If in doubt, stay at home and call us before coming to school.

I hope you find this information useful. As always please do not hesitate to contact me if you have any questions that we can help with.

Best wishes,

Mrs R. Butler  
Headteacher