



Dear Parents and Carers,

It has been so lovely to see the majority of the school community over the past week as we look ahead to the new school year.

Guidance for how we can operate is still coming through and I'm sure will continue to be updated throughout August however we wanted to let you know as much detail as we can and if anything needs to change, we will update you before the start of term.

Most of the information you will find in the Covid FAQs document however we wanted to just highlight the key information for you here.

Upon the children's return in September the children will be returning to these classes. Year 1 in September will continue to enjoy learning in Kenya Class during the autumn to enable their phased transition into Year 1 to take place as and when each child is ready.

Year group in September	Teacher	Class name
Reception	Mrs Argent & Mrs Parkin	Kenya Class
Year 1	Mrs Argent & Mrs Parkin	Kenya Class
Year 2	Miss Crew	Congo Class
Year 3	Mrs Frame	Uganda Class
Year 4	Mrs Frame	Uganda Class
Year 5	Mr Wyatt-Hughes	Burundi Class
Year 6	Mr Wyatt-Hughes	Burundi Class

Children will be taught in their classrooms and will form a class bubble with their class teacher. In order to minimise the risk of spreading the virus, the children will remain solely within their 'bubble'. They will learn, play and eat only with their class and mixing with children beyond that group will not be possible at this time. In the instance of a confirmed case, all parents would be informed and children and staff within that 'bubble' would be asked to isolate for 14 days and be tested should symptoms develop.

All children will have a packed lunch each day. These will be provided free of charge by Caterlink for Years R, 1 and 2, and for families in Key Stage 2 who are in receipt of Free School Meals, all other families will be able to order a school packed lunch if they wish and pay for it via the Caterlink website as normal. This will allow children to eat their lunches either within their bubble in the classrooms or outside when weather permits.

All children will need to wear their normal school uniform including correct black shoes each day. Children will be able to bring in their PE kit on the first day to be kept in school and we ask that you ensure the children have trainers or plimsolls in school each day for daily physical activities. Please remember to name each item of clothing.

What else do children need to bring?

- Trottiscliffe book bag (no other bag)
- PE kit in drawstring bag (no rucksacks or other bags please)
- Reading book
- Water bottle (essential)
- Packed lunch (if not having Caterlink packed lunch)
- Year 5 and 6 only may bring in their own pencil case but must not share contents with other pupils.
- Coat

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottiscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottiscliffe.kent.sch.uk



Trottiscliffe

CE Primary School

Please remember that only one adult should accompany a child into the gates and where possible the children should enter the gates on their own. Equally only one adult should enter the gate to collect at the end of the day. Please ensure you adhere to these times in order to make this process smooth for all concerned however we fully appreciate that everyone gets delayed sometimes.

	Drop off	Pick up
Reception & Year 1	8:45am	3:00pm
Year 2	8:55am	3:20pm
Years 3 & 4	9:00am	3:20pm
Years 5 & 6	8:40am	3:10pm

The staggered start and end of the day still needs to remain in place to minimise large groups congregating outside school at the same time. The system has worked well and has made parking easier in the car park which has been an added bonus for parents this term. There is a one-way system in operation on the school site which all parents need to adhere to for the system to work.

Signs of illness

If your child is unwell, they cannot come to school. We appreciate this may be inconvenient, especially for parents that are working, however for the safety of all in the school if your child is presenting any of the following symptoms, they must be kept at home.

- **A temperature**
- **a persistent cough**
- **a loss or change of taste or smell**
- sore throat
- rapid breathing
- chills
- muscle pain
- headache
- stomach pain
- vomiting
- diarrhoea
- a rash
- red eyes
- swelling of the hands or feet
- joint pain
- dizziness
- vision problems
- loss of appetite

Children often do not present with any symptoms at all of Covid-19 however we ask that if your child complains of any of the above, please do keep them at home to monitor just in case. If you give your child Calpol, paracetamol or other medication in the morning, you should not send them into school as it could disguise other symptoms such as a temperature. If your child demonstrates any of these symptoms at school, you will be contacted to collect them.

Please remember to notify the office on the first day of any absence, Mrs Ballard will contact parents by 10am if a child is absent and no reason has been provided. If your child or a member of your household has a new persistent cough, a temperature or a loss of taste, smell or appetite, you will need to register for a Covid-19 test and should isolate until the results are received.

We are really excited to have the whole school community back together in September and we look forward to welcoming you all on Wednesday 2nd September.

Yours faithfully,

Miss Lucy Henderson

Headteacher

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