

Foreland Fields School
Newlands Lane
Ramsgate
Kent
CT12 6RH
Tel: 01843 863891



Website: www.foreland.kent.sch.uk
Email: foreland@foreland.kent.sch.uk

Headteacher: Adrian Mount

20th August 2020

Dear Parents and Carers

I hope you are all having a good summer and are making the most of the glorious weather we have been blessed with. I appreciate that it does feel a somewhat 'different' summer holiday for most of you, having had your children home for the past few months. Once again, I applaud you all for supporting the education and overall development of your child during this difficult period.

At the end of last term, I said that I would be writing to you all with arrangements for the new term. In line with Government guidance we are expecting all pupils, other than those who have been contacted by us directly, to return to school full time from the beginning of the autumn term. The first day of school will therefore be Thursday 3rd September 2020. Returning to school is vital for children's personal, social and emotional development. Pupils attending First Leap Nursery will be contacted by the Nursery Manager within the next couple of weeks to discuss dates for pupils starting at the nursery.

We fully understand that, owing to the amount of time they have been away from school, some of our pupils will require a transition back into full-time education. Parents who have requested a transition back to school for their child should be aware that the first day of school for these children will be Monday 7th September. Leaders of Learning will be in touch during the week commencing 31st August to plan this transition.

The Parent Handbook has been updated and is available on the school website. This document, along with the Risk Assessment, details measures we have put in place to reduce the risk of COVID-19 transmission. This maximises the use of control measures to effectively minimise risks. We take our responsibility for ensuring that our pupils and staff are safe within school seriously therefore, could I please ask that all parents/carers familiarise themselves with these documents in order to ensure that all measures are followed.

Being a special school we are fully aware that some of our pupils will struggle with changes to their normal daily routines. We appreciate that, in some cases, there will need to be flexibility in arrangements in order to ensure that these do not cause upset and/or anxiety.



The main requirement to prevent the spread of the virus is that people who are ill **stay at home**. Any pupil displaying symptoms of COVID-19 should not come to school:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

There are a number of operational details that parents/carers will need to be aware of prior to their child returning to school, therefore I have listed the main points, from the Parent Handbook, below:

Start and End of the School Day

In line with the Government guidance, the start and end of the day will be staggered to enable social distancing and prevent any large gatherings from forming:

Start of the school Day:

- Minibuses to arrive at 8:30am.
- Parents/carers who drive to arrive at 8:40am.
- Parents/carers who walk to arrive at 8:45am.
- Parents/carers will drive into school via the minibus entrance and be directed to park in a parking bay ensuring one car space between vehicles. Parents/carers travelling by car should not arrive before 8:40am. Parents should expect that, at times, there will be a queue. This process will be marshalled by school staff. Parents/carers who bring pupils to school by vehicle will be instructed not to get out of their vehicle unless they are helping their child. They will be instructed to wait for a staff member to arrive to escort their child directly into school.
- Parents/carers bringing their child to school on foot will be asked not to arrive before 8:45am (when the school pedestrian gate will be opened). In order to promote social distancing parents should use the markings to ensure appropriate distance (2 metres) between themselves and others. The pedestrian gate is the only entrance to school by foot.
- Parents/carers should not enter Reception or any other part of the school building. They should approach a staff member, ensuring appropriate social distance (2 metres) whilst outside, should they have an enquiry or wish to speak to a specific member of staff. We politely request that in order to ensure a good flow of traffic that conversations at this time of day are kept to a minimum.
- Parents/carers on foot should leave the school site following the one-way system marked with arrows across the zebra crossing directly in front of reception to avoid going back past those still queuing.

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End of the School Day

- Parents/carers who drive to arrive at 2:30pm
- Parents/carers who walk to arrive at 2:35pm
- Minibuses arrive at 2:45pm
- Parents/carers will drive into school via the minibus entrance and will be directed to a parking bay. This will be marshalled and parents will be told to expect that at times there will be a queue.
- Parents/carers collecting pupils from school by vehicle will be asked not to get out of their car and to wait for a staff member to bring their child to them.
- Parents/carers arriving by car must not arrive early (not before 2.30pm). Parents/carers collecting their child from school by foot should not arrive until 2:35pm, when the pedestrian gate will be opened.
- Parents should follow the markings on the pavement to the side of the main entrance to queue, whilst ensuring appropriate social distancing (2 metres).
- Parents/carers on foot should leave the school site following the one-way system marked with arrows across the zebra crossing directly in front of reception to avoid going back past those still queuing.

First Leap Nursery

Start of the Session

- Parents/carers are asked that, where possible, only one parent/carer accompanies them to the nursery.
- Morning sessions will be 9am – 11.50am. Afternoon sessions will run between 12.40pm and 3.30pm. This will allow for cleaning of the nursery between sessions.
- Parents/carers of First Leap Nursery pupils should arrive no earlier than 9am (morning session) or 12:40pm (afternoon session). They should wait at the First Leap Nursery entrance gate, ensuring they use the yellow lining to distance themselves from others. Here they will be met by a member of staff who will direct them to the nursery. Parents/carers should leave the site adhering to social distancing protocols.
- Parents/carers will drive into school via the minibus entrance and should park leaving at least one bay between each car. Those walking to the nursery should enter via the main pedestrian gate.
- Parents/carers of First Leap Nursery pupils should arrive at school at 11:50am (morning session) or 3:30pm (afternoon session) to collect their child after the session. They should



wait at the nursery entrance gate for their child to be brought to them by nursery staff, using the 2 metre markings to ensure social distancing.

Garlinge Primary School

- Pupils attending our satellite provision should attend Garlinge Primary School from Thursday 3rd September. The school times, 8.50am – 3.10pm, remain the same. Class staff will collect pupils from the front entrance, as normal, at 8.50am.
- I have been assured that safety measures similar to those we have adopted at Foreland Fields are in place at Garlinge Primary. This includes staggered play times and alternative arrangements for lunchtime.
- Garlinge Primary pupils should attend in full Garlinge uniform.

Specific Information:

- We would like to encourage parents/carers to drive or walk wherever possible rather than use public transport.
- All pupils, other than 6th Formers, are expected to attend in full uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- It is recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed.
- If your child is likely to need a spare set of clothes at school, please pack these in their bag. If this spare set are not needed during the course of the day, they will remain in their bag. We are unable at this time to provide spare clothing from school.
- Parents/carers should not enter Reception or any other part of the school building unless they have an appointment. Unexpected visitors are not permitted on site unless in a genuine emergency.
- We will re-introduce school contact books in order to maintain communication between home and school.
- Pupil behaviour that constitutes a risk to good hygiene and COVID-19 transmission, may result in parents needing to be called to collect their child.
- Pupils will continue to eat lunch, both packed lunch and school dinners, in their classes. Gatherings such as department or whole school assemblies will not take place for the foreseeable future.

In order that we can contact parents to pick up their child should we need to, it is vitally important that parents/carers are contactable by phone **at all times**. All parents/carers must ensure the school has 2 current contact numbers for the school to use in an emergency.

In welcoming all children back in September, we will be minimising the number of contacts that our pupils have during the school day via class, departmental and lower and upper school bubbles.



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As previously reported, for the majority of pupils they will be returning to the class they were educated in during the last academic year. These classes will be staffed, wherever possible, by adults that supported the children last year who are therefore familiar with your children and their needs. Any change of class will occur in Term 2 following a short period of (remote) transition during Term 1. Parents and carers will be informed of their child's new class teacher, if applicable, during Term 1.

I will, of course, keep you updated regarding any changes to arrangements. Obviously it is important that the school reviews systems and measures in order to ensure an appropriate response to both the national and local situation. This includes having a plan for local lockdown should the virus increase prevalence within the local area.

In addition to the Parent Handbook, the Schools Risk Assessment is also available on the website. These are both working documents which are updated as and when necessary, with the latest version being made available on the website.

Should any parent have concerns or questions regarding any of the above please email foreland@foreland.kent.sch.uk.

Kind regards

Adrian Mount
Headteacher

