



**KOINONIA**  
C OF E SCHOOLS FEDERATION  
*Excellence through innovation,  
founded in faith since 1840.*

**FEDERATION EXECUTIVE CO-HEADTEACHERS**

Mrs Claire Harrison and Mrs Victoria Wainwright

**FEDERATION BUSINESS MANAGER**

Ms Sue Eden

**FEDERATION FACILITIES MANAGER**

Mr Dapo Williams

Wednesday 27<sup>th</sup> May 2020

Dear Parent/ Carer,

As you will know from our last letter on the 19<sup>th</sup> of May we have been working hard to formulate our plans for the wider opening of schools for after half term. We would like to update you on these plans and reiterate some of the guidelines we have previously shared.

No formal decision has yet been made by the Government as to whether increased numbers of pupils will be asked to return to school from 1<sup>st</sup> June and Ministers recently made clear that such a decision will be made on 28<sup>th</sup> May. Please note that our proposed plans depend on the Government's decision on the 28<sup>th</sup> May.

The most important message we have to share is that under no circumstances should you send your child to school, if they or anyone in your household are displaying symptoms of corona virus. These most common symptoms include: a new continuous cough, a high temperature, a loss of or change in your normal sense of taste or smell. If you are not sure please use caution and do not send your child to school. Please telephone the school office to inform us that your child or someone in your household is displaying symptoms as soon as possible.

As outlined before there will be a phased reopening of our schools and at present we only have a start date for Year 6 on Tuesday 2<sup>nd</sup> June. Once we have monitored and reviewed our first week of the new arrangements we may be in a position to open to Year 1. We will plan for the return of our younger pupils in a manner that allows us to proceed with caution and due diligence. The earliest planned date for this is Tuesday 9<sup>th</sup> June. After settling the Year 1 pupils we will then assess how we can best accommodate our Reception and Nursery pupils. This will be more complex due to the constraints of Early Years space and the numbers of pupils in these year groups.

Our start and finish times must be adhered to as close as possible to avoid congestion, these can be found on our question and answer sheet that is attached to this letter. Please read both letters carefully and keep them so that you can refer back to them.

For those year groups who are able to return we will issue a letter to the parents of those year groups as soon as we can after the government's announcement. This letter will include guidelines for parents specific to their campus so that everyone is aware of the part they need to play to support us with in getting our children back to school. Examples of some of our new practices will include:

- children to be educated in a classroom of up to 15 children (called a bubble) where 2m social distancing will not always be possible
- children to be taught in the same group each day (their bubble) and not mix with children in other groups at all (please note that they cannot be guaranteed to be placed in the same groups as their friends)

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**ST MARY MAGDALENE**  
C OF E SCHOOL  
PENINSULA CAMPUS  
1 Hendon Street  
London  
SE10 0NF  
020 8858 1309

**ST MARY MAGDALENE**  
C OF E SCHOOL  
WOOLWICH CAMPUS  
Kingsman Street  
London  
SE18 5PW  
020 8854 3531

**CHRIST CHURCH**  
C OF E PRIMARY SCHOOL  
45 Commerell Street  
London  
SE10 0DZ  
020 8858 3974



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- children will have break times with the children in their group only - to provide the safest environment possible for all, different groups will not be allowed to mix
- children are not to bring anything (apart from a packed lunch if they are not school dinners, a water bottle and a hat) to school from home (no pencil cases/toys etc)
- parents to hand over their child at the school gate in a managed way
- parents cannot enter any part of the school building, including the office. An appointment will have to be made for a parent to come onto the school grounds.
- only one parent/carer should bring their child to school and they MUST observe social distancing outside the school and gates.
- parents to communicate with staff via email and phone - to prevent any possible spread of infection – parents will not be able to speak to staff in the office, in the playground or at the gate
- the school will maintain frequent levels of cleaning, hand washing and infection protection control systems
- the school will have PPE and safety equipment for any staff providing intimate care to children or providing first aid treatment
- children are expected to follow our behaviour policy (which has been adapted to include rules regarding Covid -19 and keeping safe) and those not following the rules will have their parents contacted who will be asked to collect their child
- children will not be able to bring books home from school and then swap them, however they will be given books in school to read which will then have their covers cleaned before the next child's use.

We would like all parents to discuss with their children how to best to keep themselves safe in school. Please talk about the following with your child:

- the importance of frequent hand washing
- how to keep distance from each other e.g. no hand holding and no hugs as well as avoiding games that involve contact with each other
- lining up at a safe distance
- not sharing any equipment whilst in school e.g. pencils etc. We have made a stationary and writing pack for every individual child which is clearly labelled to avoid the sharing of writing tools

The school day for those returning will include more teaching than usual outside as well as a daily break and lunchtime. Teachers will deliver a range of lessons which will include PSHE, basic skills in English and Maths as well as some topic work. Due to the long period of time spent out of school already teachers will be working hard to accurately pitch the children's work so as many pupils can access it as possible. We are very fortunate that so many of our staff team are able and willing to return to school to support this initiative.

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We hope this letter along with our questions and answer sheet helps answer any questions you have. We think it is important to reiterate that arrangements for each year group may change over time as we review our practices and alter them when required to keep everyone as safe as possible. The letters for Year 6 will be issued as soon as possible with guidance for Year 1 and Reception parents being issued over the following weeks.

You may have heard there has been some suggestion that all classes will return before the summer holidays however we want to share with you that we think this is very unlikely. Our proposed plans to return Year 6, Year 1 and Reception as well as cater for the Critical Worker children mean that nearly all spaces across our schools have been allocated as well as nearly every member of staff. Without extra classroom space and extra staff, we will be unable to open to Years 2, 3, 4 and 5 **unless** the rules on numbers of children in each class change.

For those children who are unable to return to school we will continue to provide home learning opportunities through our online portals. Please be mindful that the work set may not always be by your child's own class teacher as many of them will now be required to work in school with a group of children. We will endeavour to set as much work as possible and give feedback where possible but this may not be as frequent as we have been able to do before the reopening of schools.

Thank you as always for your patience and understanding in these most unusual times.

Kind regards,

Claire Harrison and Victoria Wainwright  
Federation Executive Co-Headteachers

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