



**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

Tuesday 19<sup>th</sup> May 2020

Dear Parent/Carer

Following on from our correspondence last week regarding the phased opening of schools from the 1<sup>st</sup> June we are writing to update you about our plans. We have moved into the next significant time of transition and change in this pandemic; we are preparing the best way forward to reintegrate a greater number of pupils back into our schools after half term.

We have participated in a number of discussions with RBG and the other primary schools in the local authority to share practical ideas and advice on how best to safely reopen. We have given careful consideration to the guidance issued late last Thursday from the DFE and now have a preferred strategy that we are developing further. We have been working extremely hard with other leaders, the governors and the premises team to create a return that reduces as much risk to both children and staff as possible.

The strategy that we are developing includes an INSET day on Monday 1<sup>st</sup> June (in line with all other RBG schools) to enable staff teams to prepare for the return of certain classes over the month of June. There will be a gradual, phased return over a number of weeks to ensure a measured and careful approach is taken allowing for constant review of systems and procedures.

Initially Year 6 classes will return from Tuesday 2<sup>nd</sup> June and then in the following weeks the younger year groups of Year 1, Reception and Nursery will have a phased return. It is important to note due to the complexity of social distancing and groups of children not mixing with others that parents understand that the normal school hours will not be in place for every group of children. There will be a daily timetable set for each class which avoids bigger groups of children mixing at the school gates, breaktimes and lunchtime.

We will be sending out letters to each year group at our different campuses outlining the final arrangements as soon as possible. These will include guidelines for parents so that you are aware of the part you need to play to support us with in getting your child back to school. Examples of some of our new practices will include:

- children to be educated in a classroom of up to 15 children where 2m social distancing will not always be possible
- children to be taught in the same group each day 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)
- 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 to minimise bringing items to school from home (no pencil cases/toys etc)
- parents to hand over their child at the school gate in a managed way. Parents will not enter any part of the school building, including the office. Communication will be via the telephone and email. 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.

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- 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 control systems
- the school will have PPE and safety equipment for any staff providing intimate care to children or providing first aid treatment

In summary, the schools will have an INSET day on Monday 1<sup>st</sup> June. From Tuesday 2<sup>nd</sup> June children in Year 6, Year 1, Reception and Nursery classes will have a phased return. In order to maintain small groups across the schools children will return across a number of weeks starting with the oldest children. All groups will have staggered start and finish times. A more detailed outline of the plans will be shared once they are finalised and all risk assessments have been completed – this will be either at the end of this week or during the half term.

We understand that some parents who are able to send their child to school may choose to keep their child at home. This is a family decision and no family will be expected to send their child to school before the end of this academic year unless they feel comfortable doing so. You or your child will not be penalised for this and home learning will continue to be provided.

Once our phased return begins after half term, the children of key workers and those vulnerable pupils will be able to continue attending school using the current provision that is in place. However, if your child currently attends the provision at Peninsula but they are a member of Christ Church school, from **Tuesday 2<sup>nd</sup> June**, their provision will be at Christ Church. **If** you are eligible for one of these places and have not already used this service but would like to start it is important you make arrangements with Ellis Holliday via [eholliday@koinoniafederation.com](mailto:eholliday@koinoniafederation.com) Please do this by Tuesday 26<sup>th</sup> May.

We will continue to maintain our home learning platforms after half term for all those children who are unable to attend school. Please note however that from Monday 25<sup>th</sup>- Friday 29<sup>th</sup> May no work will be set due to the half term break.

We would like to thank everyone for your patience and understanding at this extremely difficult time of change and uncertainty. We are sorry we are unable to share more detailed plans at this present time. Unfortunately delays in guidance being issued as well the volume of co-ordination and consideration needed to facilitate this transition period have meant more time is required.

We thank you for your continued support and patience during this period of change.

Kind regards and best wishes  
Mrs Claire Harrison and Mrs Victoria Wainwright  
Federation Executive Co-Headteachers

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