



SOUTH FARNHAM SCHOOL
MENIN WAY FARNHAM SURREY GU9 8DY
Headteacher: Mrs Claire Donnachie
Telephone 01252 716155 email info.southfarnham@sfet.org.uk
www.south-farnham.surrey.sch.uk  @SouthFarnham

21st May 2020

Dear parent/carers,

As you know, the school continues to open for the children of key workers and those who are 'vulnerable'. We are providing wraparound care, where required, from 7.45am to 6.00pm to allow those whose role is critical to the Covid-19 response to continue to work. We will be doing this over the half term holiday as well with many colleagues having volunteered to staff this.

Since I last wrote to you, our staff has been working hard to ensure that government guidance is followed, and that a broad range of measures are in place after half term to welcome back the children in Reception, Year 1 and Year 6 from Monday 1st June. I have been liaising closely with our Chair of Governors and Trustees to complete a detailed risk assessment for both the Infant and Junior sites. Once the Trust Board has approved these plans tomorrow the risk assessment will be available on the website for your information. I am aware that you will be seeking reassurance from us during this time. We have taken every reasonable endeavour to follow government advice and to adhere to the social distancing guidelines available to schools.

Home Learning

As mentioned previously, I would like to thank you for your continuous support in helping your child learn from home. I am a parent too and know it can be hard to motivate and support your child while juggling work and other commitments. We are in the midst of a global crisis and the situation is not perfect. It is important to keep a happy medium so that all of our children are able to access some education throughout this difficult time whilst maintaining everyone's well-being. All our staff are working hard on setting lessons, delivering Loom and Zoom videos/assemblies, providing feedback on work submitted and contacting families and children individually. Thank you for your feedback during this time. I have not been able to respond to every email individually but your words of thanks have been gratefully received in these trying times.

'We would like to take this opportunity to say how much we appreciate the support of the South Farnham staff during such a difficult time in setting a daily schedule of work, providing comments on work submitted and organising Zoom assemblies.'

'Thank you – you are all working so very hard to strike the right balance between the children's education and their physical and emotional well-being.'

'I hope all the staff at school are safe and well. Thank you for all of the information and contact from school by email, Twitter, zoom and loom over the past couple of months. It's been brilliant.'

Remote learning (available on the website) will continue for all year groups (including Reception, Year 1 and Year 6) along with ZOOM assemblies for Year 2, 3, 4 and 5.

Trips

Thank you for all your patience regarding school trips. As stated in my letter 4th May, we are working with our trip providers and our insurers to recover the contributions paid by parents for the trips to Osmington Bay, Marchants Hill and Preston Montford. This is a lengthy process; however, to ensure



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that parents are refunded on a timely basis we have begun the refund process ahead of the school receiving reimbursement. We hope that everyone will have received their refund through ParentPay by 22nd May.

Transitions

Although we still have a way to go we are currently liaising with our Nursery settings, Year 2 teachers (including feeder schools), Weydon and other secondary schools to ensure the transition process is as smooth as possible for children joining Year R, 3 and 7 in September. Further information will follow as and when we know what 'returning to school' will look like.

Year Groups Returning to School from 1st June.

From 1st June we are preparing to welcome an increased number of children back to school as follows:

Infant Site

- All children in Reception and Year 1 and
- Key Worker / vulnerable children from Year 2 (these children currently attend at the Junior site but will be moving back to the Infants from June 1st)

Junior Site

- All children in Year 6 and
- Key Worker / vulnerable children from Year 3, 4 and 5 (these children currently attend at the Junior site and will continue to do so from June 1st)


Please find below the necessary arrangements.

Arrival and collection at school

- We recommend no unnecessary use of public transport to/from school.
- Only one parent/carer to accompany their child(ren) to/from the school site.
- Children walking to and from school unaccompanied should practice social distancing – parents need to discuss this with their child.
- Children to come straight into class at the beginning of the day at their allocated time (not going to playground to play or entering cloakrooms). Cloakrooms will not be used. The gate to the playground will be locked at the junior site.
- There will be no extended school provision i.e breakfast buddies or after school care (except for key worker / vulnerable children). This is to prevent children mixing outside their 'bubble'.
- If any child is upset at the beginning of the day we ask that the parent takes responsibility to avoid contact with the teacher, taking them home if necessary.
- Staggered arrival and collection times as shown below in this letter.
- Agreed entry points shown in map attached. LOOM videos will be sent out via email to Infant parents to show class areas, entry points/exits etc. to provide visual reassurance to the children.



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This is an example of
a Year 6 classroom.



This is an example of
a Year 1 classroom.



This is an example of
a Year R classroom.





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INFANT DROP OFF AND COLLECTION

- Classes will be split into new class names
- Class allocation will be sent out by the end of this week
- After care and breakfast buddies is only available to key worker / vulnerable children
- Please look out for signs signaling your route, further information to follow

Group	Gate	Arrival time	Collection time
Tiger	Side	8.30	2.35
Monkey	Car park	8.30	2.35
Giraffe	Back	8.40	2.45
Lion	Car park	8.40	2.45
Dormouse	Back	8.40	2.45
Elephant	Side	8.50	2.55
Zebra	Car Park	8.50	2.55
Hedgehog	Back	8.50	2.55
Fox	Back	9.00	3.05
Deer	Side	9.00	3.05
Badger	Car park	9.00	3.05
Hare	Car park	9.10	3.15
Nightingale (yr 2 Key Workers)	Side	8.20	3.15

JUNIOR DROP OFF AND COLLECTION


Group	Arrival time	Collection time
6W	8.30am	3pm
6L	9.00am	3.30pm
6P	8.50am	3.20pm
6S	8.40am	3.10pm
Year 3,4 and 5 Keyworkers	8:40	3:45

Safety measures

- An in-depth risk assessment will be available on our school website.
- No parent/guardian to enter site without a pre-arranged appointment (unless dropping off/collecting).
- Frequent handwashing is timetabled across the school day. All children will be expected to adhere to our handwashing procedures, regardless of whether they choose to also bring hand sanitiser to school.
- All classrooms are equipped with a sink, soap, paper towels and cleaning equipment.
- Door handles, banisters etc. to be cleaned regularly.



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- Children will be arranged in small groups ('bubbles') with a maximum of 15 pupils. These bubbles are arranged using register order and we will be unable to change these to ensure we safeguard all those within the bubble.
- The children remain in their bubbles each day, with the same staff and in the same room.
- Children will be seated at the same desk each day with their own supply of essential stationery and their water bottle on their desk.
- Temperatures of all children taken during morning and afternoon.
- Staff and children are **not** required to wear PPE. Safety guidelines will be adhered to when administering first aid or intimate care.
- Please could we ask that where possible medicines are administered before and after school.
- There will be minimal movement within the classrooms and around the school.
- Staggered breaks and lunchtime to avoid overcrowding in corridors at these times.
- Children will eat lunches in their bubbles outside (or inside classroom if weather is poor) with a lunch break of 45 minutes. Each bubble will have a designated playzone which will not change and will be supervised by the staff allocated to their bubble.
- Where it is safe to do so doors and windows will be open to provide ventilation.
- PE lessons will be non-contact and limited to the children in one bubble (not mixed).
- If a child presents symptoms during the day they will be referred to a quarantine room. Parents will be contacted immediately by an appropriate member of staff to collect their child from school. Where self-isolation is recommended government guidance should be adhered to. Self-isolation of those in contact with a confirmed case (following testing) should be adhered to.
- Any children or staff who display coronavirus symptoms (or who have someone in their household who does) must not attend school and follow guidelines for self-isolation. The school office should be notified of this.

What to wear and bring?

- Summer school uniform, including school shoes, to be worn. Ties should not be worn. We would advise you to wash uniform every day. Children will take part in PE in the clothes they are wearing (avoiding children changing and therefore minimising movement and contact)
- Children must bring in their own named water bottle (and named sun hat for Infant children)
- If a child brings in a coat/jumper they will keep this on their chair. Cloakrooms will not be used.
- School lunches will be available as usual via parentpay. This **MUST** be booked and paid in advance by the Wednesday before the selected week. We will **NOT** be able to provide a lunch if it has not been pre-booked.
- Children opting for a school lunch will be provided with an 'easy' packed lunch so staff do not need to handle food/packaging.
- For those bringing in a packed lunch they will bring this into their classroom and keep this with them. Food provided from home should not require teacher assistance with opening.
- If necessary sun cream should be applied before coming into school.
- No other items from home should be brought into school, including backpacks or bookbags.
- Please ensure all items are clearly labelled so they easily stay with your child.



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Well-being

All schools will look different to the children as they return and a key priority for staff will be to help them adjust to this. Young children will not understand the nuances/importance of social distancing so we will be teaching them about this in an age appropriate manner. Please have a conversation with your child about this before they return to school.

Sadly, a number of our families have been affected by bereavement through COVID-19 and the school is offering available support individually to those who have contacted me. If your child is returning to school and there is any specific information you would like me to be aware of please let me know. Additionally, as I have said in previous correspondence, the school is here to support the children who are not at school. Please keep in contact, especially through the submission and forum pages on the website.

We understand this is a challenging time for everyone's mental health and, therefore, we will be timetabling a daily in-class assembly to focus on wellbeing and address any concerns. We also continue with PE/Games lessons every week to encourage physical wellbeing. Please be assured that whilst the daily routine has changed, staff enthusiasm and passion for teaching and pastoral care remains the same. We are very much looking forward to welcoming the children back.

Thank you for your continued support. Please let me know by **emailing sfsremote@sfet.org.uk by Monday 25th May** if your child is unable to attend for any reason.

Yours sincerely,

Claire Donnachie
Headteacher