



Knaphill Federation of Schools

Knaphill Lower School and Knaphill School

Guidance for Parents/Guardians

September 2021

Dear Parents/Guardians,

We are delighted that we are able to welcome all children back to school on **Friday 3rd September**. We have referred to the latest Government guidance and the Local Authority guidance to update the information and guidance in this document. Please can we kindly ask you to read through it and look at any additional links before your child returns in September.

As of September, we will continue to keep some of our KFOS Safety Measures in place to reduce the risk of transmission of COVID-19. Please see below:

Control/Safety Measures

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. Ensure good hygiene for everyone

Hand hygiene

Children will continue to clean their hands regularly. This will be done with soap and water or hand sanitiser.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

2. Maintain appropriate cleaning regimes

An appropriate cleaning regime will remain in place, including regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated

We will continue to ensure the school is as well ventilated as possible.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

You must not send your child to school if they display any of the following symptoms:

- New, continuous cough
- High temperature
- A loss, or change in, their normal sense of taste or smell (anosmia)

Children, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops COVID-19 symptoms, **however mild**, they will be sent home and you will need to follow public health advice.

Travel and Quarantine

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

Contact Tracing

From Step 4 (Monday 19th July), close contacts will be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.

From 16th August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Further guidance will be shared once this has been outlined further with schools by the DfE.

Confirmatory PCR Tests

Staff and children with a positive LFD (Lateral Flow Device) test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual does not have any COVID-19 symptoms.

Admitting children into school

In most cases, parents and guardians will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or guardian insists on a pupil attending school, the Headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

Mixing and 'Bubbles'

As of September, it will no longer be necessary to keep children in consistent groups ('bubbles'). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we will no longer need to make alternative arrangements to avoid mixing the children or staff during lunchtimes. The school day for children will return to normal and they will mix across the school.

School Clubs and Visits

All school activities, including trips, workshops, residentials and clubs will recommence.

Face Masks and Social Distancing

Face masks and social distancing are no longer required as outlined by Government guidance. However, we do ask that you respect the feelings of others within our community.

Attendance

The pre-COVID Attendance Policy has been reinstated. If your child is absent through illness, Covid related or not, or for any other reason, please ring the school as normal on the first day of absence and every subsequent day thereafter. Any absence, other than for illness or a reason that has been previously authorised, will be marked as unauthorised.

All Critically Extremely Vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.

School attendance will be mandatory for all pupils from **Friday 3rd September** and the usual rules on school attendance apply, including:

- It is a parent's duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age).
- The Federation has the ability to issue sanctions, including fixed penalty notices in line with the Local Authority's codes of conduct.

NEW! Drop off and Collection Procedures

Year Groups	Drop Off Time/Window	Collection Time	Location
Nursery	8.45 – 9.00 am	2.45 – 3.00pm	Nursery Gates
Reception	8.45 am	3.00 pm	Reception Doors
Year 1	8.45 am	3.00 pm	Year 1 Doors
Year 2	8.45 am	3.00 pm	Year 2 Doors
Years 3 & 4	8.30 – 8.45 am	3.05 pm	Knaphill School Entrance
Years 5 & 6	8.30 – 8.45 am	3.10 pm	Knaphill School Entrance

School Uniform

Children are required to wear full school uniform when they are at school. Uniform can play a valuable role in contributing to the ethos of our school and setting an appropriate tone for learning. Uniforms do not need to be cleaned any more often than usual but we would encourage you to wash them regularly using your normal cleaning methods and products. Please ensure children wear a warm coat to school every day and these will be kept on their pegs or in lockers.

As we are ensuring that all classrooms remain ventilated, you may wish to provide your child with an additional jumper/cardigan to keep in school. Please be assured that we have the heating on (winter months) and will ensure comfort levels are maintained particularly in occupied spaces.

For a full list of our school uniform requirements, please refer to our school website. www.kfos.co.uk

NEW! School Uniform and P.E. Days

On the days when the children do P.E. they will come into school wearing their P.E. kit minimising the need for adult help when changing younger children or the use of cloakrooms for older children. Children will be asked to wear their P.E. kits to school on the days that they have P.E. Their school jumper and coat must be worn on top. Please note: for all other days, children should wear normal school uniform, including sensible, plain black shoes (no boots or patterned trainers).

Acceptable	Unacceptable
	

Reception, Year 1 and Year 2	Years 3, 4, 5 and 6
Green shorts	Green shorts
White t-shirt	White t-shirt
Trainers (velcro fastening if your child is unable to tie laces independently)	Trainers with laces or velcro (if your child is unable to tie laces independently)
Long socks (Winter Months)	Long socks (Winter Months)
Joggers and school sweatshirts	Joggers and school sweatshirts
Reception children: Please provide Reception children with a change of underwear, which can be kept in their P.E. bag.	Year 5 and 6: Swimming - A named costume and a towel in a swimming bag. All children need to wear a one piece costume and swimming cap. Powder, gel and creams for medical reasons only. (Please provide a note to the Class Teacher)
Please note: Joggers and sweatshirts should be in the school colours only.	

Belongings

Children may bring in their essentials such as hats, coats, lunch boxes, books, stationery (for KS2) and for older children mobile phones. KLS Book Bag in KS1 and a School Bag (Rucksack) in KS2. We will provide Nursery, Reception, Year 1 and Year 2 children with the resources they need on a daily basis. Please can KS2 (Years 3, 4, 5 and 6) children bring a pencil case to school with general stationery inside. Children may also bring in a small travel sized hand sanitiser to keep at school.

Water Bottles and Snacks

For the time being, we are going to continue to keep our school water fountains closed. Children must bring in their own named water bottle, which if required, staff will refill using gloves. In the Early Years (N and R) and Key Stage 1 (Years 1 and 2) the Government provides a piece of fruit as the children's daily snack. In Key Stage 2 (Years 3, 4, 5 and 6) children are permitted to bring in a small snack with them, that they may eat mid-morning. This may be one of the following:

- Whole or sliced fruit
- Vegetable sticks, e.g. celery, carrot, pepper, cucumber
- Bag of plain popcorn
- Bread sticks
- Rice or corn cakes

Please help us to encourage the children to eat a healthy diet by providing them with a healthy school snack.

IMPORTANT ALLERGY NOTICE

We are a nut and sesame seed free school. We have children that have life threatening allergies to foods which contain nuts and/or sesame seed products. Please take care and ensure that any healthy snacks provided or packed lunch contents or ingredients do not contain any nut or sesame products.

Speaking to a Member of Staff or the School Office

Parents/Guardians are welcome in to the school building to speak to the staff in the school office. We kindly ask that you continue to wear a mask whilst inside any communal areas of the school building. If you would like to speak to your child's Class Teacher, please contact the School Office via e-mail or telephone or by sending an e-mail to the Year Group e-mail address. Please note that teachers may not be able to check their e-mails whilst they are teaching during the school day, but they will endeavour to try and get back to you as soon as they can.

What will happen if your child becomes ill at school?

We will inform you if your child becomes unwell during the day and is displaying any potential symptoms. We will ask you to collect your child as soon as possible. We have a designated room in each school where your child can wait until they are collected. We will ensure that they are comfortable and have access to a toilet, which will remain out of use to everyone else. Staff will be provided with PPE if they have to come into direct contact with an individual that has a suspected case of COVID-19.

Thank you all for your ongoing continued support. We are extremely excited about the children returning to school in September and are looking forward to everything!

Warmest regards,

Miss J. Concannon
Federation Headteacher
Knaphill Federation of Schools