



Radnor House
— SEVENOAKS —
celebrating every individual

2 September 2020

Dear Prep Parents and Carers,

We are very excited to have your children back at school tomorrow. Further to my document which Mr Halliwell sent out last week which outlined the procedures we are putting in place to reduce the risk of Covid in the Prep, we have now been able to meet as a staff to review again, all of our procedures. Consequently, following discussion, we have updated a few arrangements from my original document, and I would like to share those updates with you as follows:

Changes to arrangements for lunch

I am delighted to advise that Thomas Franks are now able to offer a full catering service across the school which negates the need for lunches to be pre-booked. A copy of the weekly menu will be sent out later this week. The dining room will be divided into four areas with four dedicated serveries which means that there will be no contact between children in different bubbles.

Break time snacks

Please could all children arrive at school with a healthy daily snack of either fresh fruit, vegetables or salad (no nuts please) in a named snack box which they must take home with them daily.

Exercise Books in Class

When I wrote previously, I informed you that there will be 3 books for pupils in Reception to Year 4 (Maths, English and Topic including Science) and 4 books for pupils in Years 5 and 6 (Maths, English, Topic and Science). These will be covered with wipe clean plastic covers and will be looked at by teacher's using sanitised hands when the class are not present. Additionally, Year 4 will be given a separate Science book because their Science teaching will be delivered in part by Miss McNeely and it is easier for them to have a separate book. All classes from Reception to Year 6 will also be given a journal. This book will be used for children to record their thoughts and feelings as well as perhaps recording what they have been up to. This will give us another way to support the children's mental health.

Headphones for Music

I have been asked by Mr Isom for parents of children in Year 4 to send them to school with a pair of headphones for their weekly music lesson from Wednesday 9 September onwards as we can no longer easily share headphones. Children in Years 5 and 6 will also need to supply headphones for music, but not until later in the year.

Choir Lessons

Choir lessons will be replaced by a 30 minute reading lesson once a week. Mr Isom will teach one bubble of pupils per week in what would have been the whole Pre Prep or Prep Choir lesson, rotating across the various bubbles.

Forest School Clothes

Radnor House Sevenoaks

Combe Bank Drive Sundridge Sevenoaks Kent TN14 6AE

Telephone 01959 563720 Website www.radnor-sevenoaks.org Email enquiries@radnor-sevenoaks.org

Head Fraser Halliwell

I asked previously that if children are going to Forest School, they should bring their Forest School uniform into school in a carrier bag. This is still the case. They should not come into school wearing their Forest School uniform as they will need to change out of it later.

Nursery and Transition Clothes

Children should arrive wearing their own clothes each day and they will not be changing out of them.

Outdoor Education

Please could pupils bring in a pair of gardening gloves for Outdoor Education. This is not urgent for the first few weeks but they will be required after half term. Appropriate shoes for the weather are also essential.

Use of Library Books

The children will not be making their usual visits to the library, however, Mrs Lambert will be bringing boxes of books to their classrooms for them to borrow. We ask that if the children take a library book home, before it can be returned to the library, it must be placed into the book quarantine box in their classroom for 72 hours before it can be loaned out to someone else. Additionally, the school subscribe to an e-book platform to which all children with a personal school login can access free of charge. It can be accessed at: <https://rh7.eplatform.co/> using your child's school log in details.

Nursery and Transition Bubble

Having looked at when the children are attending Nursery for various sessions, we have decided that we would like to create a Nursery and Transition Bubble, rather than two separate bubbles. This will mean that the children have an improved staff to child ratio and there will be no more than 16 children in any one session. Additionally, it will allow toys and resources to be more easily rotated around the group allowing easier access for all children. The group will be using both the Nursery and the Transition classrooms and the outside area, and will be team taught by Mrs Beegan and Miss Watterson. All children will still have an allocated Key Worker.

I hope that you will agree these additional changes will be beneficial to your children.

Best wishes,

Dr Emma Margrett
Head of Prep