

Broadway First School – Plan September 2020

Parent and Child Guide

We are all looking forward to welcoming all our year groups back to school on Wednesday 2nd September. Whilst many of you will be looking forward to the return to some normality, it is essential that you understand that schools are still operating under strict guidelines that affect every family in our school community. We may be returning to school but certainly not as we know it. It is essential that you all know what we have put in place to ensure we meet the guidelines set out by the Government.

The measures in place are aimed at **minimising the number of contacts** a pupil has during their time in school. This together with good hygiene practises all contribute to a reduction in the risks of contracting coronavirus.

How will staff and families keep themselves safe and be kept safe?

All schools **MUST** follow these essential measures:

1. A requirement that people who are ill with coronavirus symptoms stay at home (this includes people living in their household)
2. Robust hand and respiratory hygiene (hand cleaning and ‘catch it, bin it, kill it’)
3. Enhanced cleaning arrangements
4. Active engagement in NHS Test and Trace
5. Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably possible.

These measures are not optional. We have to implement them.

Guidance states that this will be achieved by:

- Use of class bubbles
- Avoiding contact between the bubbles wherever possible
- Arranging classes with forward facing desks to minimise face to face contact
- Staff maintaining distance from pupils and other staff as much as possible. Children in Key Stage 2 will be encouraged to distance themselves from staff and each other as much as possible and minimise close face-to-face contact and time spent less than 1m apart.

It is clear that parental support is going to be essential in supporting the school to be successful in the measures it has put in place to keep everyone safe.

How do we prevent infection and spread?

Staff and children should wash their hands when they:

- Arrive for school
- When they return from breaks
- When they change rooms
- Before and after eating
- When they are ready to leave the building

Hand sanitiser may be used in some of these situations but is not a substitute for proper hand washing with soap and warm water. Handwashing should take place for at least 20 seconds.

Tissues will be available together with covered bins to allow 'catch it, bin it, kill it' to operate. This remains an important measure and will continue as the annual cough and cold season approaches in the autumn term. There is bound to be some confusion between a normal cold and potential coronavirus so it is essential that parents are clear on the symptoms and definitions for continuous coughs. We hope there will be more clarity on this situation before it develops. **Anyone displaying symptoms of coronavirus is currently required to self-isolate for 10 days with everyone in the same house self-isolating for 14 days. These timeframes are subject to further changes following Government advice. Schools are not allowed to admit anyone displaying symptoms and will not be able to readmit children until confirmed test results have been produced and/or self-isolation is complete.**

What is a bubble?

Bubbles are the name given to each working group. In our school, we are using four bubbles, one for each class. This means that the children will work together and contact with other bubbles reduced.

This means that we will have no whole school assemblies, lunches in the hall, play times together and so on. It means the school day will be very different to what we remember.

Assemblies will take place in the classroom, lunches will be eaten in the classroom except for reception who will use the hall alone and the playground/pitch will be split to allow class bubbles their own zone. Playground equipment will not be shared and any shared resources will be cleaned before another bubble can use it.

The use of bubbles is a major factor in reducing risk, which is why it is important parents support this before and after school.

Do children need to wear masks to school?

There is no intention for anyone in schools to wear masks as we are using bubbles and attempting to distance where possible. Children under 11 are also exempt from wearing face masks in shops and other enclosed spaces. Masks will also negatively affect children's speech and their ability to learn.

Since external adults will not be routinely allowed to enter the school building, face masks will not be required providing everyone keeps to the distancing guidelines and other measures in place.

Any children wearing a mask on arrival will need special arrangements to remove it correctly. **If you feel your child needs a mask to arrive at school then you must contact the school before the new term so that arrangements can be made for its safe removal. Please contact the school office.**

Do children have to return to school in September?

From September, the law surrounding attendance will come back into place. That means that **ALL** children are expected to attend unless there is a valid reason. Poor attendance and punctuality will be dealt with using the existing policies in place and could lead to parents being fined.

School's own rules surrounding school uniform, shoes, PE kits, earrings and so on will all come back into place so please ensure your child/ren are prepared for the new school year. It is also essential that all items are clearly labelled with your child's name so that items are not shared or mixed up. Please help staff by doing this.

What changes at drop off and collection?

We did consider a number of options including staggering the school day. However, more than half of our families have children in several classes. This would have been difficult to implement since all children need the same amount of lesson time and it would have encouraged parents to remain on site while waiting for their next drop off/collection slot. Therefore, we will be keeping the usual timings. To make this safe, each class has been allocated its own entrance and exit to school to prevent everyone gathering together on the playground and using the same gate. We have also extended the time slot to drop off your child. This can now be anytime between **08.35 to 08.50** and children will now go directly into class. This is to reduce the risk of everyone arriving at the same time and being unable to socially distance. Those of you with children in more than one class will be contacted separately to inform you of the order for drop off so that you can enter and exit the school grounds safely and minimise contact with others.

Doors are as follows:

Class 1 – Through the normal gate and around to the door for Class 1.

Class 2 – Through the double doors that lead directly into the hall.

Class 3 – Through the main school entrance by Mrs Godber's office.

Class 4 – Through the staff car park and around to the back of Class 4.

Parents that end up on the playground after dropping their child/ren off should then exit via the gates next to the Youth Club on to the Leamington Road so that we have a one-way system in place. Those at the front of school should leave the area as quickly as possible to avoid congestion.

It is vitally important that you are on time. Staff will be supervising these entrances and they will be shut at 8.50 so that lessons can begin. These gates cannot remain open for latecomers.

It is also important that you practise social distancing and ensure that you are keeping yourselves and children apart from other families. We appreciate that for some it will have been a long time since you have seen people. However, we have been required to put in a great deal of work to ensure class bubbles are separate throughout the day and we don't want this being risked before and after school. If the waiting area for your class looks busy then we ask that you wait a moment until it reduces before joining the queue. It is also vital that you supervise your children closely. This means they are holding a parents hand

or are kept closely to your side. We do not expect to see unsupervised children wandering about alone or mixing with others before or after school.

The school day will end at 3.10 as normal. Again, parents with children in more than one class will be contacted with details of how to collect your children. Again, we ask you avoid congestion around the waiting areas and respect the space you give to other families. Once you have collected your children then please leave the area outside school immediately to allow others to leave safely and comfortably. Those families exiting on to the Leamington Road should be extra careful to ensure children are kept under close supervision on what can be a busy road.

Again, I will remind you that we are working incredibly hard to keep your children safe during the school day so please help us by avoiding contact with other families before and after school and by leaving the immediate area as quickly as possible.

First week only – New pre-school and reception children to our school (i.e. have never been here before) can arrive at 9am. This will allow parents saying goodbye for the first time to do so in a slightly more relaxed manner given that we are unable to invite parents into school. We appreciate that this is not ideal but we are not allowed to have parents in school at this time and hope that this will be a compromise.

If your child has already been to our school, for example as a pre-schooler then they can arrive for the normal 8.50 start.

Parking – We appreciate the number of parking spaces near school are limited. However, please keep the yellow zigzags clear at all times. Be aware of other families when you are getting in and out of your vehicle to ensure social distancing is maintained.

Will the school office be open and can I visit school?

Mrs Godber will be in school as normal. However, we ask that you email or telephone the school if you have an issue. As Class 3 will be using this entrance there will be no opportunity for parents to enter the office area. You should contact the school first by phone or email and if your issue can only be solved by attending school then a time will be provided for you to do so safely. **Please do not just turn up without contacting school first.**

No parents will be able to enter the school building under any circumstances without it being pre-arranged or in the event of an exceptional circumstance. As a result of this, it is likely that parents' evening and IPM/SENd visits will be via Zoom rather than an actual visit for the foreseeable future.

What happens at break time?

Break time will be staggered to relieve the number of children on the playground at one time and also to reduce pressure on our toilets. Each bubble will have its own area and equipment. Bubbles will also have their own slot to visit the toilet so that children from different bubbles don't end up being there at the same time.

What happens with lunches?

We will not be offering hot dinners for the new term. The logistics involved together with the measures in place would make it near impossible to serve dinners effectively while maintaining bubbles. Therefore, children should be sent with a packed lunch. If you are eligible for free school meals or have a child in Key Stage 1 that is able to get the meal free then our dinner company will be able to provide packed lunch options. These will need pre-ordering like you would with hot dinners. A lunch will not arrive unless an order has been made. Children will eat meals in their own classes. Reception will use the hall as they have a limited number of desks in their room to eat comfortably. Children will then play in their zones until the afternoon session begins.

What are the social distancing guidelines in school?

It is accepted that younger children cannot distance consistently. It is acceptable for them not to distance in their own bubble. Older children should be encouraged to distance where possible and we will be asking our Key Stage 2 children (Year 3 and higher) to try and reduce the time they spend in close contact with staff and other children.

It is possible for some children to mix with others from a different bubble in some instances. For example, for specialist teaching, wraparound and other groupings providing these are small and consistent groups. Siblings may also be in different bubbles. When this happens, close contact will be minimised and working areas cleaned.

Staff can also operate across bubbles. When this happens they should try to distance from pupils and other staff where they can, ideally 2m from other adults. It is recognised this is more difficult with younger children. Avoiding close face-to-face contact and minimising time spent less than 1m from someone is the recommendation.

How do we stop bubbles mixing?

As already mentioned, assemblies, breaks and lunchtimes will be arranged to keep bubbles separate. Passing someone briefly does not pose a risk.

Areas that see people congregate have been reduced. Therefore, Class 4 will use the pegs for Class 2. Class 2 will have a temporary peg area in the hall. Class 3 will use their own cloakroom. These areas will be supervised to ensure children are in class ASAP and children from other bubbles do not inadvertently get mixed.

Areas used by more than one bubble will be cleaned in between groups.

Can clubs take place?

Wraparound care is encouraged by the Government. It states that where bubbles can be maintained they should be but where they can't then small, consistent groups should be used. Therefore, we will be offering

Wraparound Care. Parents were contacted before the summer holiday and we have an idea of the demand for September.

There are some conditions in place such as we can only offer a place if it is booked 48 hours in advance. In order to maintain the guidance we will have the location and staff for this group planned so we cannot have children turning up unannounced. If you wish to use our Wraparound Care then you should contact the school office allowing enough time for us to accommodate your wishes.

Other after school clubs remain under consideration. We will want to allow some time for our systems to become established before we make a decision on offering a wider range of clubs.

Can we still go on trips?

In short yes, but no overnight trips are allowed yet. Children should be kept within their own bubble during the trip. The destination should also be clear in how it is implementing measures to reduce risk of coronavirus. We don't have any immediate plans for trips during the first few weeks of term.

The use of our own grounds and local area will also be considered where applicable to offer learning opportunities outside the classroom.

What happens if someone displays symptoms?

If someone is unwell with coronavirus symptoms (or someone in their household) they must stay at home or be sent home. This is the most important of measures and this is non-negotiable. We appreciate that self-isolation may cause issues but this is a requirement that we have no option but to follow in order to keep our community safe.

The guidance states that the person with symptoms must self-isolate for 10 days with other members of their household self-isolating for 14 days.

No one displaying symptoms should attempt to visit school. If symptoms develop at school then the child will be isolated and parents will be requested to collect their child immediately. A test should then be arranged by the parents to establish whether the child can return to school.

The school is required to contact the Local Outbreak Response Team when symptoms are displayed and act upon the advice we are given.

Test and Trace – What is it? What do I do?

Test and Trace is the system that will aim to ensure people you have contacted isolate if you develop the virus. School has to follow systems put in place by the Local Authority in the event of a suspected or confirmed case of coronavirus. This will involve school notifying the Local Outbreak Response Team.

Therefore, it is vitally important that information is shared quickly so that time is not wasted.

If your child or anyone in your household has suspected symptoms then you should self-isolate as per the guidance and book a test immediately. If a test is negative and the person feels well then there is no reason for them or their household to self-isolate any longer.

If the test proves positive then you observe the distancing rules and will be asked to share contacts with Test and Trace. School will then respond accordingly based on the advice we are given, which could result in specific bubbles self-isolating or school closure.

In the event of infections within our setting, we will be guided on how to respond by the Local Outbreak Response Team.

What will the children be learning?

Initially, a great deal of work will be required to get children back into school and following the new measures effectively. For some children, it will be nearly six months since they last attended school. This is likely to bring challenges surrounding children's readiness to access the curriculum.

We will need to work hard to re-establish school's expectations surrounding presentation and standards, acceptable behaviours, listening and attention, working together, and so on. Establishing these early routines will be essential to getting back on track. Children's pastoral care will also be of importance as there will be a range of mindsets from the children surrounding returning to school. Parental support will be essential to help children to get back into the swing of things. We are considering having an earlier Parents' Evening (in whatever format it may be) so that we can share where your child is at and how we can get them back on track effectively.

During the first week or two, classes will be asked to run some assessments to establish what children know and how we plan for the first term. Children will not have had lessons for a considerable amount of time and will not necessarily be ready to start the curriculum for their new class without revisiting some of the work from the previous year. Our intention is to plug these gaps as quickly as possible so that we can get the majority of children working on their correct year group during the autumn term. Supporting this work at home will give your child/ren the best chance of closing any gaps that have developed.

Cleaning – What has changed?

An enhanced daily schedule has worked well throughout the lockdown period so we will continue to implement this until further notice. It relies on everyone taking responsibility for the equipment they have chosen and used and what happens to it once it has been finished with. Areas in school are cleaned more frequently, especially those used by more than one bubble. Teachers wipe down desks throughout the day and children will have their own equipment.

What can I bring to school?

It is important we only bring essential items to school. These should include:

- Book bag containing a reading book and reading record and any homework.
- A coat, if required.
- PE kit should be stored in a suitable bag on the child's peg. Outdoor clothing would be useful so that we can carry out lessons outside for as long as possible.

- Lunch box

Please do not allow children to bring items from home such as toys as they are not required.

Also, make every effort to label all children's belongings such as shoes, pumps, jumpers, etc. We do not want items getting mixed up and taken to different homes by mistake.

I am sure there are other queries so please contact the school if you feel something has not been answered or you would like further information.