



Brooke Weston Trust



**Your guide to returning to school
June 2020**

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Introduction

Welcome to our guide for returning to school

On Sunday 10th May, the Prime Minister announced the next steps in England's COVID-19 response. Their plan is for pupils in Nursery, Reception, Year 1 and Year 6 to return on Monday 1st June.

While we are excited to get children back to school, safety remains our ultimate priority. We are focused on ensuring children enjoy being back in school and that we address their gaps in learning to ensure they are as ready as possible for transition in to their new year group in September.

However, COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the emotional, educational, and general wellbeing of our children. This means that school will look very different upon our return and almost everything your child is used to in a normal school environment will have changed.

What is the purpose of this document?

This document sets out guidance for the phased reopening of our school.

Please note that the Government is set to confirm its plans for schools reopening on Thursday 28th May. If this announcement has an impact on our plans we will be in touch with you as soon as possible.

In this document we hope to:

- Give you an outline of what our new school environment will look and feel like
- Reassure you that we will do everything we can to ensure our schools are as safe as they can be for pupils and staff
- Help you to make the decision about whether or not you feel returning to school is right for your child at this time
- Support you in preparing your child to return to school

We appreciate that this is a difficult time for everyone and regret that Year 6 pupils will not be able to attend school straight away. I hope that you understand our decision and that you continue to support us in providing an education for all of our children, whether they attend school or not.

Take care and stay safe.



Our Approach

Our overall approach

Drawing on guidance from the Department for Education and enhanced with our own additional measures, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors and limit social interaction between groups of children and staff teams. There is more detail about these bubbles later on in this document.



We are confident that the procedures outlined in this document offer the best possible levels of protection for our pupils, staff and their families. We have undertaken a detailed evaluation of the level of risk across our site and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all children, parents, and staff are entering an environment that is as safe as possible.



We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our site and will be returning regularly to see how we are operating during June.



While we are excited to get children back into school, we know it is important to share the realities of the situation with you and to help you make sure this is the right decision for your child. If you would like to talk this through with a member of staff in more detail, please call the office on 01536 461199.

Our key principles

Government guidance is very clear that social distancing guidelines need to be maintained to keep our pupils safe. We are introducing the following measures to help keep school as safe as possible for our pupils:



- To adhere to social distancing measures, we will not be placing children in groups of 15 as suggested by the Government. Instead for each room we have carefully calculated maximum occupancy and will not go beyond those sizes. In most cases this ranges between 6 and 7 children as a maximum.
- Children will be allocated to 'protective bubbles' and have no contact with others outside their bubble
- We are prioritising children in Reception and Year 1 and the key worker children, and will look to expand this to Year 6 when we are clear that we can accommodate them safely. If your child is affected by this, we will be in touch with you with further details as soon as possible.



Preparing for opening

Opening date

School will be opening for Reception children on Tuesday 2nd June. Year 1 children will return on Wednesday 3rd June. Please do **not** send children on Monday 1st June as this day is set aside to ensure all staff are fully trained and can operate safely within our new structures.

Please note we will be open for key worker pupils only on Monday 1st June.



Booking your child's space and lunch arrangements

We are providing a booking system via a survey monkey, details of which are outlined in Miss Goodwin's letter. The booking system will be open between Wednesday 27th May at 3.00pm - Friday 29th May at 2.00pm.

You must indicate on the booking system with a **YES** if you require your child to attend school. If you confirm with **NO** or **do not complete the booking request** we will **NOT** allocate a space for your child.



If you change your mind after the booking window has closed please do **not** assume you can bring your child in to school on their allocated start date. Please contact the school admin department and they will liaise with you to facilitate a place as soon as we can.

You will be contacted by your child's bubble leader by phone on Monday 1st June to confirm that your child has a place. This call will also confirm the initial arrangements for arrival at school and your child's start date.

Please be aware that normal arrangements for booking lunches are now in place. We will be providing free lunches for children in Reception, Year 1 and Key Worker Children in Year 2 or those entitled to free school meals. If you are a key worker with a child who is not in any of those year groups and who is not entitled to Free School Meals you will have to provide a packed lunch or book lunch following the normal arrangements.

Protective bubbles

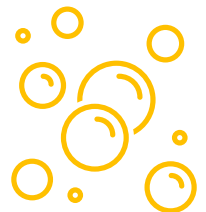
All children will be placed in small groups known as bubbles. The aim of these protective bubbles is to minimise contact with other children, and reduce the risk of spreading the COVID-19.

Each bubble will be completely isolated from all other bubbles.

The bubble will be taught and cared for by the same staff every day and will contain the same children every day.

This will more than likely mean that your child is not being taught by their usual class teacher or a teacher they are familiar with.

The bubble will be taught together and will have playtime and lunchtime together. Lunches will be delivered to their room to avoid mixing between different bubbles.



Drop off and collection

Changes to the school day

The start and end of the school day will be staggered to ensure as little crossover between our families as possible. Parents will **not** be allowed into school and all contact will need to be made via email or telephone.



Drop off and collection

When parents are waiting to drop off or collect their child, social distancing should be maintained at all times. Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child.

We request that drop off and collection is limited to one parent per family to limit the number of people congregating. To avoid large numbers during drop off and collection pre-designated external areas have been assigned.



This information will be confirmed to you when we call you to confirm your child's place on Monday 1st June.

Travelling to school

We strongly advise that parents walk or cycle to school to avoid a build up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than **five minutes** before their allocated slot.



Drop off/collection times

Specific details of start/ end times and drop off/ collection points will be outlined in your phone call on June 1st.

	Start of day	End of day
Reception	08:40 or 08:50	15:20 or 15:30
Year 1	08:40 or 08:50	15:20 or 15:30
Year 6	Not returning yet	Not returning yet

Social Distancing

In the classroom



- Each of our bubbles of children will be kept completely separate
- When working in their bases, children will be encouraged at all times to maintain social distancing. We appreciate it will be very difficult for them, but children will be discouraged from having any physical contact with each other
- Children will spend a large portion of their day sat at a table completing work or playing in isolation with equipment that can be cleaned
- Children will be allocated their own set of equipment to use, they will not be allowed to share. Children cannot bring in anything from home except a water bottle and lunch box (if required)
- Children cannot access books from the school library
- Staff will be limited in their ability to have physical contact with children. If your child soils themselves in school we will be unable to help with personal care and you will be contacted to collect your child from school
- We would also discourage children from wearing shoes with laces as staff will not be able to tie the children's laces for them
- If your child has an educational health care plan, a risk assessment will be undertaken to establish if it is safe for them to return to school. We will discuss this with you individually if this affects your child.

Breaks



- Each bubble will have designated areas for playtimes and lunchtimes
- Each bubble will have allocated times to go to the toilet during the course of the day
- There will be clear markings on the drop off and collection points to show children and parents where they need to line up at different points during the day
- The children will eat their lunch in their classroom bubble, or in designated outdoor areas if the weather is appropriate
- There will be no breakfast and after school club facilities



Parents

- Parents must **NOT** approach staff and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- We strongly advise that parents walk or cycle to school to avoid the build up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than 5 minutes before their allocated slot

In the event of illness

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



The Government encourages staff and children attending an education or childcare setting after 1st June 2020 to get tested if they display symptoms of COVID-19.

What will happen if a pupil or staff member shows COVID-19 symptoms in school

In the event of a child developing symptoms of COVID-19 whilst attending school, parents will be contacted **immediately** and must collect their child as soon as possible. The family will be advised to isolate at home in line with NHS guidelines and not return to school until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the school will contact Public Health England immediately and act according to their advice.

While awaiting collection, a child displaying virus-like symptoms in school will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the child. Once the child has been collected, the area used to isolate the child will be thoroughly cleaned by a colleague wearing appropriate PPE. All other children in the child's bubble will be moved outside if the weather is appropriate or into an overflow room while the space they were in is deep cleaned and isolated for three days.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic.

What you should do if your child or a member of your household shows COVID-19 symptoms outside of school

If any member of your household displays symptoms of COVID-19, you should inform school as soon as possible by phoning our office.

Your child should **not** come into school and we advise that your household isolates at home in line with the NHS guidelines. Your child should not return to school until the isolation period is over and they are no longer symptomatic.

Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out a number of measures too.

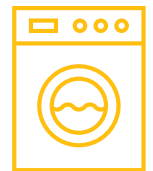
Our promise to you

- Cleaners will be in school throughout the day to continually clean classrooms, toilets and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- Staff will clean down contact surfaces and common touch points every two hours
- All children and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each child will have their own equipment (pencils, crayons, glue, scissors etc) and these will not be shared with other children
- Work will be done in their books but these will not be collected in by the teacher and should not be taken home
- The classroom will be cleaned after the children have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed



What we expect from you and your child

- Children will not be permitted to bring items from home into school, except a water bottle and lunch box (if required). This includes school bags and pencil cases. Water bottles and lunch boxes must be washed thoroughly each day
- Children can bring in packed lunches. They will be kept on their individual table throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day
- Children do not need to wear school uniform. Wearing casual sportswear and appropriate footwear is recommended, as it will mean that they can do PE without getting changed
- It is expected that children's clothes will be washed when they arrive home and they will attend school in fresh clothes the following day
- Parents will need to apply sun cream to their child before sending them into school. Staff will not be able to apply sun cream to your child.



Useful information

Emergency contact details

Telephone: 01536 461199

Email: admin@oakleyvaleprimary.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>



NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.