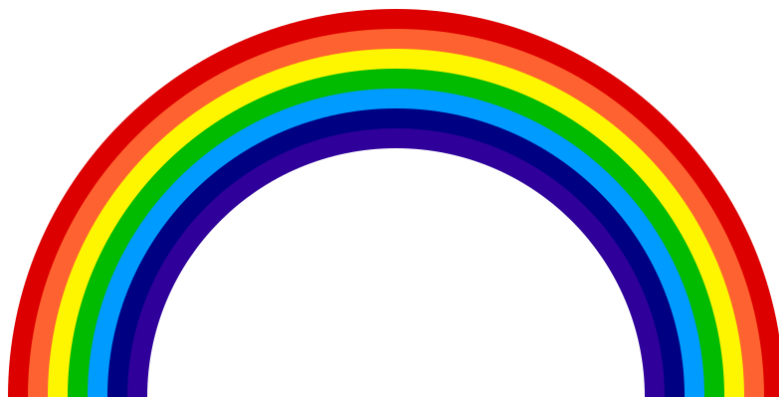




# Bretherton Endowed Ce Primary School

Coming back to school document

V2 15/6/20



# Introduction

In this document we have tried to put together all the information you will need to facilitate your child coming into school. We have used all available guidance in order to create this working document and it will be updated in line with any material changes. If there is any part of this document that doesn't answer your questions, please contact the school office on [bursar@bretherton.lancs.sch.uk](mailto:bursar@bretherton.lancs.sch.uk). There is a link to the COVID-19 Risk Assessment on the website. Our risk assessment highlights the difficulty of social distancing to 2 m in our classrooms and around school. Our plans work hard to meet the Government guidance as much as possible.

## **Identify maximum numbers of pupils returning:**

At the time of writing this document, there are a possible 45 children being asked to return into school. The government are asking us to break the classes down into "bubbles" with no more than 15 in a "bubble". So the numbers will look like this:

YrR – 15 (in school Monday to Wednesday with class teacher)

Yr1 – 15 – To date low demand from parents. If required it is likely they will attend Wednesday, Thursday and Friday but not with their class teacher.

Yr6 – 15 (in school Monday to Wednesday with class teacher)

This is in addition to Keyworker/vulnerable children where we can offer up to 2 classes with maximum 15 children staffed mostly by Teaching Assistants.

## **Attendance Registers**

Attendance registers will be taken daily and the data from these registers will be sent to the Local Authority and to the Department for Education (DfES) who have requested data of numbers of children coming into the school. These numbers will include any critical worker children and any children classed as vulnerable. **There will be no penalty for any parent choosing not to return their child this term.**

## **Classroom Accommodation for groups**

The class "bubbles" will be placed around the school as follows:

Year R: In class 1 and outside area inc forest

Staff: Mrs Williams, Mrs Barratt

Year 1 – further consultation required

Year 6 – In class 4

Staff: Mrs Smith, Mrs Rowley

Keyworker/vulnerable children – up to 2 classes The Hub/Class 2/ Class 3 depending on numbers and age

Mrs Clarke, Mrs Allchurch, Miss Hymers, Mrs Vincent, Mrs Brindle, Mrs A Williams,

Mrs Glew – sports session support over the week

**If your child is in Year R, 1 and 6 we will ask you to choose whether your child attends their class for the planned part time sessions or the keyworker sessions over the whole week. Unfortunately, they may not be able to access both.**

## **Being responsible**

As the Bretherton school family, we would ask all our families to act responsibly and follow the national and local guidance in relation to their recommendations of washing hands and to reduce

transmission of the virus through appropriate social distancing outside the home. This helps to keep us all safer.

We would like to ask all parents to comply with the Test and Trace initiative by following guidance should they receive a call. We would also like to ask all parents to seek a test if they or their child are showing symptoms and advise school as soon as possible of that result in order that we can minimise transmission.

### **Minimising contact through smaller classes or group sizes and altering the environment as much as possible**

Children will be taught about social distancing at an age appropriate level and we will try very hard to facilitate this.

Advice from government 24/05/20 that we must meet the following indoor space requirements: Children aged 3-5 years need 2.3 metre squared per child. This is not possible and cannot be guaranteed although we will try to separate by indicating markers on the floor and limiting children playing in the continuous provision areas.

Classrooms will have non-essential items and reduced furniture to facilitate cleaning (including no soft furnishings)

In KS2 tables will be set up as much as we can with a 1.5m to 2m gap from child to child. This follows the guidance 'desks should be spaced as far apart as possible. Children will sit (where possible) at the same desk each day with their own equipment. This will be provided.

We have chosen not to test your child's temperature or require face masks at this time as this is not within the guidance provided by the Government as recommended in schools.

Children will need to travel through corridors to hang up coats, exit outside and walk to toilets and children will be taught to walk with a gap. 2m cannot be facilitated in the corridor if passing but government guidance states 'transitional movement' is acceptable. We will try to minimise existence of this as much as possible.

Children in each class will not encounter children from other classes except if transitioning through corridors. KS2 children will be taught to hang back if KS1 child walking down corridor to limit risk.

### **If my child is unwell at school**

Please do not bring your child to school if your child or any member of your family have been confirmed as having Covid- 19 or are displaying symptoms. Please remember that you are required to self-isolate for 14 days if anyone in your household has symptoms and 7 days if you are displaying symptoms yourself. Children are now eligible for testing.

If your child is unwell as they get to school and show symptoms of COVID-19, for example a persistent cough, high temperature they will be asked to go home. The guidance states that the child should go home and get tested. Although the guidance states that the "bubble" will remain at school, we have decided that we will contact every parent to advise them and they may chose not to send their child until after the result is known. The child will not be identified to parents in the phone call. If the test is positive, then the "bubble" will need to self-isolate, however, if the child tests negatively, then the "bubble" continues at school.

## **What should my child wear to school?**

### **Children attending Reception, Year 1 or Year 6 classes**

We would ask for school uniform for those children attending the Reception, Year six or Year one classes—however, as some children may have outgrown their uniform and we want to limit any pressure on families both in time and financial, this can be adaptable according to needs. We do however recommend they wear trainers with their school uniform. ALL clothes must be changed each day and washed. With sporting activities being timetabled, we would like to ask children to wear their trainers every day.

### **Children attending as key workers**

As the key worker provision is facilitating home learning at school, there is no requirement for them to wear school uniform if they do not wish to. Please ensure their clothes are suitable for a day inside and out in all weathers. ALL clothes must be changed each day and washed.

With sporting activities being timetabled, we would like to ask children to wear their trainers every day.

### **All children**

Children will not need their PE kits. Sports and fitness will happen in their clothes.

Children will need a waterproof coat EVERY DAY—just in case it rains and a jumper.

Children will need trainers – please ensure that they can tie their own laces – Velcro trainers for younger children

Children will be washing their hands regularly so short sleeved clothes are beneficial

Please apply sun cream before they come to school and ensure they have a sun hat when hot weather predicted.

Children will need a water bottle- they can refill at school.

Children will not need a bag or should not bring anything else from home

Children will only bring things home that they have done on their own.

## **What does my child need to bring to school?**

Short answer—very little.

We are trying to ensure that there is little cross contamination between your homes and school.

Therefore, the children will need their water bottle, packed lunch, coat.

Everything else will be provided at school.

Please note, we cannot administer any medicine at this time. Please contact the Head, if you have a need for this.

Each class will be equipped with its own resources needed (or will have been thoroughly cleaned in between groups using) and each child will be equipped with their own stationary set that they will leave in school.

## **Start and end of day timings. Drop off and collection.**

We have designated start and end of day along with individual drop off and pick up areas of school.

- We would ask parents to meet these times to ensure the smooth operation at the start and end of day. Where you have more than 1 child in different classes, please drop each child at the appropriate door (they cannot access school together unless in key worker rooms).
- There will be **NO PARKING in the school car park for any parents** due to the one-way system.

- If for any reason you cannot meet these times, you will need to come to the school reception area to drop off or collect your child/ren but we would ask that this is exceptional circumstances only.
- Please can only ONE adult accompany your child to school and we would ask that you follow the one way system for drop off and collection.
- Adults are not able to come into school for any reason. Please contact the HT if you wish to discuss something further.
- The class teachers will NOT be available for a face to face conversation, but can be contacted by telephone in the event of any questions or concerns.
- Please can we ask you to ensure you follow social distancing guidance on bringing your child to school, waiting as they enter school straight away and on collection. We will try and ensure the process is as quick and as smooth as it can be.
- Please can we ask you not to gather outside the school grounds, on the pavement even with social distancing so as to ensure the flow of children entering can be met and we keep our communities safe.

Group	Entrance and Exit	Drop off time	Collection time
Reception	Hall double doors	8:45am	3:15pm
Year 1	TBC		
Year 6	Double blue gate near porch door	8:45am	3:15pm
KS1 (Y1/Y2/Y3)Key worker children	Hall double doors	8:30am	3:30pm
KS2 (Y4/Y5/Y6)Key worker children	Hall double doors	8:00-8:30am	3:30-4:00pm

### Staggered Break and Lunch Times

Playtimes and lunchtimes will be staggered and children will play in small groups during their time outside. There will be no large gatherings at all. Equipment will be kept to each class, or thoroughly cleaned overnight if needed to pass to another class.

A staff member may need to supervise outside play for 2 bubbles whilst maintaining social distancing of 2 metres as because we are a small school, we cannot guarantee we have enough staff to be able to facilitate lunch play with the adults that have been allocated. We will only do this where absolutely necessary and no other option from within the class adults. Outside play poses reduced risk of transmission for all. If wet play, this will not take place and will be covered by adults in their class.

Children in Reception, Year 1 and Year 2 are able to have a packed lunch provided by school under the 'Universal Infant School Meal' policy. All other children will need to bring a packed lunch from home. This may be adjusted depending on capacity of the school kitchen.

Children will eat their lunches in their own classrooms, or if the weather allows outside.

We are unable to offer before and after school club as The Hub. No breakfast club, toast or fruit snacks will be offered so please provide the snacks your child will need.

### **Promoting regular handwashing**

- Children will wash their hands as soon as they enter the building, at regular intervals and ad hoc as needed, before and after breaks, before and after lunch and before leaving for home. They will be reminded regularly.
- Hand washing in class with soap and paper towels.
- KS1 children will use the KS1 toilets and be regularly reminded one at a time.
- KS2 toilets used with hand washing using soap and paper towels. Only one child allowed to use the toilets at one time. Regular cleaning will be planned for.
- Children will be taught and supervised where possible in washing hands for 20 seconds with running water and soap. And following the catch it, kill it, bin it message.
- In addition to washing hands there will be hand sanitisers in each classroom to use and at all entrances into school.

### **Classes**

Classes will have staff allocated which we will try and remain stable. Where possible, staff will only work with one class, although as we have part time staff, more than one staff member may work with the class. If this is the case, they will not work with other classes.

Each class will be kept together and will not mix with other classes within the school.

The hall will be used for sport and break out class sessions or in the event of poor weather. All equipment will be wiped if used. There will be no whole school assembly. Shared singing in class may be facilitated and we will hold regular class workshops.

### **Behaviour Expectations**

Our children behave well, however in returning to school, we will ensure that we explain the changes that have taken place. We will help children understand in an age appropriate way the importance of washing hands, socially distancing (as much as possible) different routines, reintegrating back into school and how they can support their wellbeing. These areas have been outlined in our addendum to our behaviour policy although we won't be calling them 'rules' with the children. If in the unlikely event that any child wilfully ignores the guidance, we will contact parents to discuss this further. We will regularly remind the class in order to reduce the risks and if a child forgets, we will gently remind them. Adults working in each class will remain alert but it is not our intention for any adult to add any anxiety to children as a result of following the risk assessment.

### **Safeguarding Provision in place for re-opening**

- Safeguarding policy in place and has been amended in light of COVID-19.
- Risk assessment in place for the site and children.
- Reduce school to use up to 3 entrances but they will be staffed at the start and end of school
- Drop off times being staggered and children will enter straight in so a staff member will be there whilst doors are open.
- No visitors or contractors in school (except by prior appointment or for emergency repairs)
- Eating in class bubbles—therefore not mixing
- Playground/ field zoned and staggered
- No mixing out of "bubbles"
- No need for PPE as the DfES state that these "bubbles" are like being with a family. Unless suspected case in school or intimate care required including certain first aid needs.
- Children wash hands regularly and particularly on entering and leaving the building.
- Cleaning solutions in each classroom and sinks available in most classrooms in addition to the toilets.

### **1st Aid Cover**

1st Aid is fully covered for all children with 4 trained Paediatric 1st Aiders, and all other classroom based staff First Aid at work trained.

### **Evacuation Procedures**

We will complete a socially distancing walk through Fire Drill in the first week so that the children are aware of the procedure and aware of the continued need to socially distance themselves while evacuating the building safely.

### **Learning and Curriculum**

Following on from what we know of the children and government guidelines, staff will look at the curriculum for mental health and pastoral activities to support children's return to school. Transition support will be provided for Year 6.

If we feel, in cases, mental health of an individual has suffered, the Head and Pastoral TA will get involved and put together a plan for this child. Parents will be invited to discuss and feed into the plan. This will be updated as we approach the end of term.

### **Home Learning**

For those children still at home, the teachers will continue to plan work weekly and will try very hard to feedback and respond to comments and messages. However, as they will be in school for their contracted hours, they may not be able to do this quite as much as they would like or as much as before. Class teachers will ring their class children regularly to offer support and inform future planning. We will try to provide some 'keeping in touch' days nearer the end of term for other classes.

### **Designated Safeguarding**

The school has 3 DSLs—Mrs Moxham, Mrs Clarke, Mrs L Williams so there will be cover every day.

### **Protective Measures and Hygiene**

- There is a cleaning station in each class-room.
- Before the school day, the caretaker will wipe down surfaces, door handles and ensure soap and towels are in place.
- During the day, staff in classrooms will encourage lots of hand washing and wipe surfaces and handles in the classrooms and frequently touched toys and areas of school.
- After school, two cleaners will do a deep clean in each classroom and around the school.
- We have purchased new cleaning materials that are very effective, but a lot more expensive.
- There will be no soft furnishings or toys in the classrooms and toys will be rotated and cleaned to reduce the risk of transmission.
- PPE will not be worn, unless the staff member wishes to wear it or in event of a suspected case.
- Comprehensive cleaning is planned after school and on days' classrooms not being used when school is empty so is of a high standard and is thorough.
- PPE will be available if dealing with anyone with a suspected case prior to leaving the building and rigid cleaning subsequently in area once left. PPE will also be available with children with intimate care.
- If a staff member asks to wear a face covering, this will be permitted.
- We will allow limited contractors in school (emergency or provision for safety in school only authorised by the HT) and where possible, after school has finished.

See below for:

- 1) What to do if anyone has symptoms?
- 2) Virtual/online meeting protocol



## **Bretherton Endowed CE Primary School** (correct as at 8 6 20)

### **What happens if someone is unwell at our school?**

If a new, continuous cough or high temperature, the child will be sent home and asked to follow the Covid-19 guidance for households

When awaiting collection, a child should be moved to a room whether they can be isolated behind a closed door. ( Head Teacher's Office) Appropriate adult supervision is required 2 metres distance and with an open window for ventilation. PPE worn if can't socially distance to 2 metres.

They should wash their hands thoroughly, clean affected area.

If they need the toilet whilst waiting, it will need to be cleaned and disinfected before used by anyone else. (Use staff toilet 2 – near staff room) and sign placed on door to prevent use until able to clean.

If staff member has assisted child, they do not need to go home unless they develop symptoms (whereby they can test themselves) or if the child subsequently tests positively.

As we would like to operate with full transparency during this time, if we have to ask someone to go home, or we hear of anyone reportedly having symptoms (before they have the test), we will inform parents to allow them to decide whether to send their child into school pending the results. If positive, we will follow the path below.

We would like to ask staff to advise the HT prior to coming to work or at earliest time if believe they have any of the Covid -19 outlined symptoms. They will be asked to self-isolate and book a test straight away.

Staff will be asked to keep in contact with HT in relation to health, symptoms and provide result of test at earliest convenience. Full support will be given as required.

School will follow Government protocol and consult PHE and seek advice if case is confirmed.

### **What happens if there is a confirmed case of Covid -19 at Bretherton?**

When child/ staff member develops symptoms compatible with Covid -19 they should be sent home to self-isolate 7 days. Their household members should self-isolate 14 days.

ALL staff and pupils who are attending Bretherton can have access to a test if they display symptoms and should get tested if they begin with symptoms.

If tests negative – return to school.

Where child/adult tests positive, rest of their class should be sent home and self-isolate for 14 days. Other household members of those children/staff do not need to self-isolate unless any of them display symptoms and then all members of their household follow the self-isolating rules.

If other children/staff are detected within the class or wider setting, PHE will conduct a rapid investigation to determine what action school should take. In some cases, the wider children could



be asked to self-isolate as a precaution although if all guidance being followed, closure of the whole setting may not be required.

Parents can access testing for their child by ringing 111

Staff can get information from [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

### **Online meeting protocol**

- As an increasing number of activities take place online throughout the COVID pandemic, we are keen to create a safe space for children and staff to meet and maintain some form of face to face contact in a 'live' arena. E-safety is our number one priority in just the same way that we put safety first when they are in school.

Only use Zoom hosted by a member of school staff

- there will be a meeting code AND a password, circulated to only those due to attend via parent email. Do not share the login or password with anyone
- At least 2 members of school staff will be present for the duration of the meeting.
- Children will not be expected to set up a Zoom account.
- At least 1 parent should be in the room for the duration of the meeting. This is of utmost importance for the safety of children and staff.
- No recordings or screen shots will be made of the meeting.
- All adults and children are asked to be mindful of their clothes and backgrounds. Staff should only take part in the meeting from school or a communal area in their home and should be mindful of what personal belongings are in the background of a meeting.
- The chat function will be disabled and all conversation will be held via the video and audio functionality.
- Have materials ready for class - writing materials to hand, books etc.
- Set up in a quiet location – no virtual backgrounds and be aware of what is behind you
- Remain seated at the computer for the whole ZOOM call
- Be on time! Zoom starts at the scheduled meeting time – allow a few minutes before to set up your work space
- Be respectful in how you speak, how you conduct yourself – act as if you were in class.
- Don't hold any items, signs or pictures up to the camera or obscure your view in any way.