



1<sup>st</sup> March 2021

## **Guidance for Parents and Guardians**

### **Return to School – Monday 8<sup>th</sup> March**

#### **Dear Parents and Guardians**

We are very excited to welcome the children back to school on Monday 8<sup>th</sup> March. With the changing climate of late, understandably, school life will continue in a less than traditional manner!

The health and safety of our pupils and staff remains our top priority followed closely by the wellbeing and happiness of our full Bishops Down community. The strict health and hygiene measures in place for Autumn term will return and be updated, based on the most up to date medical and governmental guidance. Our school risk assessment is a working document and regularly changed in line with new developments, government direction or local restrictions.

#### **Teaching of Children**

Your child will continue to be in their class group (bubble) of 30 pupils. This group will stay together throughout the school day and will not mix with any other class bubbles. Break times and lunch times will be staggered. A limited number of staff are permitted to move between groups where alternative arrangements are not available. This will be limited to essential matters only and adults will stay distanced from each other, and at least 2 metres from older children.

Staff movements around the site are restricted and communal spaces are limited or designated to individual bubbles. Staff will be encouraged to work from home when they are not in front of their class. All staff will have their temperatures taken on arrival to the school site each day. Staff are also engaging in home LFD testing twice a week. Staff leaving their bubbles to move between offices, classrooms and communal areas will be wearing face coverings. Teachers and TAs, within their own class 'bubbles' will not be wearing face coverings as a general rule, however some may opt to do so for personal reasons. If a member of staff is working closely with a child, for any length of time a face shield may be used by the adult. Full PPE will be worn for tending to a sick child or a child's personal care needs.

Whole school assemblies will continue to take place virtually meaning anyone isolating at home can also join and feel part of the community. There will be a whole school 'virtual' assembly on Monday and Friday mornings for Mrs Owen to deliver key messages. Therapists will be permitted in school with the correct PPE and risk assessments in place.

#### **Dropping/Collecting Children**

Dropping and collecting children will remain staggered for social distancing purposes. See timings below. If you are dropping or collecting from more than one bubble, please wait on the front field at least two metres plus from anyone else until the correct time. Children are not permitted to play in the carpark or around the shed by the Nursery entrance.

There will be clear access instructions on the gates to the school. These MUST be followed for the safe and smooth passage of adults and children around the site. Details for your year group are below.

Sadly, we can only allow one parent per family to drop-off and pick-up. Please follow the signage.

- **Nursery/Reception** children to safely wait outside Nursery Gate in a designated line, where staff will collect the children. **Please keep your child with you and hold their hand whilst you wait, as the car park will be in use.**
- **Year 1 and Year 2** children to safely wait outside the Front Office door in a designated line, where staff will collect the children. Parents to say goodbye at the wooden gate.
- **Years, 3, 4, 5 and 6** to wait outside their classroom in a distanced line. Parents to say goodbye at the bottom of the school drive.

All children will be asked to either sanitise or wash their hands on entrance and exit of the school and classroom as well as before and after handling food.

Please be aware that after this long break, younger children may be reluctant to enter school, so please allow additional time at drop off in the first few days and be patient with any parents and children that may be struggling.

Do not walk or congregate with other families and please follow the 2 metre + guidelines on the approach to school and on site. We also ask that **all adults** on site wear a face covering, when dropping off / picking up.

Class	Entry point	School day start time	Exit time
<b>Nursery</b>	Nursery Gate	8.45am	3.30pm
<b>Reception</b>	Nursery Gate	8.30am	3.00pm
<b>Year 1</b>	Front Office Door	8.35am	3.05pm
<b>Year 2</b>	Front Office Door	8.55am	3.25pm
<b>Year 3</b>	Wooden Gate	8.35am	3.05pm
<b>Year 4</b>	Wooden Gate	8.40am	3.10pm
<b>Year 5</b>	Wooden Gate	8.25am	2.55pm
<b>Year 6</b>	Wooden Gate	8.50am	3.20pm
<b>Beehive KS1</b>	Beehive Entrance	Before 8.30am	After 3.15pm
<b>Beehive KS2</b>	Front Office Door	Before 8.30am	After 3.15pm

### PE Days

On PE days, children should come to school in their PE kit.

Class	PE Days
<b>Reception</b>	Wednesday; Outdoor Clothing for Woodland Explorers Friday; PE Kits
<b>Year 1</b>	Monday and Friday
<b>Year 2</b>	Monday and Friday
<b>Year 3</b>	Monday and Wednesday
<b>Year 4</b>	Tuesday and Wednesday Thursday; outdoor clothes for Forest School
<b>Year 5</b>	Tuesday and Wednesday
<b>Year 6</b>	Tuesday and Friday

## **Lunch Arrangements**

Lunches will be eaten in classrooms so children can remain in their 'bubbles'. Nourish Catering will be providing 'hot box' meals that can be delivered by our Midday Supervisors. Reception, Year 1 and Year 2 children are entitled to a free school meal. Please book and pay for lunches in good time on Gateway and contact the school office if you need any assistance with this.

## **Beehive**

This can be booked via Gateway. We will run two bubbles; Early Years/KS1 together, and KS2. We will be using the hall as well as the Beehive rooms to keep the bubbles separate.

## **Illness**

Children should not attend school if unwell in any way, as the list of coronavirus symptoms has been extended. If they are showing any symptoms that could possibly be coronavirus, you will need to book a Covid-19 test online and abstain from school until you have received the result. On receipt of the test results, please inform the school who will guide you on next steps.

If your child shows any symptoms of illness during the school day, they will be taken to the isolation room to be supervised by an adult in protective clothing. This of course may be unsettling for your child, so we will be calling you to collect as promptly as you can.

## **Contingency Arrangements**

- **Blended Learning- Children Self- Isolating/Shielding**

All children who have been asked to self- isolate (by the school, Track & Trace or in rare circumstances due to medical conditions) and are well within themselves should use their Microsoft Teams log in to access live and recorded lessons from their class each day.

- **Staff Isolating**

If the class teacher is required to self-isolate or is unable to teach in school due to a medical condition, children will continue to attend school and the class teacher will be present on screen to teach the lessons from home. The classroom teaching assistants will be in class to oversee the learning in person and manage day to day administration of classroom duties.

If staff isolation leads to a shortage of staff within a bubble, the bubble will be closed - see 'Bubble Closures'

- **Bubble Closures**

Where a positive case has been identified, parents will be informed that their child will need to begin isolating. It is likely that the whole bubble will be asked to self-isolate, however, this advice changes depending on seating arrangements and children's contact with one another. If the bubble is required to self-isolate, the teaching will again take place on MS Teams as it did in lockdown.

This is also the case if the bubble is closed due to staff shortages.

## **School Contact Arrangements**

We regret that parents will not be able to have face-to-face contact with teachers at this time. In accordance with our current policy, please 'Tell Us First' if you have any concerns. This should be through the school office email or by phone in the first instance. The class teacher will call you back. If you feel the issue has not been resolved, please contact the office again who will send your query to the relevant member of senior leadership.

There will be no parent drop in sessions after school, at least until after Easter, so please use the school office for any communication.

Parents are asked to either email or call the school office with enquiries. There will be a box under the front office canopy for parents to leave any letters or notes for the teacher.

**Other Important Information**

Our behaviour policy will be amended for this time and this will be displayed on our website. If you feel your child may struggle to adhere to the new rules in place, please make a telephone appointment with me.

Thank you as always for your continued support. We are currently living through challenging times and we are all feeling our way through this, so your patience and understanding is very much appreciated. If you have any queries, please email the school office.

Regards

A handwritten signature in black ink, appearing to read 'C Owen', written in a cursive style.

**Mrs C Owen**  
Headteacher