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Chair of Governors: Mr A. Walker

Friday 17<sup>th</sup> July 2020

Dear Parents and Carers,

### **Plans for September Reopening**

I would like to take this opportunity to thank all parents and carers for their understanding and cooperation through this very challenging period. I know this has been a difficult time for all families, in particular when you have had to juggle work commitments and manage childcare.

### **Return to School in September**

We are looking forward to welcoming the children back to Bawburgh in the new academic year. The updated guidance from the Government is clear that **all** children are expected to return in September and **should be wearing school uniform**.

This letter summarises the arrangements for September and also details how you can help us, by working together. We have been advised that the government will be making another announcement on the 11<sup>th</sup> August to confirm plans for the full reopening of schools in September. If any significant changes happen to the arrangements, then we will keep you informed about them.

Term starts on Friday 4<sup>th</sup> September to all pupils **except** the new Reception in-take, who will join us on Monday 7<sup>th</sup> September. On Friday 4<sup>th</sup> September all children will return to their old classes for the day, so they are able to see their class teachers and class mates to help provide closure on this 'strange' year. Breakfast and Afterschool club **will not** be open on Friday 4<sup>th</sup> September.

## Friday 4<sup>th</sup> September – arrangements for this day only

<b>Bubbles</b>	<b>In</b>	<b>Break</b>	<b>Lunch</b>	<b>Home</b>
<b>Reception/Year 1 Old Flamingos</b> CSh/CHol	<b>8.45</b> Enter via playground and line up by side gate to EYFS outdoor area	Managed in class using outdoor area	<b>11.45 – 12.45</b> 11.45-12.15 lunch hall 12.15-12.45 Flamingos outdoor area Leave through fire exit  KL - MSA	<b>3.15</b> Side gate EYFS area
<b>Year 2 Old Kingfishers</b> JE/HMc	<b>8.45</b> Middle door to school via playground	<b>10.15</b> Field	<b>11.45 – 12.45</b> 11.45-12.15 lunch hall 12.15 – 12.45 – field  HMc - MSA	<b>3.15</b> Middle door playground
<b>Year 3/4 Old Jackdaws</b> CJ/CH	<b>9.00</b> Through car park and around the back of hall in through welly alley	<b>10.30</b> Field	<b>12.30 – 1.30</b> 12.30 – 1 Lunch in hall 1.00 -1.30 Field  RL - MSA	<b>3.30</b> Parents to come to welly alley Through car park
<b>Year 5 Old Hummingbirds</b> EM/CB	<b>9.00</b> Middle door playground	<b>10.45</b> Field	<b>12.30 – 1.30</b> 12.30 – 1 Lunch in hall 1.00 -1.30 Field  CB - MSA	<b>3.30</b>  Middle door playground

## Monday 7<sup>th</sup> September onwards

<b>Bubbles</b>	<b>In</b>	<b>Break</b>	<b>Lunch</b>	<b>Home</b>
<b>New Reception Flamingos</b> CSh/KT	<b>8.45</b> EYFS side gate	Managed in class using outdoor area	<b>11.45 – 12.45</b> 11.45-12.15 lunch hall 12.15-12.45 Flamingos outdoor area Leave through fire exit KT– MSA	<b>3.15</b> Side gate EYFS area
<b>New Kingfishers</b> Year 1/Year 2 JE/HMc	<b>8.45</b> Middle door playground	<b>10.15</b> Field	<b>11.45 – 12.45</b> 11.45-12.15 lunch hall 12.15 – 12.45 – field  HMc - MSA	<b>3.15</b> Middle door playground
<b>New Jackdaws</b> Year 3/4 CJ/CH	<b>9.00</b> Through car park and around the back of hall in through welly alley	<b>10.30</b> Field	<b>12.30 – 1.30</b> 12.30 – 1 Lunch in hall 1.00 -1.30 Field  RL - MSA	<b>3.30</b> Parents to come to welly alley Through car park

<b>New Hummingbirds</b> Year 5/6 EM/CB	<b>9.00</b> Middle door playground	<b>10.45</b> Field	<b>12.30 – 1.30</b> 12.30 – 1 Lunch in hall 1.00 -1.30 Field  CB - MSA	<b>3.30</b> Middle door playground
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### **Breakfast and After School Club**

Breakfast and Afterschool Club will **recommence** on Monday 7<sup>th</sup> September. Please complete the booking forms as normal. The Hall will be zoned into the three bubble areas. The children will need to stay within their bubble area, e.g. children in Reception, Year 1 and Year 2 can all sit together, whereas children in Years 3/4 will need to be kept in a separate bubble area as will children in Year 5/6. Each bubble will have their own resources and activities so there will be no sharing of resources.

Times remain the same, Breakfast club will start at 7.30am and close when registration opens for the classes.

After school club will start when the school day is over and close at 6pm.

### **Breakfast £2 earlier drop off**

You will still be able to make use of the £2 early drop off, which you will be invoiced for via ParentMail, as cash handling is not recommended. Due to the staggered start times, children in:

Reception, Year 1 and Year 2 can be dropped off at **8.30am**.

Children in Year 3/4 and 5/6 can be dropped off **8.45am**.

Please, for safeguarding reasons, can a parent escort their child to the entrance of breakfast club and hand over to a member of the breakfast club team. Entrance will still be via the car park and around the back of the school hall, please keep a 2m distance from other children and adults. There are spray painted markers to help you with this.

### **Risk Assessment**

County guidance was released this week and we have been working with the staff and governors to put together a thorough risk assessment which will outline how we can all safely operate during the school day. The risk management measures will not be too dissimilar from our current practice.

### **Key changes to our current measures in school:**

- Children and adults in bubbles do not need to socially distance from each other.
- Children do not need to sit 2m away from each other, however they cannot sit opposite each other. Children need to sit side by side in rows, or where this is not possible at right angles to each other.

- Adults are allowed to move around the school and go into other bubbles providing they maintain a 2m distance from the children and adults working in that bubble.
- Coats can be hung up on a child's peg in cloakrooms as they are specific to each bubble.
- Educational Consultants, Governors and our School Counsellor will be allowed back on site as they are essential to our school improvement and support for children.

### **Health**

- We will ask children about their health and any symptoms on arrival at school and arrange for pupils to go home where necessary (Reception children: parents will be asked about their child's health at drop off).
- We will be talking to children about symptoms and encouraging them to tell a member of staff if they feel ill no matter how mild.
- If a child feels ill we will keep them safe and move them away from others to a designated area while they wait to be collected.
- We will encourage you to get your child tested for Covid-19 if they are displaying symptoms of the virus.
- In an emergency we will call emergency services.
- Our staff will go home immediately if they become ill at work with symptoms, no matter how mild.
- Specific cleaning and disinfection arrangements are planned in the event that a person develops symptoms at our school.
- We will advise you if someone develops symptoms in school or has tested positive to the virus.

### **Bubbles**

We will operate three bubbles in school:

Bubble 1: Flamingos and Kingfishers

Bubble 2: Jackdaws

Bubble 3: Hummingbirds

Bubble 1 has been created to allow flexibility to the children and adults working within it. The classes will be separate but if any of the children in Kingfishers need to spend time in the Flamingos classroom they can. Also, adults can be used to help with intimate care or first aid.

Children and adults will work in bubbles groups; only adults will be allowed to enter other bubbles, but this will be minimised and social distancing will apply. Resources will not be shared across classes unless a time period of 72 hours has elapsed or they have been disinfected. We will maintain enhanced hygiene measures, with everyone hand washing frequently and surfaces disinfected on a regular basis. Activities will be carried out outside where possible and windows will be open inside the building, when it is safe and appropriate to do so, to increase ventilation.

### **Hygiene**

Staff are implementing these universal hygiene measures and encouraging children in school to do the same:

- Washing their hands (thoroughly with soap and following the NHS guidance). Everyone will wash their hands on arrival to school, before eating, after coughing or sneezing, after visiting the toilet, as well as at regular intervals during the day.
- Catch it, Kill it, Bin it. Everyone will be encouraged to cover their mouth and nose with a tissue or sleeve when sneezing. Used tissues will be put in a dedicated lidded bin, straight away and hands will be washed afterwards.
- Avoid touching their eyes, nose or mouth if they have not washed their hands.

We will prompt and support children to follow these measures, during the day and educate on any point where needed, please continue to support us by doing the same at home.

### **Staggered Days**

To reduce the transmission of the virus a combination of approaches is required to break the chain of infection, wherever possible, and Public Health England (PHE) are clear that if we follow these requirements the risk of transmission will be lowered. Therefore, we will be staggering the school day in order to limit large numbers of people gathering when dropping off and picking up. The following arrangements are in place for the start and end of the school day:

Flamingos 8.45 – 3.15

Kingfishers 8.45 – 3.15

Jackdaws 9 – 3.30

Hummingbirds 9 – 3.30

\*\* please remember that Friday 4<sup>th</sup> September the children are going to the 2019-20 classes so the times might be different for this day only (see 1<sup>st</sup> table above)

Only members of a single household should travel together to and from school, by any means, and only one adult from the household should bring the children to the school gate/playground. As far as possible, please arrive as close to the times above to alleviate congestion. Once you have dropped your child off please leave as soon as possible.

### **Assessment and the Recovery Curriculum**

In the first week of school, we recognise that there will be a great deal of anxiety around the return. We also appreciate that it will take a little extra time for children to settle in. Flamingos will be running specific transition arrangements, and Mrs Sharpe has managed this with parents in recent meetings and correspondence.

When children arrive in school in September they will have all had various different experiences of home learning. The staff will take time to understand every child's starting point and learning will continue from this point. Over the course of the first two weeks, teachers will be assessing the children's 'gaps in learning' and will bespoke their planning in order to address them. Our school curriculum will be adapted to allow for this 'recovery' period and will look slightly different from what is planned on our curriculum map.

## **School Uniform**

In September, all children **will be** required to wear school uniform. Please refer to the **website** for more detail.

## **Lunches and Tuck**

Clive will continue to provide school lunches. You will be invoiced for lunches (£2.30) via ParentMail as normal. Children who are in Reception, Year 1 and Year 2 do not pay for their lunches due to Universal Infant Free School Meals (UIFSM) the same for any child who is eligible for Pupil premium funding.

No more than two bubbles will be in the hall at once for lunch. They will be socially distanced from one another, with a dedicated midday supervisor, who will bring their lunch to them rather than them queuing and using the servery. Bubbles will have their own cutlery, cups, plates and waste bins, so there will be no sharing of resources.

Children will be able to purchase drinks (40p) at lunch time and you will be invoiced for this via ParentMail.

Tuck will be available on Tuesdays and Thursdays at break times at the normal price of 40p. Again you will be invoiced for this via ParentMail.

## **What to Bring: Personal Belongings**

We ask that transfer of items between home and school is minimised. We would like the children to bring only essential items for the day: packed lunch, water bottle and suitable clothing for the weather (i.e. sun hat, raincoat etc.)

Children in Flamingos can bring in a named bag with a spare change of clothes to hang on their peg in their class.

Book bags do not need to come into school nor does PE kit.

Reading books will continue to be allowed to and from school.

## **PE**

Children can come into school in their PE kit on the days they have PE, this will minimise changing in school, which is recommended by Norfolk County Council. PE days will be communicated to you in the new academic year.

## **Meeting and Visitors**

Wherever possible, meetings between yourself and the school should take place by telephone, and this includes informal conversations we might normally have.

Please book an appointment in the usual way through the office. Only essential face-to-face meetings must take place. Should a face-to-face meeting be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case.

## **Communication**

In the first instance, we will not have home-school communication books or reading records, which go back and forth. If there is essential information which needs to be passed on with regards to anything medical or changes to adults managing arrival and collection, please email the school office directly.

Flamingos children will use Tapestry for communication.

In September we will be rolling out Class Dojo for Years 1-6. More details to follow in the new year.

## **Fabulous Gifts!**

Finally, thank you so much for all the wonderful cards, gifts and warm words we have received, over the past few weeks! You have been extremely generous and, on behalf of all the staff, we very much appreciate your praise and thanks.

I wish you all a very safe and happy summer holiday and I look forward to seeing you all again in September.

Best wishes



Carla Stedman  
Headteacher  
The Bawburgh School