



Hockering Lane
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Chair of Governors: Mr S. Kelly

4th March 2021

Dear Parents and Carers,

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.

Reopening of school on March 8th to all children

We are looking forward to welcoming all of the children back to Bawburgh on Monday 8th March. The updated guidance from the Government is clear, **all** children are expected to return to school and **should be wearing school uniform**.

This letter summarises the arrangements for Monday 8th March onwards. Fortunately, there haven't been too many changes to the guidance so school will look very similar to what it was like just before Christmas, please read on to refresh your memories.

Monday 8th March Onwards

Bubbles	In	Break	Lunch	Home
Reception CSh/KT	08.45 EYFS side gate	Managed in class using outdoor area	11.45 – 12.45 11.45-12.15 lunch hall 12.15-12.45 Flamingos outdoor area Leave through fire exit KT– MSA	3.15 Side gate EYFS area
Year 1/Year 2 JE/HMc	08.45 Middle door playground	10.15 Field	11.45 – 12.45 11.45-12.15 lunch hall 12.15 – 12.45 – field HMc - MSA	3.15 Middle door playground
Year 3/4 CJ/CH	09.00 Parents/Children to queue in car park	10.30 Field	12.30 – 1.30 12.30 – 1 Lunch in hall 1.00 -1.30 Field RL - MSA	3.30 Parents to queue in car park
Year 5/6 MW/AL/CB	09.00 Middle door playground	10.45 Field	12.30 – 1.30 12.30 – 1 Lunch in hall 1.00 -1.30 Field CB - MSA	3.30 Middle door playground



Breakfast and After School Club

Breakfast and Afterschool Club will **recommence** on Monday 8th March. Please complete the booking forms as normal. The Hall will be zoned into the four bubble areas. The children will need to stay within their bubble. 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 Club £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 or carer 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 yesterday, the risk assessment has been reviewed and procedures are very similar to what we had in place in school before Christmas.

Key points to remember:

- 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 facing forwards.
- 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.
- Children are allowed to bring a bag to help them carry their lunch box, work, bottle and spare clothes/shoes – essential items only.
- Coats can be hung up on a child's peg in cloakrooms as they are specific to each bubble.
- Adults will be wearing a face covering when they leave their bubble area and come onto the playground.
- Parents and carers we ask that you wear a face covering on school premises, please let anyone else collecting your child know also.
- 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 four bubbles in school:

Bubble 1: Flamingos

Bubble 2: Kingfishers

Bubble 3: Jackdaws

Bubble 4: Hummingbirds

Children and adults will work in bubble groups; only adults will be allowed to enter other bubbles, but this will be minimised, social distancing will apply as will the use of face coverings. 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 and doors 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 8.45am – 3.15pm

Kingfishers 8.45am – 3.15pm

Jackdaws 9am – 3.30pm

Hummingbirds 9am – 3.30pm

Only members of a single household should travel together to and from school, by any means, and where possible 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.

School Uniform

All children are required to wear school uniform.

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 means tested free school meals 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 Fridays at break times at the normal price of 40p. Again you will be invoiced for this via ParentMail.

Birthday tables can recommence, however parents will not be allowed in and only children from the same bubble will be able to attend. Please contact the school office for more information.

What to Bring: Personal Belongings

Children are now **allowed to bring a bag** to help them carry essential items only for the day: packed lunch, water bottle, reading books 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.

PE kit does not need to come into school as your child will be asked to come to school in their PE kit on their PE days.

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 by your child's class teacher.

Meetings and Visitors

Wherever possible, meetings between yourself and the school should take place by telephone or video chat, 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 and it is likely that the meeting will take place outside.

There will be times that the school will need to use a supply teacher, this is allowed and our procedures will be shared before they arrive on the school premises. Where possible we will ensure that the person covering hasn't been to another school earlier that day.

Communication

Tapestry and Class dojo will remain in place for teachers to share information about the learning and activities that have taken place.

We look forward to seeing you all on Monday 8th March. If you have any further questions regarding your child/ren coming back to school please contact the school office.

With best wishes



Carla Stedman
Headteacher
The Bawburgh School

