

## Bunbury Aldersey CE Primary School

School Lane, Bunbury, CW6 9NR

01829 260524 or 261332

Acting Executive Headteacher: Mrs Nicola Badger

Principal: Mrs Nicola Badger

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6th July 2020

Dear Parent/Carer,

Further to the guidance from the government last week I am now able to provide further information regarding the full opening of Bunbury Aldersey CE Primary school.

The following plan for the safe reopening of our whole school will go for approval to the RCSAT board of Directors but I thought it was important to reassure parents that **we will** be opening to all children and the points below will hopefully answer many of the questions and concerns you may have. Obviously, plans are being put in place in July for an opening in September and as we are all aware situations can change rapidly in this current climate. There will be further correspondence from myself before the end of the summer term, with final correspondence, taking into account any guidance amendments, during the last week in August. As new information becomes available the plan may well be adapted to meet any new guidelines.

The measures we have set out provide a framework for the school to put in place proportionate protective measures for children and staff, whilst also ensuring that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, we are working on minimising the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission.

### When will my child return to school?

The government have stated that all children will return to school in the autumn term. Term will begin as planned on **Wednesday 2<sup>nd</sup> September**. All children will return to school on this day and attendance at school will now be mandatory.

The school will resume **5 days** a week for all children.

### What is a 'bubble'?

You may have heard the term 'bubble' used over the past few months. This refers to the groups that children are required to be in throughout the day. 'Bubbles' from September will be class bubbles and there will be just one bubble for each year group, therefore all children will be back together in their classes. 'Bubbles' will continue to take break and lunchtimes at different times during the day and will not mix with each other. Classes will be taught by:

**Reception:** Mrs Armitage, Mrs Hunt, Mrs Lawford, Mrs Harding

**Year 1:** Miss Cork and Miss Porter

**Year 2:** Ms Charlesworth and Mrs Harding

**Year 3:** Mrs Smith and Miss Tucker

**Year 4:** Mrs McShane (formerly Miss Stuart) and Miss Tucker

**Year 5:** Mrs Gabriel and Mrs Gray

**Year 6:** Miss Hickson and Mrs Gray

**PE:** Mrs Walker (until PE lead has been appointed)

In order to provide a broad and balanced curriculum, whilst also supporting pupils where needed, staff movement between bubbles will be kept to a minimum but is permitted in the latest guidance.

### Uniform:

All children can return to school in their school uniform from September. Please contact our uniform suppliers, Badged should you require any support with this.

### Bunbury Badgers

Bunbury Badgers will resume from the autumn term although the provision will look a little different to before. We will still be open for before and after school care from 7.45am and after school till 6pm. As we will need to maintain social



distancing between the year groups attending, the provision will take place in the school hall to provide the space to do this. The provision will now be available to all year groups and parents needing extended care.

### **External/Other After School Clubs**

At present to minimise the mixing of bubbles, no clubs other than Bunbury Badgers will run after school until further notice.

### **What arrangements are in place for the start and end of the school day?**

Staggered start and finish times will continue in the autumn term, the amount of hours each child spends in school cannot be shortened from the required hours therefore our staggered times will need to take into account the expected number of hours of schooling for a KS1 and KS2 pupil. Parents will be given a drop off and collection time for each year group. Parents **must** adhere to this time. We ask that children are **not** brought to the site any earlier than the specified times to reduce congestion and queueing. We ask that only **one** parent drops off and picks up to avoid more numbers of adults coming to school.

When dropping off or collecting, parents must follow the one way system around the playground and observe current **social distancing guidelines**. The one-way system will be clearly signposted for parent/carers.

**Children must remain near their parent/carer at all times and we ask that playgrounds continue to be cleared as promptly as possible.**

**There will be specified drop off times at 2 different entrances, both entrances will be manned by a member of staff to ensure children are moved into the building quickly. Siblings will be catered for so that parents/carers are not having to drop off twice.**

### **Proposed times and locations**

#### **Dropping off**

#### **Reception, Year 1 and Year 2**

**School drive one way system drop off:**

**8.40 Year 1, Early Bird siblings and any school siblings via the main drive**

**8.50 Year 2, Early Bird siblings and any school siblings via the main drive**

**9.00 Reception, Early bird siblings and any school siblings via the main drive**

**The gate will close promptly at 9.10**



### **Year 3, Year 4, Year 5 and Year 6**

**Front of school drop off:**

**8.45 Year 3 to arrive at Zone A staff will be outside to supervise**

**8.45 Year 4 to arrive at Zone B staff will be outside to supervise**

**9.00 Year 5 to arrive at Zone A staff will be outside to supervise**

**9.00 Year 6 to arrive at Zone B staff will be outside to supervise**



'A Caring Christian Family Where We Grow Together'

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### Collection

#### Reception, Year 1 and Year 2

School drive one way system collection:

3.10 Reception children will be handed over to parents on the playground. Children will be brought to Zone A and parents to wait in Zone B area at the back of school

3.20 Year 1 children will be handed over to parents on the playground. Children will be brought to Zone A and parents to wait in Zone B area at the back of school

3.30 Year 2 children will be handed over to parents on the playground. Children will be brought to Zone A and parents to wait in Zone B area at the back of school

Any parent collecting siblings in KS1 may wait on the playground in Zone B for the required KS1 class to be brought out. Parents will be asked to follow the latest social distancing guidelines. All KS2 children will leave through the front entrance.



#### Year 3,4,5 and 6.

Front of school pick up:

3.15 Year 3 collection from Zone A

3.15 Year 4 collection from Zone B

3.30 Year 5 collection from Zone A

3.30 Year 6 collection from Zone B (year 6 children will be allowed to walk home from school, we require your permission emailed to admin before we will allow a child to do this)



## What will a typical day look like?

Lessons and activities will follow a broad, balanced and ambitious curriculum from the start of the autumn term. We will make use of existing flexibilities to create time to cover the most important missed content: for example through an emphasis on reading, writing and maths.

Timetable:

<b>8.40-9.00</b>	-	<b>Parents handover and initial hygiene routine and registration</b>
<b>9.00-10.15</b>	-	<b>Lesson 1</b>
<b>10.00-10.45</b>	-	<b>Staggered play times</b>
<b>Hygiene routines implemented after each playtime</b>		
<b>10.30-12.00</b>	-	<b>Lesson 2</b>
<b>11.45-1.15</b>	-	<b>Staggered lunch</b>
<b>1.00-1.15</b>	-	<b>Hygiene routine and registration</b>
<b>1.15- 3.00</b>	-	<b>Lesson 3</b>
<b>3.00</b>	-	<b>Hygiene and bag collection</b>
<b>3.10-3.30</b>	-	<b>Release of pupils.</b>

## What about Lunchtimes?

Lunch is to be eaten at the children's desks in the classroom area. Lunch can be pre-ordered from the school but at present we will not be able to serve the full hot lunch option. A modified hot lunch menu has been devised and a sample can be seen below. More information on this will be received before we open in September.

At present we will not be able to offer a snack at break and we ask you to send something with your child if they want a break time snack.

Week 1				
Mon	Tues	Wed	Thur	Fri
Turkey or Cheese Wholemeal Bap	Southern Style Chicken Fillet In a Bun	Butchers/Quorn Sausage in a Roll	Egg Mayo or Ham Wholemeal Bap	Fish Finger Sub or Ploughmans Toastie
Vegetable sticks	Vegetable Sticks	Vegetable sticks	Vegetable Sticks	Vegetable Sticks
Lemon Bite Biscuit	Summer Shortbread	Carrot & Pineapple Cake	Ginger Biscuit	Chocolate Muffin
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit

  

Week 2				
Mon	Tues	Wed	Thur	Fri
Organic/Vegetarian Burger in a Bun	Tuna or Egg Mayo Wholemeal Sandwich	Cheese & Onion Quesadilla	Ham or Cheese Wholemeal Bap	Fish Fillet in a Bun
Vegetable Sticks	Cherry Tomatoes	Vegetable Sticks	Cherry Tomatoes	Vegetable Sticks
Choc Crunch Finger with Fresh Fruit	Ginger Biscuit	Dorset Apple Cake	Lemon Muffin with Fresh Fruit	Oatie Biscuit
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit

Children are not to access the building during their play at lunch time.

## What changes have been made inside of school?

### Classroom spaces

- All desks are forward facing where children can sit side by side
- There will be minimal movement around the corridors with all classrooms using exterior doors for access
- All children will have their own pencil case with equipment within
- Channels for the teacher have been created behind the desks for teachers to move
- All furniture not being used has been stored, including soft furnishings which cannot be cleaned.
- Doors to be propped open to allow for ventilation and limit the use of door handles (where safe to do so bearing in mind fire safety and safeguarding)
- Windows will be opened across the school as soon as the school is open
- Cloak rooms to be left empty and children to keep their coats, PE kits (when needed) on the back of chairs.
- Children discouraged from bringing anything from home that is unnecessary. Only a water bottle, snack, PE kit and coat will be required with a lunch box if they are not having a school meal. Small bags can be brought in but only if needed.
- Classroom spaces will be accessed from a singular entrance and directly from outside
- Children will not be allowed to use the corridors unaccompanied
- Wedges to be used to keep doors open.

### Other Spaces

- Corridors are marked with arrows for pupils to follow.
- One-way circulation implemented for corridors.



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### Outdoor Space

- Different areas for each class will remain.
- Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.
- Children are not to enter the building alone during break time.

### Toilets

Toilets will not be allowed to become overcrowded and staff will supervise entry/exit.

Toilet breaks will be timetabled throughout the day for all children, although emergencies will be catered for with children being accompanied by a member of staff

Children are to wait in the corridor until it is their turn.

Toilets will be cleaned more regularly during the day

### What hygiene measures has the school put in place?

**Please note, the systems we have in place are aimed at reducing the risk. They will not eliminate the risk.**

Enhanced hygiene practices will continue throughout the school.

There will be regular cleaning throughout the day and all shared equipment will be cleaned thoroughly before passing onto another bubble – IT equipment. Enhanced and rigorous cleaning practice will take place at the start, end of the day with a deeper clean on a Friday evening. Additional cleaning will also occur during the day after any shared equipment has been used. This will include lunchtimes.

Teachers will talk with the children about safe hygiene practice. It will include regular hand washing for the recommended time throughout the day. This will generally be every 90 minutes. It will include talking to children about the *Catch it. Kill it. Bin it.* approach to good infection control.

Cleaning materials will be available in all classrooms, including soaps and hand sanitisers.

### Can I come into school?

Parents should still not enter the school building. Any communication should be done via email, telephone, conference call or via our new postbox outside the main office. Until further notice all meetings will be conducted either via Zoom or over the phone.

### What if my child is ill/shows symptoms at school?

**Please do not send your child to school if they have coronavirus symptoms or have tested positive in the last 7 days.**([coronavirus \(COVID-19\) symptoms](#))

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home. Whilst, a child is awaiting collection, they will be moved, to our isolation room where they can be isolated behind a closed door with adult supervision. PPE will be worn by the member of staff caring for the child while they await collection.

Any child sent home will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). At this point an alert letter will be sent out to the bubble and any other contacts they may have had in school – Before school club/After School club – to ask them to remain vigilant to symptoms. Any child displaying symptoms should remain off school until the test results have been received. We ask that all parents inform us immediately of the results of a test so that any appropriate action can be taken. If the test is negative the child's bubble will be informed that there is not a case in school.



If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. At this point school will contact the local health protection team who will work with the school to guide them through the actions which will need to be taken. The health protection team will provide definitive advice on whom must be sent home.

### **Home Learning**

With Covid 19 still circulating in the community there may be a time when I will need to either close a bubble or close the whole school. Bubbles will only be closed if there is a confirmed case and the school maybe closed if there was an outbreak. An outbreak is confirmed as 2 or more positive cases within 14 days. At this point the school would work with our local health protection team.

Any bubble or school closure would result in home learning re-ignited for those pupils affected and immediate remote education would be offered. This would take the form of the planning we have been using since June 1<sup>st</sup> with the addition of high quality video with teachers explaining new content. Every class teacher would provide a detailed weekly plan of writing, maths, reading, spelling and topic work to support the children at home. In addition to this we are also harnessing some resources to allow us to use online face to face teaching at this point and pupils to share their work so that we meet the latest DFE requirements of a consistent online tool which allows daily interaction, assessment and feedback.

### **What to do now....**

We are currently working with 7 bubbles within school at present and I wanted to reassure you that all the systems, procedures and processes we have implemented are working well. I do understand however that for some of you this may be an anxious time thinking about sending your children back to school and should you have any concerns or worries about returning to school please don't hesitate to contact me.

I do firmly believe though that returning to school in September is vital for children's education and well-being. The risk to children themselves of becoming severely ill from Covid 19 is very low and there are negative health impacts as well as academic effects of being out of school for such a long time. For the vast majority of children, the benefits of being back in school far outweigh the low risk from coronavirus.

In order to help the children, prepare for their return I will be using the welcome back booklet produced for those who returned in the summer term and making further videos for the returning year groups to explain some of the changes which they will see. This will be shared with parents using our school website, padlet and Facebook page during the last week in August.

I appreciate that this is a lot of information to absorb and we are still in the process of firming some of the finer details. However, I thought that it was important to share with you how a full re-opening of Bunbury Aldersey CE Primary school may look in September. As more details are confirmed and approved by the RCSAT Board of Directors I will be in a position before the end of term to share our finalised arrangements.

Thank you as always for your support, patience and understanding during these past few months and I look forward to welcoming you all back to school in September.

Kind regards



N M Badger

Principal Bunbury Aldersey CE Primary School  
Acting EHT for Rural Church Schools Academy Trust