

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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25th August 2020

Dear Parent/Carer,

I would like to start by saying how pleased we are to be finally welcoming **all** our children back to Bunbury school on Wednesday 2nd September. We hope you have had a wonderful summer despite the strangeness of the ongoing pandemic we find ourselves still living in. Although some things will undoubtedly feel a little different in school, we are determined that the 'love for learning' will continue and that the challenge, fun and excitement of our lessons will make the return an enjoyable and positive experience.

The following plan for the safe reopening of our whole school will hopefully answer many of the questions and concerns you may have. Obviously, situations can change rapidly in this current climate and I will continue to keep you all updated with any guidance amendments, as quickly as possible. 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 2nd 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 other bubbles. 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 Snelson

Year 4: Mrs McShane (formerly Miss Stuart) and Miss Snelson

Year 5: Mrs Gabriel and Miss Snelson

Year 6: Miss Hickson and Mrs Gray

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

I am pleased to welcome over the summer Miss Snelson to our teaching team. Miss Snelson will be supporting the classrooms with our recovery curriculum.

We will restart our broad, balanced and ambitious curriculum for all. Personal, Social, Health & Emotional (PSHE) Education will focus on well-being and assessment of pupils will take place early in the autumn term to further plan for the rest of the term. Sports and music provision (year 4 Love Music Trust) will be brought back with additional safety and hygiene guidelines strictly adhered to.



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 full school uniform from September. If children wish to come back in summer uniform this is permissible until October half term. Latest guidance does state that uniform **does not** now need to be cleaned daily and so ties and blazers can be worn. Children are able to leave their blazers in school if preferred. On the days that your child has PE we are asking that they come to school in the morning in their full PE kit. They do not have to bring their school uniform with them as they will remain in their PE kits all day. Black jogging bottoms may be more advisable particularly as the weather changes further into the term as PE lessons will take place outdoors. There will be no PE on the first 3 days back at school and PE days for each class will be communicated to parents via letter during the first week of term.

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. If you wish to book a place for your child please contact our Badgers Manager, Gillian on ascmanager@rcsat.cheshire.sch.uk

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 parents.

Children must remain near parents 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 are not having to drop off twice in the morning.

Proposed times and locations

All pick up and drop off times and locations will be listed outside school and members of the school staff will be outside to support where necessary.

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

School staff will be on the playground to support children moving to classes.

The gate will close promptly at 9.10



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Year 3, Year 4, Year 5 and Year 6

Front of school drop off:

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

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

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

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



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 and any KS2 siblings will exit via the front entrance. We are aware that parents may need to collect from the back and front of school and so therefore no child will be left unattended.



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 as normal and all permissions need to be 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:

8.40-9.00 - Parents handover and initial hygiene routine and registration

9.00-10.15 – Lesson 1

10.00-10.45- staggered play times

Hygiene routines implemented after each playtime

10.30-12.00 - Lesson 2

11.45-1.15 – staggered lunch

1.00-1.15- hygiene routine and registration

1.15- 3.00- Lesson 3

3.00 hygiene and collection of belongings

3.10-3.30- Release of pupils.

What about Lunchtimes?

Lunch is to be eaten at the children's desks in the classroom area. Lunch can be ordered from the school and part-time options are available but at present we will not be able to serve a full hot lunch option. A modified lunch menu has been devised and this can be seen below. **All lunches must now be ordered in advance online via school spider.** Please logon to spider to complete the relevant form to make your child's lunch preference no later than **Monday 31st August**, following this date we can cannot ensure your child's lunch or preference will be catered for. Please contact admin if you need your password resending.

WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
Turkey Bap Or Vegetarian Sausage Roll	Southern Style Chicken Fillet In a Bun Or Cheese Bap	Butchers Sausage in a Roll Or Quorn Sausage in a Roll	Fish Finger Sub Or Cheese Bap	Organic Burger in a Bun Or Vegetarian Burger In a Bun
Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Bag of Wedges
Flapjack with Fresh Fruit	Shortbread with Fresh Fruit	Choc Crunch Finger with Fresh Fruit	Homemade Cookie Fresh with Fruit	Lemon Muffin with Fresh Fruit

WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Toastie Or Ham Bap	Turkey Bap Or Vegetarian Sausage Roll	Butchers Sausage in a Roll Or Quorn Sausage in a Roll	Pizza Slice Or Cheese Sandwich	Harry Ramsdens Fish Fillet in a Bun Or Egg Bap
Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Bag of Chips
Choc Crunch Finger with Fresh Fruit	Oatie Biscuit with Fresh Fruit	Fruit Cake with Fresh Fruit	Ginger Biscuit with Fresh Fruit	Lemon Bite Biscuit with Fresh Fruit

Snack

At present, the kitchen will not be able to offer a hot snack at break and we ask you to send a healthy snack with your child if they would like a break time snack.

Children are not to access the building during lunch time and movement of the children will be strictly supervised so that they remain in their bubbles throughout the lunchtime period.

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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 all the equipment needed in (these will be provided)
- 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 on the back of chairs.
- Children discouraged from bringing anything from home that is unnecessary. Only a water bottle, snack and coat will be required with a lunch box if they are not having a school meal. Clear waterproof wallets will be provided for reading books to travel to and from school (these can be wiped down with antibacterial spray if needed). **School bags are not required at present.**
- Classroom spaces will be accessed from a singular entrance and directly from outside
- Children will not be allowed to use the corridors unaccompanied
- Children to come dressed in PE kit on their allocated PE days. NO uniform needs to be brought into school on these days as children will remain in their kit

Other Spaces

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

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 door. 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 10 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 10 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 10 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 10-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 1st 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 have set up Google classrooms which will 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. Staff will receive training on this early in September and information will be shared with all parents through our Remote Learning Procedure within the first few weeks of the school year.

What to do now....

At the end of the summer term we were working with 7 bubbles within school and I wanted to reassure you that all the systems, procedures and processes we had implemented were 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 this week, 24th August – 28th August.



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I appreciate that this is a lot of information to absorb. However, I thought that it was important to confirm with you how the full re-opening of Bunbury Aldersey CE Primary will look next week. Should you have any further questions please don't hesitate to contact me.

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 next week.

Kind regards

N M Badger

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

