

2/3/21

Dear Parents,

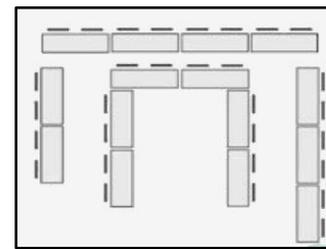
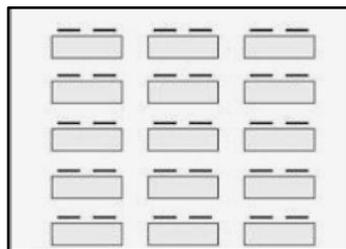
The following is a summary of the information with regard to a full return to school from 8th March 2021. More detailed information can be found in the 'January 2021 Return to School Policy and Procedures' on our school website's Newsletters page via the Parent Information tab. Gov.uk guidelines continue to change as they are updated in response to Covid19 data so we have waited as long as possible for this letter to be as up to date as possible in line with gov.uk guidelines.

As always, please contact the school office via email should there be any important information that cannot be found on either of the aforementioned documents.

- 1.1 **Class and year group 'bubbles'.** The school's bubbles will be its year group cohorts which will remain consistent and separate from other 'bubbles'. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will remain separated in their bubbles that will only have limited contact with other year groups. This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'* – the playgrounds will be divided between two classes/bubbles at each allocated break time.
 - 1.1.1 Adults will endeavour to continue to maintain a 2 metre distance from each other and from the children, as the adults are statistically at a higher risk.
- 1.2 **First day back – Monday 8th March 2021.** Children in Years 1-6 will resume the allocated time between 8:40am and 9:00am to ensure a calm and ordered start to school. These remain based on their surname initial in an attempt to support families who may need to drop off children in both KS1 and KS2. **See Table 1.** We would be very grateful if these times are adhered to but if there are circumstances where it is not possible to do, please contact school.

Reception class 2020- On arrival, as we have begun with those children who have attended school since January, we are promoting the children's independence and an increased confidence by asking parents and carers to send their children walk down the Reception path whilst they wait at the top of the path to exit via the infant playground gates. For collection the system remains the same by meeting your child at the Reception Class door & exit via the car park gates. Please wear a face covering and we ask that there be only one adult to collect their child please – please also refer to **Table 1**

- 1.3 **Classroom seating.** For Years 2-6 children will be seated for the Autumn Term side by side, facing forward, in either rows, a 'rounded horseshoe' or a 'double horseshoe' arrangement. Children will sit in a designated space and not change seats for different subjects.



Children in Reception (and Year One in the Spring term term) will be following a play based continuous provision curriculum. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in Reception.

This means that children will come into contact with all the children in their class as well as during outside continuous provision and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children, as the adults are statistically at higher risk.

1.4 **Attendance.** We support the government guidelines on attendance which notes:

- *the parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

Please prepare your children for return in good time for their first day back according to the time allocated for the staggered start to the day. **See Table 1.**

1.5 **Breakfast and After School Clubs.** Our intention is that St Bede's Out of School Club will have their usual booked places in Spring Term to avoid children coming and going and to ensure consistent staffing. We are requesting that 'Ad hoc' places will not be available for the time being and parents must commit to set days each week. We cannot foresee that there will be a limit on the number of places available other than those previously in place and all who require a place will hopefully be accommodated. However, this will not be guaranteed and children are likely to mix with a limited number of children outside their 'bubble' in these clubs and parents should be aware that this will heighten the risk. The school has made the decision that this was justifiable given that the alternative is no provision at all for working parents. Staff from St Bede's Out of School Club will explain new arrangements at the time of booking. Please contact them directly to make any arrangements.

1.6 **Activity clubs.** There will be the usual outside providers for activity clubs in the Spring Term. These will have been risk assessed and require social distancing and utilise the outside environment as much as possible, so please ensure that children are in the appropriate kit for doing so.

1.7 **Start and end of the day.** Children should not arrive at school until 8:35am and gates to the school's playgrounds will not be open until then. There may be some tape on the fencing next to the pavements outside our school to remind children and families of the importance of social distancing. Children should proceed straight to their classrooms without delay, entering directly via their classroom's external door where possible. Collection points are detailed in Table 2 and are to help us all reduce congestion at our main gates. Teachers will begin to get ready for the end of the day in good time to avoid children missing their leaving time according to the family surname initial letter. Senior staff will usually be on hand in the KS1 playground and car park gate, before and after school, to assist and advise children and parents. As since the wider re-opening of school last year, there will be more people around school on the footpaths. Please could we request that face masks are worn near school access areas and that parents do not speak at length at the gates to the school to avoid congestion. If parents need to talk to the teacher to contact the school office and the teacher will then call. Children should also leave the school premises promptly and without congregating with others.

Table 1

Surname initial	Arrival time	Pick up time
A – F	8:40am	3:15pm
G – K	8:45am	3:20pm
L – R	8:50am	3:25pm
S - Z	8:55am (gate locked at 9:00am)	3:30pm

Please note that no parents will be allowed to enter school including OoSC provision.

Table 2

Year group (from 4 th September)	Morning arrival: Entry via.../KS1 parent exit route	Afternoon collection Collect from.../ KS1 parent exit route
Reception	Reception class pathway / infant playground gates	Reception class door / car park
Year 1	Year 1 class (playground) door / infant playground gates	Year 1 class (playground) door / infant playground gates
Year 2	Year 2 class (playground) door / infant playground gates	Year 2 class (playground) door / infant playground gates
Year 3	Year 3/4 entrance via main gate	Year 3/4 entrance via main gate
Year 4	Year 3/4 entrance via main gate	Year 3/4 entrance via main gate
Year 5	Year 5/6 entrance via main gate	Year 5/6 entrance via main gate
Year 6	Year 5/6 entrance via main gate	Year 5/6 entrance via main gate

- 1.8 **School office.** School office will remain closed to non-essential visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. drink bottles / packed lunches) at the start of the day and if there is an emergency meaning that their child needs to be collected at a different time should telephone the school first. Staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail as detailed on the school website.

PLEASE ENSURE THAT WE HAVE ALL UP TO DATE CONTACT DETAILS IN CASE OF EMERGENCY – ESPECIALLY IN THE CIRCUMSTANCES OUTLINED IN POINT 3.1.2

- 1.9 **Children or staff suspected of having COVID-19.** In line with DfE guidance in the case of a suspected infection the School will:

- a) engage with the NHS Test and Trace process. We ask that parents and staff inform the School immediately of the outcome of any test;
- b) manage confirmed cases of coronavirus (COVID-19) amongst the school community. The School will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;
- c) contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they have been infectious. 'Close contact' now means:

- i. face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- iii. travelling in a small vehicle, like a car, with an infected person.

- d) The health protection team will provide definitive advice on who must be sent home;
- e) When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
- f) Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
- g) We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*' If no test is undertaken then we expect children

to self-isolate according to the Public Health England guidance here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- 1.10 **Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.
- 1.11 **Coats and bags.** As year group bubbles will not often share the same cloakroom facilities coats can be left in their normal places in most cases. If there is a risk of 'bubbles' coming into contact with each other's coats then bags and coats can be hung on the back of chairs in classrooms instead. No bags should be brought into school other than their book bag which will be stored in their class tray.
- 1.12 **Behaviour.** An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. The addendum outlines the expectations of pupils' behaviour, continuing the standards that were set in the autumn Term 2020. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic and inappropriate behaviour is taken very seriously. Our school values and ethos remain unchanged, and children are expected to aim to uphold them as we strive to re-establish a culture of resilience, as soon as possible, especially in the children's attitude to their learning.

In addition, and in order to keep ourselves safe, healthy and happy children must be aware of the continued requirements in the addendum.

- i. Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to Reception pupils);
 - ii. I will regularly wash my hands throughout the day for 20 seconds
 - iii. I will tell an adult if I feel unwell
 - iv. I will not bring things into school from home, or take things home from school
 - v. I will only use the equipment in my pack
 - vi. I will ask an adult when I need to use the toilet, so they can help keep me safe
 - vii. I will use the 'catch it-bin it-kill it' rules coughing and sneezing into my elbow or a tissue
 - viii. I will follow the rules at all times to maintain the safety of myself and others
 - ix. I will follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.
- 1.13 **School uniform.** School uniform should be worn as normal. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school. See also 2.3 with information about PE kits. Very important - because we are following our risk assessment with regard to ventilation throughout the school, please ensure that the children have enough layers of clothing – our classrooms are cooler than the children are used to. This will hopefully ease as we progress into the warmer weather in the year.
- 1.14 **Toilets.** Wherever possible a set of toilets is allocated to our younger year group within their classrooms and we are lucky in this as it will help us to maintain the integrity of our 'bubbles'. Where toilets are shared between year groups we will allocate certain toilets to a particular year groups and additional cleaning will be in place. For older children, the need to visit the toilet during teaching time will be discouraged unless we are aware of a need for regular toilet visits, as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross 'bubble' contamination. All children should wash hands after they have been to the toilet and be reminded to do so.
- 1.15 **Break and Lunch times.** All children have staggered break times and utilise different areas of each playground. The infants have a partitioned playground and the juniors utilise the main playground and the upper patio area. The play equipment (Trim Trail, Fort and new Play Platform) have been timetabled so one class per week will be able to use them with a weekend between to facilitate a

quarantine period. This will be reviewed regularly and discussed with the Health and Safety Team at Bolton Council so that we maximise the outside environment as much as possible.

2. Curriculum

- 2.1 **Curriculum catch up.** During Autumn Term, there was a focus on returning as much as possible to the children's previous learning in the basic skills – these will again be revisited and their gaps in knowledge addressed. The children spent the Autumn Term catching up with Reading, Writing and Maths. Some intervention sessions were delivered to those children who staff felt there was a need to support a return to their levels of pre-lockdown confidence and attainment levels. These were funded by the DfE Catch-Up Premium and will continue on the children's return to school.
- 2.2 **Contextualising the latest lockdown.** Our staff will remain calm and measured on the children's return, knowing that whatever the situation, we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We are aware that during the latest lockdown many of our children have been working hard and producing good work. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our long established 'Growth Mindset' philosophy – '*you can't do it yet*'.
- 2.3 **PE, games and coaching.** Children can wear PE kit (that is suitable and appropriate for physical activity) rather than uniform in school and when travelling to and from school on the days when they have PE/Games. This will help to reduce the use of extra school bags and the need for the older children to find spaces to change. This will be reviewed after the Spring Term. We will endeavour to have as many PE and games sessions outside as we can. We will resume using our normal coaching organisations whilst following the appropriate advice and guidance.
- 2.4 **Music.** The DfE guidance says '*Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting*'. The school has many other possibilities for music teaching through the Charanga scheme of work. Unfortunately, there will be difficulty in finding the rooms to support the extra music tuition in school. Hopefully this will be resolved by the Summer term.
- 2.5 **Reading books for home.** School reading books to go home in Reception and KS1 will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box. These are the same arrangements as for Autumn Term 2020.
- 2.6 **Educational visits and trips** Although it is under constant review, the advice remains that there should not be any educational visits or trips at this time. Schools will continue to endeavour to provide a range of educational experiences to enrich our curriculum so that it remains as broad and ambitious as possible in the current circumstances.

3. Contingency planning for further lockdown/partial September start

- 3.1 Having learned a lot from the initial nationwide lockdown the school is well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown advised.
- 3.1.1 **In the event of another lockdown.** The School would revert back to the arrangements which were in place during the Spring Term 2021 nationwide lockdown. Please bear in mind that if the children of staff attend Bolton schools these children would also be at home with the staff member and this may limit the input that teacher could give. Nevertheless planned changes would include:
- a) Most children should have access to the technology they need to work online then in the event of a borough wide lockdown. We would continue to have a higher expectation that all our children would log in to the work that would be set for them on their year group pages via Microsoft Teams and Tapestry. As for the Spring Term Lockdown, there will be a twice daily Microsoft Teams face to face

session to address any issues with the day's learning with their class teacher. There would be an expectation that children would attend at least one of these. If children are absent or work set is not forthcoming phone calls would be made home.

- b) There are additional resources and activities available in the teachers weekly planning and also via The Oak Academy and BBC Bitesize who deliver daily, year group, subject based learning that can be accessed.
- c) For children without access to online learning, hard copies of work would be set but there would be a requirement for these to be collected from school.
- d) Hardware would again be made available to those families who are unable or find difficulty in accessing remote learning – a user agreement would require signing in case of damage, loss or theft.

3.1.2 Year group, class or school site lockdown as advised by local health protection team. In this case as staff will be social distancing and working from home. If this was the case we will deliver a schedule of lessons and activities similar to that described in 3.1.1 above with the addition of a drop off/collection of printed work for those who needed it.

If you have any worries or concerns about your child returning to school, please email the appropriate school office and one of the leadership team will get back to you as soon as possible.

The government have produced guidance for parents, which you can find [here](#) and the Spring 2021 Government Response to Covid 19 [here](#)