



28/08/2020

Dear Parents,

The following information is a summary of the information with regard to a full return to school from 2nd September 2020. More detailed information can be found in the 'September 2020 Return to School Policy' 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 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 – Wednesday 2nd September.** Children in Years 1-6 will be given an allocated time between 8:35am and 9:10am to arrive on the 2nd September to ensure a calm and ordered start to the term. These will be 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.

Children will attend the classroom that they were in for 2019-20 with their teacher from that academic year. This will also be the case on Thursday 3rd September. This will hopefully help the children's transition into their next year group and classroom with their next teacher on Friday 4th September – a regular transition procedure that was missed in the Summer Term 2020.

On Wednesday 2nd and Thursday 3rd September:

Reception class 2019 / Year 1 2020 - arrival/collection from Reception Class door & exit via car park

Year 2 2019 / Year 3 2020 - arrival/collection from Year 2 doors

On Friday 4th September: 'Moving Up Day'

Reception class 2019 / Year 1 2020- arrival/collection from Year 1 class door & exit via infant playground gates

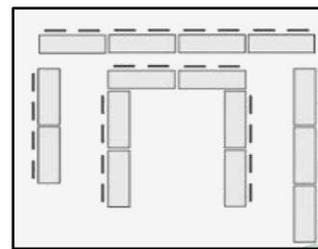
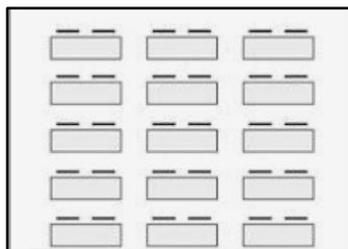
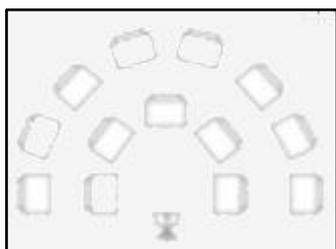
Year 2 2019 / Year 3 2020 - arrival/collection from KS2 gate – the children will have been practising for the previous 2 days.

1.3 **Children new to school –Reception.** Reception children will start school on part time hours for the first week, from Monday 7th September, to ease transition to school. The children will attend for a morning, have their lunch and then be collected at 1:15pm. For transition purposes, children have been allocated their first day to be either on the Monday, Tuesday or Wednesday. On arrival at the Reception door, we will encourage the children in Reception to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child. Unfortunately, we will not be able to allow parents into the school building.

Reception class 2020- arrival/collection from Reception Class door & exit via infant playground gates – please also refer to **Table 1**

1.3.1 If a child is reluctant to separate from their carer at the door, for the first day only, parents wearing face coverings will be allowed into the building to settle children. Parents without face coverings will have to remain outside the building. After this day we ask that parents then remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff if you have to enter the building.

1.4 **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 Autumn 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 and they are likely to come into contact with all the children in the year group 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.

1.5 **Attendance.** All children will be welcomed back to St Andrew's on Wednesday 2nd September. However, because the holiday pattern was recently altered to facilitate an earlier return to school for transition purposes, it is understood that families may have had arrangements in place that would mean that children would not be able to return on this date. Therefore, the previous holiday pattern will be honoured and attendance is mandatory from Tuesday 8th September, according to the previous holiday pattern. From this date, we support the government here which notes:

- *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.

1.6 **Breakfast and After School Clubs.** Our intention is that St Bede's Out of School Club will have their usual booked places in Autumn Term to avoid children coming and going and to ensure consistent staffing. It is our intention 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.

1.7 **Activity clubs.** There will be the usual outside providers for activity clubs in the Autumn Term. These will have been risk assessed and require social distancing and utilise the outside environment as much as possible.

1.8 **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 in June, we do ask that parents do not speak at length at the gates to the school to avoid congestion and that 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. **Year 3 2020** will be escorted by a member of staff from their classroom to the junior school gates for the first couple of weeks from Friday 4th September.

Table 1

Surname initial	Arrival time	Pick up time
A – F	8:35am	3:00pm
G – K	8:45am	3:10pm
L – R	8:55am	3:20pm
S - Z	9:05am (gate locked at 9:15am)	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.../ <i>KS1parent exit route</i>	Afternoon collection Collect from.../ <i>KS1parent exit route</i>
Reception	Reception class door / <i>car park</i>	Reception class door / <i>car park</i>
Year 1	Year 1 class (playground) door / <i>infant playground gates</i>	Year 1 class (playground) door / <i>infant playground gates</i>
Year 2	Year 2 class (playground) door / <i>infant playground gates</i>	Year 2 class (playground) door / <i>infant playground gates</i>
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

1.9 **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. 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.

1.10 **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 conformed 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 were 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>

- 1.11 **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.
- 1.12 **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.
- 1.13 **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. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. Our school values and ethos remain unchanged, and children are expected to aim to uphold them.

In addition, and in order to keep ourselves safe, healthy and happy children must be aware of the new requirements in the addendum. Keyworker and children who have returned to school in Year 1 and Year 2 will be reminded; children in Year 3 to Year 6 will be told the following:

- 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.

1.14 **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.

1.15 **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.

2. Curriculum

2.1 **Curriculum catch up.** It is clear from those children who returned in June that the enforced break has had an impact on children's learning. The situation may change at any time but is clear that some children have become passive and unmotivated during the lockdown. The work of Professor John Hattie who has [studied extended school disruptions across the world](#) gives us a good idea about what will need to be done on our return and the school will focus in the first weeks on strengthening our own '3 R's' - routines, relationships and resilience. This will form the basis of the first work undertaken when children start with their next teacher from 4th September. We are proud of the resilience of our children as learners through a Growth Mindset and we will rebuild their confidence with their learning, again focusing on the characteristics of successful learners – to become 'HobNobs' again. Their previous learning in basic skills will be revisited and gaps in their knowledge addressed. Our staff a much better indication when children return to school, especially if they have completed their Summer Learning Pack.

2.2 **Contextualising the lockdown.** Our staff will remain calm and measured in September 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 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 rather than uniform in school and when travelling to and from school on those 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. We will endeavour to have as many PE and games sessions outside as we can. We will be using our normal coaching organisations as allowed in the 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 Autumn half 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. A letter will be sent out in the first few days back to explain our arrangements for changing books on Monday and/or Wednesday and/or Friday each week.

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 a Borough wide lockdown [similar to that in place in Leicester](#)** from Saturday 4th July. The School would revert to an enhanced version of the arrangements which were in place during the 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 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 the Website and Microsoft Teams. The aspiration would be a twice weekly Microsoft Teams teaching session and a session to address any issues with the weeks' learning with their class teacher. There would be an expectation that children would attend. If children are absent or work set is not forthcoming phone calls would be made home.
- b) 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.

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 at work, even as part of a 'bubble' it may be that some or all staff can continue to work on site. If this was the case then we would consider delivering an offer 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 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](#)