



Stoke Bishop Church of England Primary School

Cedar Park,
Stoke Bishop,
Bristol. BS9 1BW
Telephone: 0117 3772173

Email: stoke.bishop.p@bristol-schools.uk www.stokebishoppriamry.sch.uk
Head Teacher: Mr David Forrester

Thursday 27th August 2020

Dear Parents/Carers,

Welcome to what is nearly the start of a new term and a new year.

Over the Summer there have been a few small updates but nothing significant in changing our approach to welcoming the children back into school. This document contains the information sent out at the end of last term with a few specific changes that are particularly important for you to be aware of. You will be receiving more specific information from your child's Hub team once we start school but this is the general framework that school is operating within.

As part of our preparations, we have completed a new Risk Assessment to ensure our control systems remain in line with government guidance. Our control measures will be maintained to ensure minimal risk of transmission for children and adults.

One fundamental change that you need to be aware of is that, due to adaptation of some classroom water supplies, **we have been able to find a little more flexibility with the staggered drop off and pick up times. Please read Page 3, 5 and 6 to be sure that you are up to speed with the changes for your child.**

If you are lining up for the top gate entrance then we will now be using the main gate as the entrance point.

The procedures we have set out are recognition that the dangers of Covid 19 have not gone away simply because we've been on holiday. They are as ever-present as in Term 6. I would therefore like to stress to all parents and children the need to observe social distancing at all times in school.

With this in mind our **Contingency Plan** will be available from 9th September to give you clarity as to the procedures we will be taking in response to any closures – whether for a class, year group or larger school groups.

The information below is designed to ensure you are as clear as possible about how your children will be returning to school next week. As ever, if you have any questions please do not hesitate to contact us. Our aim is for every single child to feel comfortable about returning to school, to be able to enjoy it as much as is possible with the restrictions as they are, and ultimately, to be in a position where they are able to regain the momentum with their learning.

The weather at least is currently on our side for the return to school on Wednesday morning. We look forward to seeing you all then!

Best wishes

David Forrester
Head Teacher

Return to School information for all children from September 2020

This document contains:

INTRODUCTION

The basics of what we are implementing

SECTION A

The instructions for daily routines from September. **Every adult dropping / collecting from school must read this.**

SECTION B

The priorities for Learning when the children return to school.

SECTION C

Controls we will have in place to control the Coronavirus in our daily routines and within school.

SECTION D

Expectations of staff and parents / carers to maintain the measures in place, respond to suspected Covid-19 cases and change arrangements according to new guidance.

INTRODUCTION

What will be happening?

- From September ALL children will be attending school full time.
- Children will be in **year group** 'bubbles'. This means they can work and socialise with all of the children in their year group. It also means that the adults who work with them will be able to move around with a little more flexibility, therefore increasing the options we have for supporting them fully.

All other structures will be based on the principle of year group 'bubbles' – particularly our system control measures for the management and minimising of the risk of transmission.

Basic principles of what we have been asked to implement:

Core information used to decide our actions:

- We have discussed key principles with staff, in line with current practice and any changes we wish to make.
- We have a full complement of staff able to work.
- What we put in place must recognise that there is still a significant threat from Coronavirus and procedures have to maintain strong expectations for adults and children at all times.
- Any information used that parents have sent in previous responses is no longer being applied since this phase is focussed on all children being in school.
- Should there be a requirement to return to a contingency situation then we will use a new process for collecting any relevant information at the time.

SECTION A

Daily Routines:

1. The key aspect is to be clear about the right time for you to arrive, thus limiting your waiting time. Most of you will have experienced this at the end of last term, even for one or two days, so hopefully have a sense of what this will be like.
2. We need you, as the adults, to follow the guidance in a way that shows empathy for the full range of needs for other children and adults.
3. I must ask that you show full consideration by maintaining your social distance in lines and ensuring your children also do this ie not running around but waiting patiently in line with you.
4. The one-way system will still be in place, with important exceptions in the morning for some year groups, so please take note of these. By dropping your child off and going straight away or by picking up and leaving straight away, you will help enormously in limiting any bottle-necks or situations where people may come together.
5. By being on time you prevent issues arising about getting your child physically into school. They can join their class and be taken in through the correct door, taken to the toilet and to wash hands all with their classmates. Being 5 or 10 minutes late really does impact on the adults organising them and on the start to their day.

6. Please be aware that we have altered this specific guidance from the July version

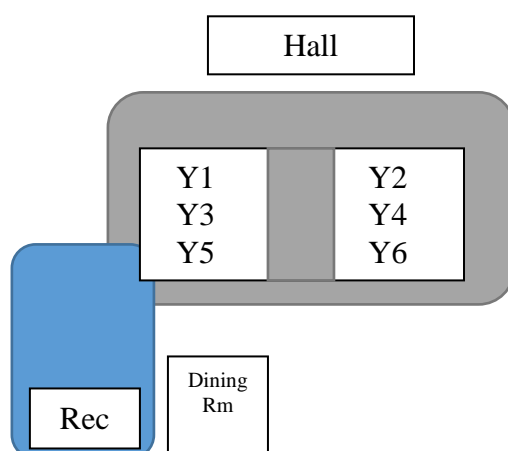
What Time do I drop my child in school?	8.45am	8.45am	8.55am	8.55am		
Which year group is my child in?	Year 5	Year 3	Year 2	Reception		
	Year 6	Year 4		Year 1		
Which Gate do I come in by?	Bottom Gate	Top Gate	Bottom Gate	Top Gate		
What time do I pick up my child from school?	3.15	3.15	3.25	3.25	3.25	3.35
Which year group is my child in?	Reception	Y1	Y2	Y3	Y4	Y5 & 6
Where do I pick up?	Canopy	Top playground	Middle playground	Middle playground	Main playground	Main playground

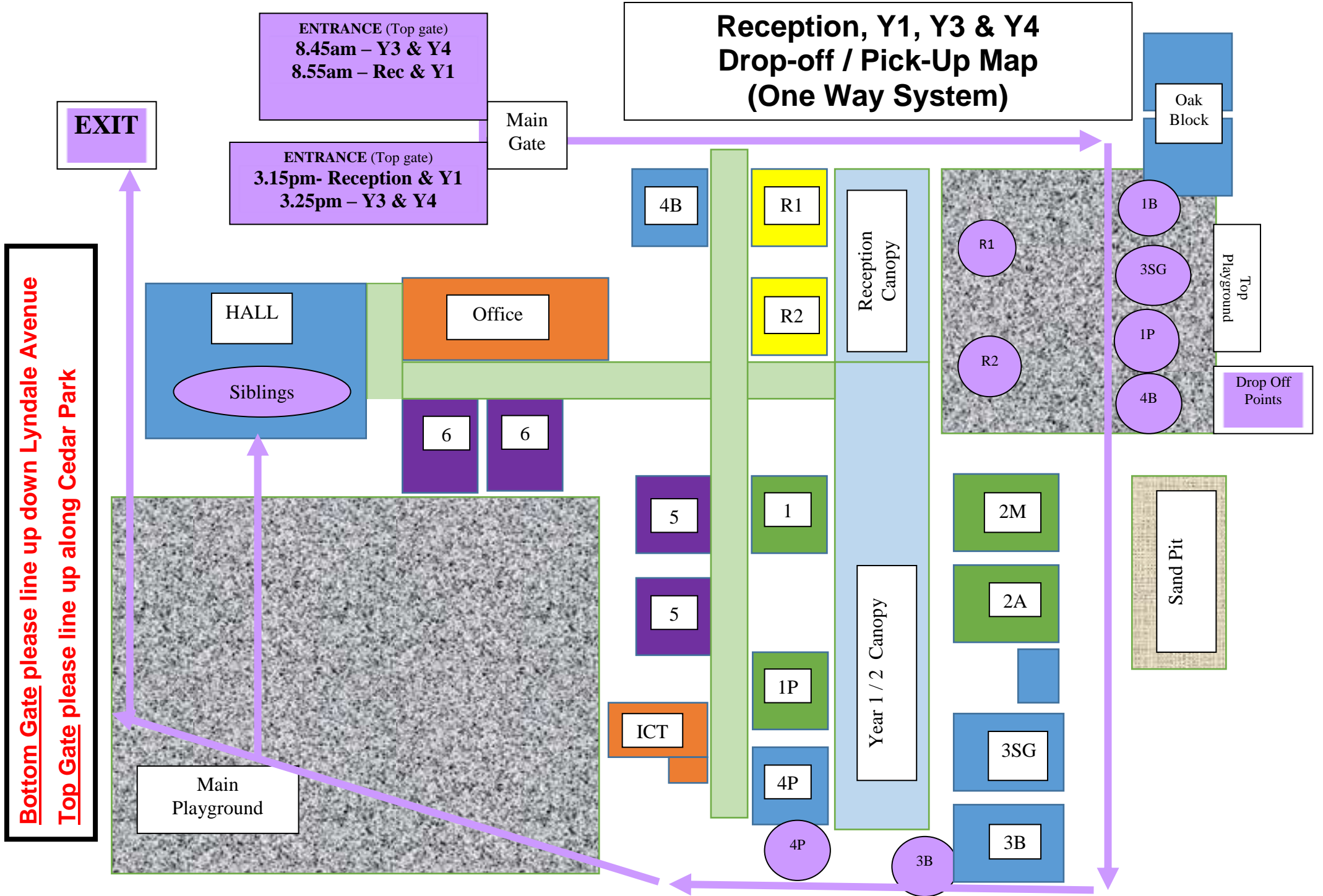
- ❖ Please note that at the end of the day ALL parents are asked to enter via the top gate at the appropriate time to pick up children.
- ❖ The timings are set so that you are able to pick up your child and carry on out of school without waiting around. This supports the one-way flow of traffic around the school site for Social distancing

- ❖ If you have sibling children then these can be taken to the hall and can be collected from there when you pick up your later child. The entrance to the hall is from the main playground. Please speak to the Hub staff if this will be a regular occurrence for you.
7. Each bubble will continue to socialise only within their group. The outdoor areas will therefore be split into seven zones. Children will use two zones each day. One at morning breaktime and one at lunchtime
 8. Top Playground / Jungle Gym & Oak/ Field 1 / Field 2 / Smooga / Willow (including wild area & middle playground / Main Playground
 9. If children have a short afternoon break this will be organised by the classteacher, taking into account groups already using outdoor areas for lessons. The curriculum takes precedence but there should always be at least one of the areas available to use.
 10. Lunchtime will run from 11.45am – 1.30pm with staggered sessions to ensure we get all children through on time. As a result the children’s lunchtime will now run for an hour rather than an hour 1nd 15 mins.
 11. There are no changes to the on-line payment system for school lunches. If your child is in Reception & KS1, they will still be eligible for Universal Free School Meals.

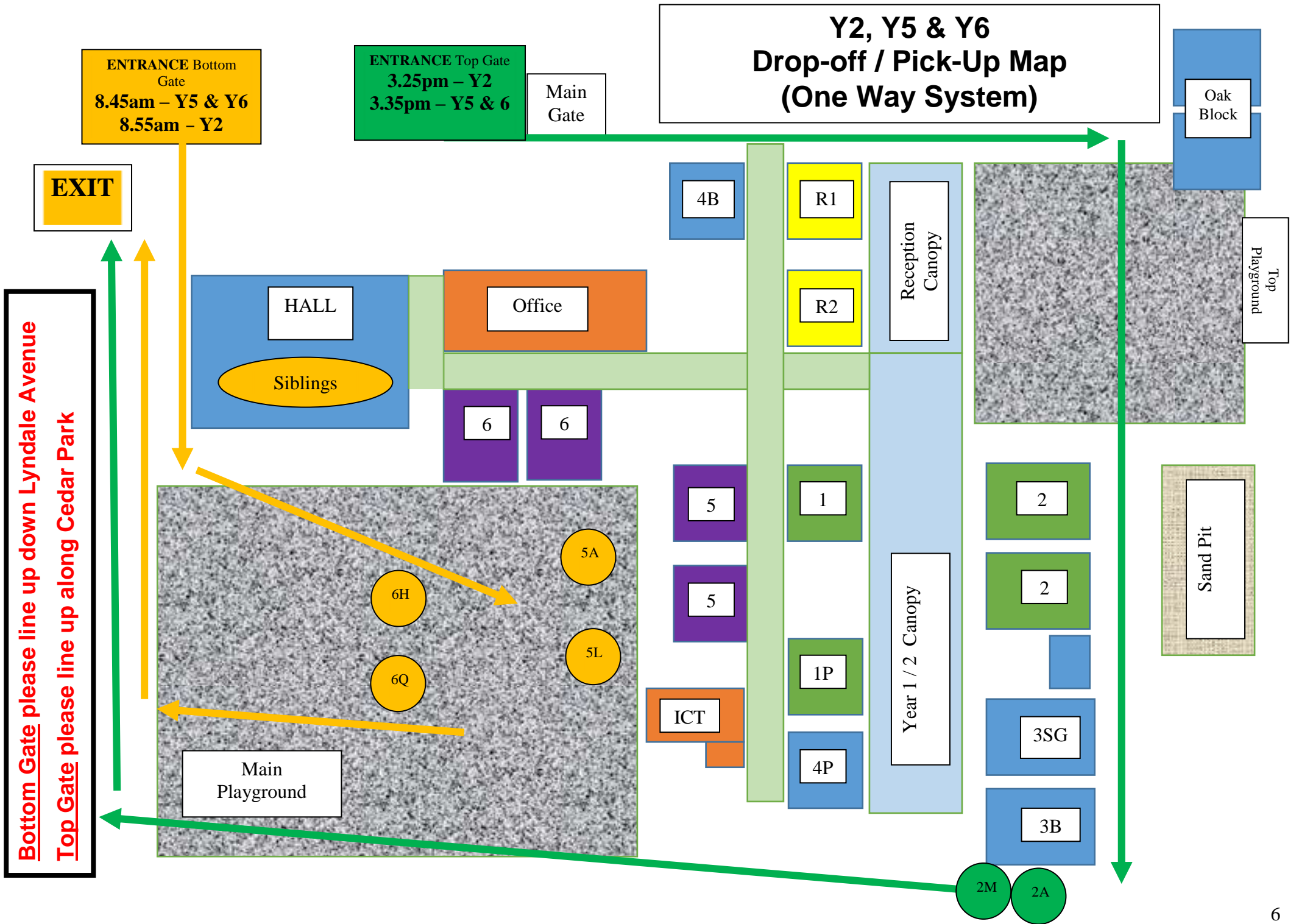
	Lunch	Activity
Reception	11.45-12.15	12.15-12.45
Y1&2	12.00 – 12.30	12.30 – 1.00
Y3&4	12.30 – 1.00	1.00 – 1.30
Y5&6	1.00 – 1.30	12.30 – 1.00

12. The hall will be split into 2 key areas with 6 children per table and ten tables per Year group. Reception children will be on the tables at the end of the Dining Rm.





Y2, Y5 & Y6 Drop-off / Pick-Up Map (One Way System)



SECTION B

Learning:

1. The first two weeks of September will be a full focus on **induction** for all year groups
2. There will be a core element of the week that is aimed at their social & emotional response to school. This will involve:
 - Maintaining a 'Positive Return' for all
 - Establishing the Hub principles. Particularly for Y1,3 and 5. How it works, why we are doing it that way and ensuring all children understand at least the core issues around Covid 19 and how it is impacting on what we are currently able to do.
 - Expectations around the System controls
 - 'Belonging to' and 'owning' the Hub. Exploring things such as the name and their logo. Agreements around behaviour and what makes it work
 - Roles and responsibilities for children and adults
 - Exploring the concept of successful learning.
3. There will be an emphasis on re-establishing expectations and ambitions for **core learning skills** and clear agreements about what is needed in school and at home. We have really valued the efforts and feedback of so many parents during the closure that we want to maintain this as an on-going part of your child's school experience.
4. In Week 3 we will be holding 'Meet the Hub Team' events so the adults in the teams can share fully with you their goals for your children. These will all be online, remote, meetings. The specific details will be communicated to you by your Hub teams by the end of Week 1 (4th September).

Assessment:

1. During week 1 and 2 we will be doing assessments in key areas of learning to give the children, teachers and yourselves an understanding of where they are with their core skills. These will then be used as a baseline for identifying goals and measuring progress through the rest of the year.
2. The first Learning Meeting of the year will take place at the end of Term 1 in order to share the assessment information with you and what is being done as a result in respect of your child's learning. The overall intent is to provide a measured response to whatever point the children are at. We will be very focussed on helping children to get back on track with their learning, where it is necessary, but also to take advantage of some of the learning and development they made through the closure.

For children joining us in Reception this initial baseline process will take place once they have settled into school, through to the end of September. The Learning Meetings that you then have in October will use some of this information for key starting points around your child's progress.

SECTION C

Provision routines implemented as Covid 19 control measures:

1. 8.45 – 8.55am: Arrival in school will operate on a one-way basis using the Top gate entrance or Bottom gate entrance as indicated on the chart. This means walking around to an allocated point to drop off your child and then continuing on around the one-way route indicated on the maps. The entrance will be supervised to maintain the flow within each group. Signage will be in place to support parent awareness.
2. From the drop off point, all children will be taken to wash their hands and put bags/ belongings on pegs.
3. Children will begin lessons within their allocated year group rooms and any allocated or timetabled outdoor spaces.
4. 10.30 – 11.15am Break time (20 mins) will take place on a staggered basis.
5. 11.45 – 1.30pm Lunchtime will take place on a staggered basis (NB: During this time the room is wiped clean and children return after washing their hands).
6. 3.15 – 3.35pm departure from school will operate on a one-way basis, using the Top gate entrance and walking around to an allocated point to pick up your child in a 10 minute window. All children and adults should leave the site straight away.
7. The outdoor spaces will also be marked and mapped out to facilitate continued separation during break and lunchtimes. All children will have an allocated outdoor space to play as part of their year group but will not use a shared space with any other year group – even if they are in the same Hub.
8. We must emphasise to all parents that we are not able to give absolute assurance that social distancing will be maintained at all times. The nature of school is that children share space when working and playing. If they are comfortable with this then we will not interfere.
9. End of the day cleaning procedures will involve the classrooms being vacuumed as required and all rooms be deep cleaned using hot water and virucidal cleaner. There is a focus on cleansing all surfaces, handles and doors.
10. The communal school area will be cleaned each day with the same focus of making sure all surfaces, door handles and doors have been wiped with virucidal cleaner.
11. There are strict protocols in place for adults in how and where they move around the building in order to minimise contact / transmission of potential infection throughout the day.
12. The office is not open for face to face general enquiries. Please contact them by email or telephone as at the top of this letter.

**All handwashing routines are timetabled to support the efficient completion
of this task throughout the day**

SECTION D

Control Measures in place for the Specific Minimising of Transmission

These are the expectations of staff and parents / carers to maintain the measures in place, respond to suspected Covid-19 cases and change arrangements according to new guidance

A) Outdoor Spaces

All outdoor spaces have been mapped out for specific areas of use. Children will remain in their year groups with two of the adults from their group supervising their play.

The sandpit will not be in use, since this is an area that is very dependent on toys/ implements that have a high level of shared use.

Toys available for use will be the larger scooters, some limited use of balls and other agreed items at lunchtime, since these can be easily cleaned at the end of the session and put away.

- Children should not bring in personal items for play at break or lunchtime.
- The Jungle Gym will be available for use by groups on a rota

B) Cleaning protocols and expectations for the minimising of transmission:

Classroom

- All classes will have a bucket containing single-use cloths, a virucidal spray and disposable gloves for each member of the team daily. These will be replenished each week or on request by the school cleaning team.
- The buckets will be kept on a shelf, in the class cupboard, out of the reach of children.
- The resources will be used at the end of the morning session by an adult member of the class team, to wipe down all surfaces that can be touched by children or adults. These include:
 - light switches, door handles, chairs, windowsills, cupboard handles, sinks and taps, teacher laptops. If chrome books have been used they also need to be cleaned and returned to the charging trolley. All other resources that have been used should be cleaned and put away.
- Wiping down will consist of spraying the cloth and wiping the surfaces thoroughly. Once completed the cloth should be disposed of in the lidded bin that is in the classroom for specific cleaning waste only.
- This procedure will be followed in conjunction with the children leaving the room at the end of the morning.
- The classroom will receive a deeper clean with hot water, virucidal spray and vacuuming at the end of each day by the school cleaning team. All rooms will be vacuumed, with furniture being pulled from the walls to be vacuumed behind
- The First Aid Room, offices, corridors, the hall, the staff room and all toilets will be cleaned with virucidal cleaner each day.
- Children's pegs will be cleaned at the end of the day.

Monitoring of cleaning regime

- The procedures in place will be monitored for effectiveness, and consistency by SLT and the Site manager on a daily basis in the first two weeks of implementation. If we identify any concerns then we will revise procedures accordingly.

Personal Cleaning Routines – children

Children will be instructed to wash their hands:

- On entry to the building
- Whenever they go to the toilet
- Before eating
- After break/ lunch
- Whenever they have had to leave the 'bubble'

Personal Cleaning Routines – adults

Adults are instructed to wash their hands or use hand-sanitiser as appropriate:

- On arrival at school
- Whenever the toilet is used
- Before eating
- After break/ lunch
- After wiping down the classroom
- Whenever leaving the 'bubble'
- When visiting the staffroom (entry and exit)
- Before/ after group meetings
- After using the photocopier

C) Measures for containing the transmission of germs:

Classroom

- All classrooms have signage reminding children to 'Catch it, Bin it, kill it'. To support this they have tissues, hand sanitiser and a lidded bin available for secure waste disposal. This bin is emptied every day.
- Children will sit at individual tables of 2, with children all facing the front of the classroom. They will have allocated carpet spaces where necessary and will be reminded to socially distance but the reality of their interactions is that they will constantly struggle to maintain this with peers and adults. Adults will remind children to maintain their distance as often as necessary to support their understanding.
- All Handwashing procedures will be in place when leaving the classroom.
- Sanitising of hands will be encouraged as a regular practice whenever items have been handled that could have been handled by others.

Personal Hygiene

- The expectation is that all children and adults coming into school will minimise personal effects / items. This should be a maximum of one small bag. In addition they can bring in a string PE kit bag
- As above, all Handwashing and hand sanitiser procedures should be followed rigorously
- Toilets should be used by all adults by sitting down.
- Seats should be wiped using a disposable wet wipe, which should be disposed of in the lidded bin.
- Toilet seat lids should be closed for flushing
- NB - It is not necessary for clothing worn in school to be laundered each day

Staff Room

The staff room has been set up for considerate use. All staff are reminded to retain social distancing and use appropriate hand cleansing routines during break times. This is for protection of all adults and to preserve the integrity of your class group space.

Please do not leave any unused food, dirty crockery or other items on any surface in the staffroom.
Please remember that all dirty cups, plates and cutlery should be placed in the dishwasher.

D) First Aid

General First Aid needs

- All classes have their own First Aid bag for the treatment of minor knocks, and injuries that can be easily dealt with in the class or outside. All Year groups have at least two members of staff who are First Aid trained. Gloves must be worn at all times when doing this and disposed of immediately afterwards.
- Handling of more significant First Aid requires members of the First Aid Team to use designated PPE (as listed in the First Aid room) and to follow appropriate 'Donning and Doffing' procedures in wearing and disposing of PPE appropriately. Instructions for this are also displayed on the wall in the First Aid Room.
- The trained staff in EYFS will also have access to PPE and make use of the First Aid room if necessary.
- All children who are ill or significantly injured will be taken to the First Aid Room by an adult from their room and then dealt with by a member of the First Aid Team.
- Should the injury or illness require it then parents will be called immediately in order to be sure of a rapid response and to avoid children being in the First Aid room for a prolonged period of time. For this reason, it is essential that all children have renewed emergency contact details that have been emailed to the school office **before** children start in school.
- It is crucial that all numbers given to the school are accessible by parents throughout the day.
- Plastic sheeting will be used to cover furniture sat on by children or adults demonstrating any symptoms, and disposed of immediately after their departure.
- When the room has been used for a normal First Aid treatment, it will be wiped down using virucidal spray and single use cloths that will be disposed of in the lidded bin.
- When it has been used to treat anyone demonstrating the symptoms of Covid 19 it will be immediately cleaned down with soapy hot water, including the floor. All surfaces will be cleaned with virucidal spray and single-use cloths. The cleaning equipment and consumable PPE equipment (gloves, mask, apron) will be disposed of. The room cannot be used until this process is complete.
- Where a child has been injured or is ill and a pink form has been completed, it will be scanned and sent to parents.

Administration of medicines

- School procedures for the administration of prescription and controlled medication will continue to apply.
- Parents are asked to ensure they have returned any required medication to school; we will check that medication that has remained in school is still in date and contact parents if this is not the case.
- Staff will wear PPE whilst administering medication, if it is not possible to maintain 1m social distancing.
- Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) are listed through initial contact forms. If a child's situation has changed then parents are asked to inform the office, who will take the relevant action.
- All children with allergies will be identified for the adults in each year group bubble.
- EHC Plans or other relevant Healthcare Plans will be shared with staff responsible for each year group.
- Adrenaline Auto-injectors (AAI) and asthma inhalers are easily accessible from the school office. Pupils requiring these are in groups with members of staff who have had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack or know who to contact in school. Inhalers will be kept in classroom cupboards accessible only to adults.

- If there is any significant risk to the health of a child or adult then please note this will take precedence over social distancing.
- We will review the need and provide refresher training for all staff regarding the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.

E) Response Measures for containing the spread of symptoms

Covid 19 symptoms

All members of staff understand it is crucial to follow the expectations regarding illness during this time. They will follow the guidance below if they have a child in their class who shows signs of illness or if they themselves are ill. Once symptoms are identified, parents will be contacted and asked to take responsibility for following the guidance below regarding **Home Testing** and **Track and Trace** procedures. The school nor the teaching staff can take responsibility for ensuring this is done.

Communication is the key in all situations.

The list of symptoms considered to be significantly linked to Covid 19 has been consistently described as:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

In addition other recognised symptoms to look out for are:

- Aches and Pains
- Sore throat
- Diarrhoea
- Conjunctivitis (Red Eye)
- Headache
- A rash on skin
- Discolouration of fingers or toes

Expectations of parents:

If you or a member of your household show any of these symptoms then please do not send your child to school. There is further advice and guidance at this link:

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

For the safety of all children, families and staff please ensure you observe the following procedures:

- Follow this link to order a test online <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or by telephoning via NHS 119 for those without access to the internet.
- You may be provided by the school with a Home Testing kit. This should be administered under adult supervision and the instructions followed in detail.
- Contact the school office to explain your child's absence as soon as you are aware

Once you have the results of any test please contact the school to ensure you make us aware of the outcome.

Covid 19 in-school response

Our procedures for responding to a child or adult with symptoms of coronavirus are drawn from government guidance

- Families of children in any year group where a child or adult has been known to demonstrate symptoms will be informed immediately by text.
- Adults working in that group will be informed immediately.

- This will not necessarily mean the closure of that group
- Where there is any further demonstration of symptoms by any other member of the group the same process will be followed.
- If any of the adults leading that group demonstrate symptoms then we will consider sending any other adults and children home and closing the group for a period of up to 10 days, depending on what cover we have available. Mr Forrester will communicate any such decisions to relevant staff and parents. The appropriate contingency plans will also be communicated.
- **Where a case of Covid 19 has been confirmed by testing, the rest of the children and adults in that group will be sent home and advised to self-isolate for 14 days.**
- No-one else in your family group needs to self—isolate unless the child or adult begins to demonstrate any symptoms.

Expectations of staff

- All staff should contact Simon Burch if they are ill to inform him that they are unable to attend work
- You should follow the guidance on identifying your symptoms and if you believe that you have any symptoms of the Coronavirus you should contact the school office who will arrange a test for you.
- If you have symptoms this information will be communicated to the adult/s and parents of the children in your group.
- Once the test results have been received you should immediately contact the school office to inform them of the outcome. This will also be communicated.

F) Attendance in school

General Expectations

- Attendance for all children in school will be mandatory from 1st September 2020
- Registration procedures will be applied as normal from this date. If there is any absence then this should be communicated to the school office as normal.
- Where children are not in attendance and no communication has been received, the 'First Day' call procedures will be in place.

Multiple settings

- We ask all parents to ensure that if their child is in school they are only attending one education setting. If there is a reason why this is not possible then please contact Mr Forrester to explain your situation.
head.stoke.bishop.p@bristol-schools.uk

Clinically vulnerable / extremely vulnerable

- If members of staff or children are classed as clinically vulnerable or extremely clinically vulnerable they should follow government advice as to whether they should be in school.

Clinically extremely vulnerable (Shielding)

Staff and children have been advised not to return to work/ school and will work from home.

NB: School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.

Clinically vulnerable including pregnant women

Have been advised to take extra care in observing social distancing and will work from home where possible.

Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others etc. Individual risk assessment has been carried out.

Children will attend school, observing strict social distancing criteria if parents are comfortable for them to do so.

Those living in a household with a person who is extremely clinically vulnerable.

These staff and children will only attend if stringent social distancing can be adhered to. Where we have found this is not possible the staff member or child will work from home.

We understand that the gap between the guidance and reassurance still remains significant for some families. In these individual situations we will always seek to work with parents in order to mitigate any specific areas of concern. The intent will always be for children to attend school where possible.

Those living in a household with a person who is clinically vulnerable. (Including pregnant)

These staff members and children are able to attend work / school.

G) Safeguarding procedures

- All safeguarding procedures will be maintained as before and during the lockdown process, where concerns are registered on CPOMs and followed up by the appropriate adult.
- Monitoring of vulnerable children and families will continue in order to ensure the safety and wellbeing of all. This is particularly the case where children are still at home and are not accessing school due to parental concerns – which we recognise and respect.
- **The office will send any messages regarding alternative adults picking up etc to classteachers by email. Please check your email before the end of each day for awareness.**

H) Maintaining provision

- The procedures described in this plan will be in place as a reference point of practice until government guidance removes the need for such criteria. Where there are minor updates and tweaks to advice staff and parents will be kept up to date.
- Should there be any instruction to implement any form of closure, partial or full, we will advise parents as to the procedures we intend to follow at the time, based on the guidance issued.
- There will be a contingency plan in place that provides a clear outline of what measures we will take to maintain children's learning should we need to close school provision on a small group, partial school or whole school basis. The specifics will be communicated to parents at the time that any such decision is made, following the same protocol as with lockdown on 20th March 2020. The Contingency Plan will be available to all parents on the school website from Wednesday 9th September.

I) Behaviour in school

- Behaviour will continue to be approached slightly differently in respect of how issues are dealt with.
- If a child has specific needs that can be catered for within the school then this will be done so and set out as part of their individual risk assessment. This will be shared and discussed explicitly with parents.
- Parents will be asked to collect children sooner than would normally be the case in order to minimise transmission issues for other children and adults if behaviour presents any risk, due to not observing the control measures or making it impossible for adults to enforce them.
- Where a parent is asked to attend school, it will be to pick up their child and take them home.
- The expectation is that parents will respond rapidly in order to minimise risks to any other member of school.
- If a child is taken home they will not be allowed to re-attend until Mr Forrester is satisfied that there will not be a recurrence of such behaviour. This will be based on concerns of safety for all children and adults.

J) Communication

- Classes will have a walkie-talkie that is switched on when going out to break or when you wish to contact the office. It should be switched off at other times to avoid disruption of lessons.
- The Risk Assessment supporting this plan will be available on the website from Tuesday 1st September.
- We will maintain communication by email and telephone, and ask parents to do likewise to avoid face to face contact where possible.
- We will alert all parents about any significant issues or communications from school through a text message. If you have an issue you may email them directly if they are in your class group.
- The weekly Newsletter will begin from Friday 11th September. We will continue to share key information / updates regarding the easing of lockdown restrictions, any impact that these have in school and news about the children - their learning and achievements.