

Safely Returning to Bishop Road Primary School

Leaders, teachers and support staff are looking forward to welcoming children back to school and resuming the learning and relationships that we all enjoy so much. As we move into this new phase of school life we want to reassure you that, whilst we may not be able to stand and talk to you on the playground in the way we used to, we are striving to make children's time at school purposeful and enjoyable.

We have worked hard to prepare arrangements, and train our staff to ensure the procedures in place are robust but it is important that these are followed as precisely as possible by everyone in our community.

On the first day back at school, we will be focusing on providing a welcoming and supportive transition. Care will be taken familiarising children with the new ways of learning. There will be time spent enjoying a story together, thinking about new topics for the term and we hope this will be an important first step back towards a sense of routine.

Home learning and school return

We will continue to provide a full week of home learning materials on the website. We hope that these will be used on the days children are not in school, if they are self-isolating but not feeling unwell and if, for any other reason, your child is not in school.

For children who have returned to school, we will indicate which aspects of the weekly work should be prioritised. Families of these children are welcome to complete all of the work if they wish.

If your child is unable to return, such as children who are shielding or where there is a medical reason, we will be contacting you directly about home learning.

Key information for parents on school routines:

The government guidance issued in May recognises that schools are unlikely to socially distance young children and emphasises that the focus should be on reducing the risk of transmission. The following hierarchy of measures are the basis for managing the safe return to school:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands more often than usual.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

We have made a number of changes to how school will now operate:

- There will be regular hand washing for 20 seconds with running water and soap as well as the use of hand sanitiser.
- Pupils will be lined up at 2 metre intervals and will walk 2 metres apart when travelling around the school as far as possible.
- Children will clean their hands on arrival at school, before eating, after using the toilet and at other key transition points (at least 6 times).

- Children will be encouraged to use a tissue or elbow to cough or sneeze. Waste bins will be collected regularly.
- The spacing of tables and chairs will be planned so that children are separated as far as possible. Each child will use the same space each day.
- There will be enhanced cleaning with a focus on priority areas around the school. Door handles, sinks, tables and chairs will all have additional cleaning and toilets will be cleaned before and during the day.
- Staff will remove soft furnishings, soft toys and items that are hard to clean (such as those with intricate parts).
- Where play equipment is used, we will ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
- As we increase the number of children and return the remaining year groups on site, it is likely that we will need to reduce mixing between groups through staggered drop-off and collection times.
- Mixing between groups will be reduced through timetable changes. Children will stay in their set group all day, including break and lunchtimes and toilet visits, which will be staggered.
- Assemblies will not take place.
- Where it is safe, windows and doors will be open to increase ventilation.
- In corridors, there will be a “keep to the left” rule throughout the school with clear markings on the floor.

What happens if my child or someone in their group has symptoms of coronavirus?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

If a child begins to display symptoms of coronavirus during the school day they will be moved to a safe space where they can be isolated and safely observed by an adult until they can be collected.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new, continuous cough
- a high temperature (37.8 degrees Celsius or above)
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Personal protective equipment (PPE) including face coverings and face masks

The government's advice is that wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Therefore, we do not require staff or children to wear face coverings. If any person chooses to wear a face covering at school, they will not be prevented from doing so.

First Aid and Medication

Mrs Cooper will coordinate the arrangements for First Aid and medical needs in school. Any medication currently held in school for children will be stored out of reach in the child's classroom and not the office. The relevant teacher will be aware of the Health Plans for each child in their class. For any questions, changes or new medication please call the school office (903 0483) and Mrs Cooper will be happy to discuss any necessary arrangements.

Resources and equipment

Children are **only permitted to bring in the following items in their school bag:**

- a packed lunch
- a water bottle
- a suitable coat (children will be outside in all weathers)
- sun cream (children must be able to apply this themselves)
- sun hat

Some younger children occasionally have toileting difficulties. Previously we held a stock of spare clothes which we could provide in such circumstances. Unfortunately, we are not able to send clothes home any longer. If you know your child may need spare clothes, we would ask that these be included in a plastic bag inside their school bag.

Children must not bring their own equipment including any pencil cases, toys, balls, games or other items. Each child will be given their own named wallet of resources. Children must not bring in sweets, cakes or other items on their birthdays.

Activities will be planned to avoid sharing resources. Teachers will issue a weekly reading book. This will only be changed by an adult and will not be sent home. The book corners in classrooms will remain closed to children.

Lunches and Snacks

For the week commencing 8th June, all children will need to bring in a nut free packed lunch and healthy snack in their bag. Children will eat in their classrooms, at their desks, which will be wiped by staff beforehand. If any cutlery is required please, send this in. Please support the staff by ensuring your child is able to manage opening, eating and tidying away any food they bring in. Please do not send in yoghurts as the classrooms are carpeted.

Children must also bring in a filled water bottle. The water fountains are not in use but children will be able to use the classroom sinks to refill their bottles. Water bottles and lunch boxes must be clearly labelled.

We are working to enable children to have meals from the school kitchen at the earliest opportunity and will notify you about arrangements as soon as possible. When this is introduced, it is likely to be a cold meal/sandwich option and not hot food.

Free School Meals

Families eligible for free school meals will continue to receive the weekly vouchers that are issued each Friday. Consequently, your child will need to bring a packed lunch, drink and snack to school.

Communication

The drop off and collection arrangements prevent us from spending time talking to families face to face, in the way that is so important. With the one way system, it will not be possible to stop or wait at any time. We will also be unable to invite parents into classrooms for meetings during this time, meaning all communication will take place over the phone or via email.

The Year Group email is the principle communication into school for the remainder of this term. Please mark your email for the attention of your child's current class teacher. Please include the teacher's name or class name in the subject. Teachers will be checking this account regularly and will read and respond as soon as possible. We will aim to respond, by email or with a call, by the end of the next school day if not before.

We understand this reduction in contact with teachers is difficult and recognise we will have to work within the limitations of these new requirements to retain the positive relationships that staff, children and families share.

Uniform

Pupils will be expected to wear school uniform from the 8th June. If possible, children should come in to school in fresh uniform every day. Please ensure that all school uniform is clearly labelled.

Drop off and collection

This is the busiest part of the day for our whole community and we would ask that you read this carefully. One of the key considerations in reopening of the school to other year groups, is the safe arrival and departure of large numbers of people within a small timeframe.

- Only one adult should enter the school site per family and follow the path marked – staying inside the lines.
- There are three one way systems operating in the playgrounds that are not linked – see plan below.
- It is no longer possible to walk between the Grant playground (playground with the stage) and the Silverthorne Playground.
- If for any reason, you have a problem whilst walking on the one way system, please do not step off the path. Please continue on the path and out of the gates to find a safe space before re-joining the one-way system at the beginning.
- Please do not bring any scooters or bikes (including adults) onto the school site.

We have prepared videos to support your understanding of these new systems– which can be found in the 'Reopening Information' section on the website.

The plans below show the advisory pedestrian routes on Bishop Road pathways outside the school. This is a suggested approach to avoid blocking the paths. We hope this also prevents people queuing across the main school gates hindering people from leaving.

The timings below are critical. Senior Leaders will be outside on the streets in the first few days to understand how we can best maintain the flow of people into the school.

Timings	Cambridge Road	Bishop Rd Reception Playground	Silverthorne Playground (Monk Road)	Dirac Centre (Fenton Road)
Drop Off	8.30 – 8.45	8.30 – 8.45	8.30 – 8.45	8.45 – 9.00
Collection	3.00 – 3.15	3.00 – 3.15	3.00 – 3.15	3.15 – 3.30
Wednesday collection	12.40 – 12.55	12.40 – 12.55	12.40 – 12.55	12:55 – 13.10

Class/Group	Teacher	Drop-off/Collection bay	Playground
RK	Miss Kingston/Mr Grinbergs	Dirac Centre steps onto the field RK	Dirac Centre (School field)
RS	Mr Savagar	Dirac Centre steps onto the field RS	Dirac Centre (School field)
RM	Mrs Morgan/Mrs Tollington	Drop off-classroom door Collection bay 30	Reception playground
RH	Mr Holland	31	Reception playground
1A	Mr Ainsworth	1	Boat playground
1L	Miss Lawrence	2	Boat playground
1Y	Mr Young	3	Boat playground
1W	Miss Walker	5	Boat playground
Key Worker Pod 1	Miss Williams	6	Grant playground
Key Worker Pod 2	Miss Underhill	10	Grant playground
Key Worker Pod 3	Ms Leigh	13	Grant playground
Key Worker Pod 4	Mr Clark	14	Grant playground
Key Worker Pod 5	Mr Chamberlin	9	Grant playground
Key Worker Pod 6	Mr Boondeekhun	7	Grant playground
Key Worker Pod 7	Ms Squires	20	Silverthorne playground
Key Worker Pod 8	Miss Tatum	27	Silverthorne playground
Key Worker Pod 9	Mr Mann	28	Silverthorne playground
6D	Miss Davenport	21	Silverthorne playground
6T	Miss Turner	22	Silverthorne playground
6P	Mr Penny	23	Silverthorne playground
6E	Mr Edwards	24	Silverthorne playground

Classes RM and RH, Yr 1 all classes and all key worker groups

Drop off

- When you arrive at your child's drop off/collection point your child should leave you and step into the class waiting area (classroom for RM) independently.
- The teacher will direct your child where to stand to allow space for other arriving children.
- Please continue along the path and leave the playground without stopping.
- Apart from a polite greeting, it is not possible for teachers to talk to parents at this time.
Please do not pass notes to teachers.

Collection

- Follow the one-way system. Classes will be outside before gates are opened.
- When you approach the teacher at the collection point please say your child's name clearly
- The teacher will give your child a thumbs up sign to indicate they can leave.
- Once reunited, please continue along the one-way system.

Year 6 Classes

Drop off

On the first day, we ask that children in Year 6 who would usually walk to school alone be accompanied by an adult to support them in understanding the new arrangements.

Unlike the younger children, we have greater confidence in their ability to social distance. After the first day, we greatly appreciate those families who choose to send their children independently. Please ensure they leave in plenty of time to arrive during the drop off window.

- Year 6 children (and parents on day 1) should enter via Monk Rd and follow the one way system towards the Silverthorne building.
- As you approach building there is a bright yellow line that leads from the marked path into the Silverthorne building. Your child should leave the path and follow this line inside independently.
- Once in the building, staff will be waiting by classroom doors and there is a marked route to support them socially distancing.

A Year 6 teacher will be standing on the door.

Yr 6 Collection:

- Follow the one-way system. Classes will be outside before the gates are opened.
- When you approach the teacher at the collection point, please say your child's name clearly.
- The teacher will give your child a thumbs up sign to indicate they can leave.
- Once reunited, please continue along the one-way system.

If your child usually walks home alone, we will release them at 3pm.

Class RK & RS Drop off and Collection (see plan below)

The gates for the Dirac site will open after the main site. For drop off, the gates will open at 8.45 and close at 9.00. For collection, the gates will open at 3.15 and close at 3.30.

Families will access the Dirac site via the alley on Fenton Road.

There will be a member of staff at the top of the alley to guide families onto the field.

The class teacher will be waiting at collection points.

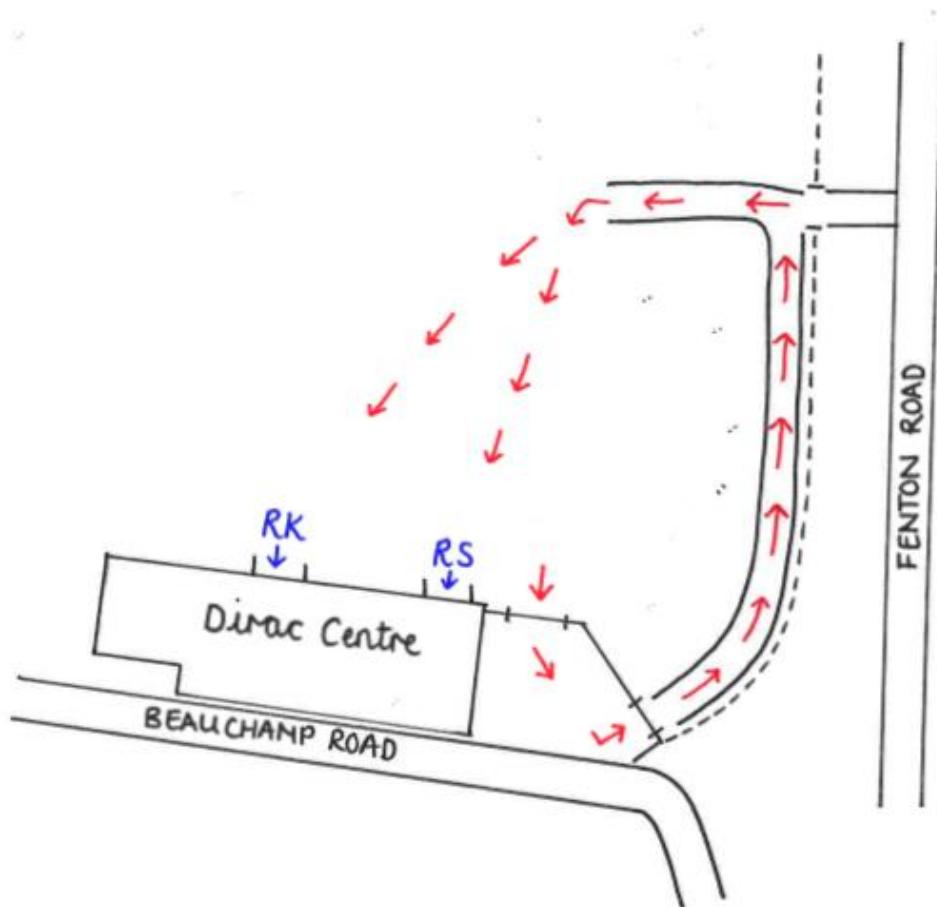
Drop off

- When you arrive at your child's drop off/collection point, your child should leave you and walk up the steps into the classroom independently.
- The teacher will support your child into the classroom.
- Please continue along the path and leave the field without stopping unless it is to allow others to leave or exit the field.
- Apart from a polite greeting, it is not possible for teachers to talk to parents at this time. We would ask that you do not pass notes to teachers.

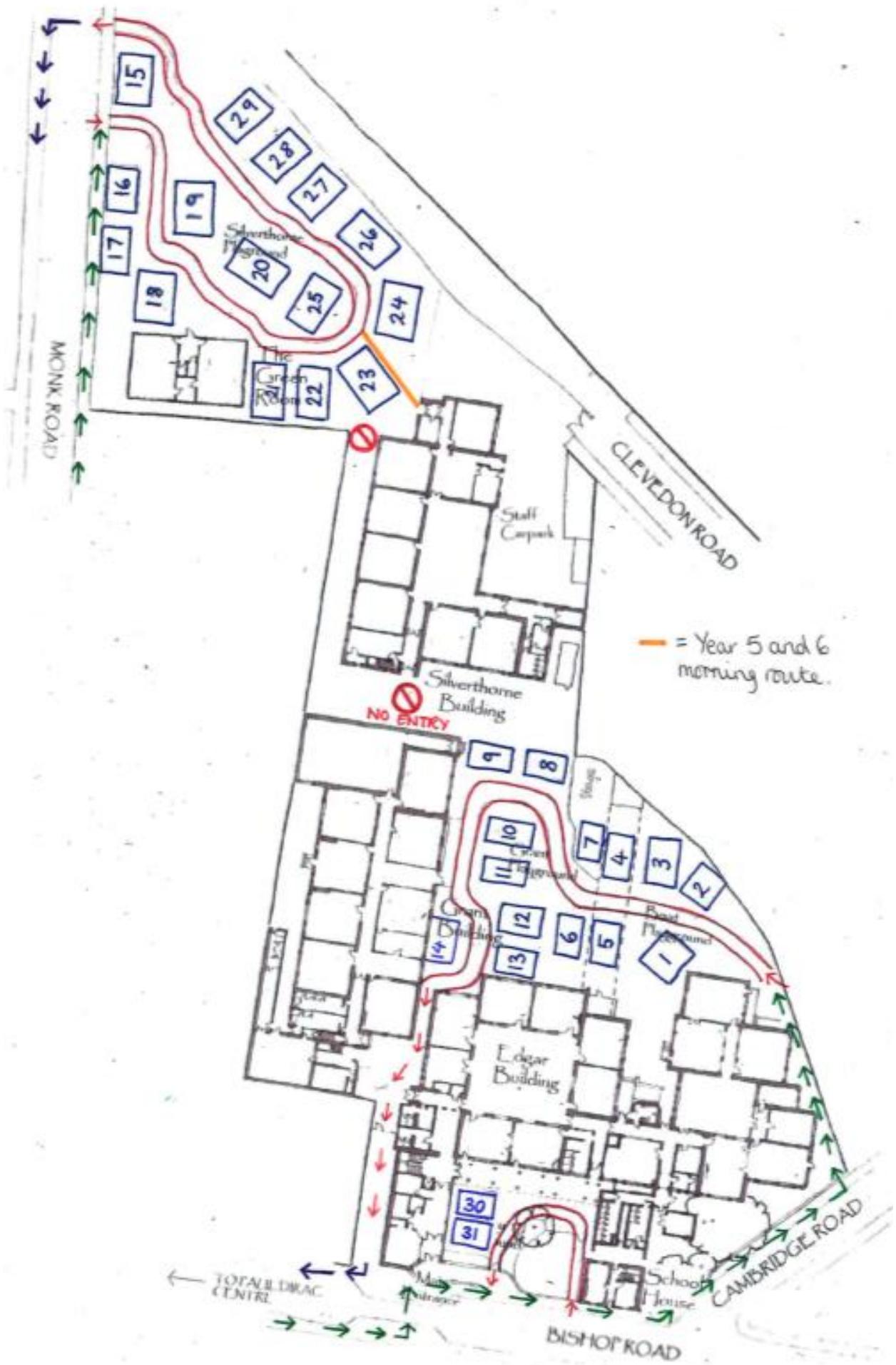
Collection

- Follow the one-way system. The children will be waiting for you outside.
- When you approach the teacher at the collection point, please say your child's name clearly.
- The teacher will give your child a thumbs up sign to indicate they can leave.
- Once reunited, please continue along the one-way system towards.

Dirac Centre Plan – RK and RS



Bishop Road Main Site Plan



Late drop off

Late arrival to the school is immensely disruptive to the smooth running of the entire school day and we have limited capacity to facilitate entry into the school for those children who are late. If you are late, please wait by the blue gate on Bishop Road (keeping adequate space between you and any other families). It is not possible to leave children here until they have been brought into the school by a member of staff. Late arrival for classes RK and RS follow the same procedure as the main school site – waiting by the blue gate at Bishop Rd.

On the playground

All classes will have at least two outside breaks during the day and will be outside in all weathers, therefore they must have a coat. Although there will be up to two classes on a playground at any one time, each class will be allocated their own playground space to prevent the groups from mixing. Children will not be able to use the permanent playground equipment such as the castle or climbing wall, but each class will be provided with balls that will be cleaned after each session. Children will be encouraged to avoid playing games that involve physical contact. Children are not allowed to bring in play equipment such as footballs and table tennis bats.

Behaviour

Behaviour at Bishop Road is excellent and built on good relationships, high expectations and positive reinforcement. These approaches will remain central. Any intentional spitting, biting or coughing will not be tolerated. In these circumstances, parents will be contacted by a Senior Leader and the matter will be taken extremely seriously. All communication with parents regarding behaviour will be via phone and not email.

Appointments

If your child has an appointment during the school day, we will not be able to facilitate collecting them from their class. The school office is closed and the collection and drop off arrangements and timings for all children are as previously indicated.