



Back to School Information

Everyone is looking forward to welcoming children back to school and resuming the learning and relationships that we all enjoy so much. On the first days back at school, we will be focusing on providing a welcoming and supportive transition. We anticipate children will be excited about the return to school but staff will take time to ensure children settle well as we commence an important year for learning.

Key dates

- **Tuesday 1st & Wednesday 2nd September** – staggering drop off times:

Tuesday 1st & Wednesday 2nd only Staggered drop off	Year 1, 3 & 5	8.30 – 8.45 am	Collection for all 3.15 pm
	Year 2, 4 & 6	9.15 – 9.30 am	

For the first week (1st & 2nd September only) if siblings drop off times differ you will need to make two separate drop offs. There is no provision to take children in to class or wait on site for yr 2, 4 & 6.

- **Thursday 3rd & Friday 4th September** school is closed for INSET.
- **Monday 7th September** – Year 1 – 6 in school 8.35/8.45 – 3.15pm (see year group details below)

Who should attend?

- From 1st September all children are expected to attend school unless:
 - Your child is self-isolating because they have symptoms of Coronavirus or had a positive test result.
 - Your child has been advised not to attend following consultation with a specialist health professional for an underlying health condition.

What will the school day look like?

- Pupils will remain with their class throughout the day and will not mix with other classes for break or lunch. Children will not physically gather in large groups for events such as assemblies. These will instead happen remotely.
- There will be regular hand washing for 20 seconds with running water and soap. Children will clean their hands on arrival at school, before eating, after using the toilet and at other key transition points.
- In line with government guidance, we are not expecting younger children to socially distance but we will try to reduce the time spent in each other's personal space.
- Desks in Years 3 to 6 will be arranged so that they are forward facing. Each child will use the same space each day. Desk layouts will not be forward facing in Reception to Year 2, due to the needs of children of this age and space constraints in these classrooms.
- There will be enhanced cleaning with a focus on priority areas. Door handles, sinks, tables and chairs will all have additional cleaning and toilets will be cleaned before and during the day.
- 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.
- Where it is safe, windows and doors will be open to increase ventilation.
- In corridors, there will be a "keep to the left" rule with clear markings on the floor.
- PE lessons will begin from Monday 7th September. Children will be changing into a kit and enjoying lessons with our sports coaches. We will confirm year group PE dates shortly.

Lunches and Snacks

Children will eat in their classrooms at their desks, which will be wiped by staff beforehand. If any cutlery is required for your child's packed lunch please send this in with them. 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.

Families who are eligible for Free School Meals and were previously receiving vouchers will be provided with a packed lunch from Tuesday 1st September. All other children will need to bring in a nut free packed lunch and healthy snack in their bag. We are working to create a school meal offer for all children from 21st September and will confirm details of this shortly.

On the playground

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

Resources and equipment

It is still recommended in the most recent government guidance that pupils limit the amount of equipment they bring into school each day to essentials. Children are **only permitted to bring in the following items in one school bag (please do not bring an additional book bag):**

- a packed lunch
- a water bottle
- a suitable coat (children will be outside in all weathers)
- sun cream (children must be wearing or able to apply this themselves)
- sun hat
- any reading books/learning resources provided by the school
- PE kits on appropriate days

Parents/carers of those children in Years 5 and 6 who walk themselves to and/or from school may want them to have a mobile phone with them for these walks. This is permitted in school but must remain **switched off and in their school bag** for the duration of the time they are on the school site.

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 resources to use in school. For individual and frequently used equipment, such as pencils and pens, children will have their own items which are not shared. Certain classroom based resources which are important for children's learning can be shared within the bubble and will be cleaned regularly or left unused and out of reach for a period of 48 hours (72 hours for plastics). Children must not bring in sweets, cakes or other items on their birthdays.

All soft furnishings have been removed from classrooms and reading corners. However, children will be able to select books from the reading corners in small groups. The reading corners will be closed on Fridays to allow 72 hours to pass before they are next used.

Uniform

Pupils will be expected to wear correct school uniform every day, including footwear. Government guidance states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Please ensure that all school uniform is clearly labelled.

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 at this time. 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, within two school days. For more general queries, please contact info@bishoproadschool.co.uk.

For all office queries, please call in the first instance (0117 903 0483). Alternatively use the info email. Any visits to the office must be by appointment only.

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.

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.

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 and Mrs Cooper will be happy to discuss any necessary arrangements.

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 10 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.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

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 primary schools 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. This does not apply to primary school 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.

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 the reopening of the school to all children 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 line markings.
- There are multiple one way systems operating to allow parents and carers to enter and exit in different locations depending on the ages of your children – see plan below.
- It is now possible to walk between the Grant Playground (playground with the stage) and the Silverthorne Playground in one direction only (moving from the Grant towards the Silverthorne).
- 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 avoid bringing any scooters or bikes (including adults) onto the school site where possible.
- Where parents/carers feel it is safe to do so, we would encourage children in Year 5 and 6 to walk themselves to and from school to help limit the number of people on site. It may be that you choose to allow your child to do so after the first day or two when they are familiar with the system.

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

There are staggered drop-off windows for children in the mornings to help manage the number of people on the school site and surrounding roads.

From Monday 7th September

Children	<ul style="list-style-type: none"> • Reception and <u>any siblings</u> • Year 1 and <u>any siblings</u> • Year 6 children <u>who walk independently</u> 	All other children in: Year 2, 3, 4, 5 and 6
Drop Off	8.35 – 8.45am	8.45 – 8.55am

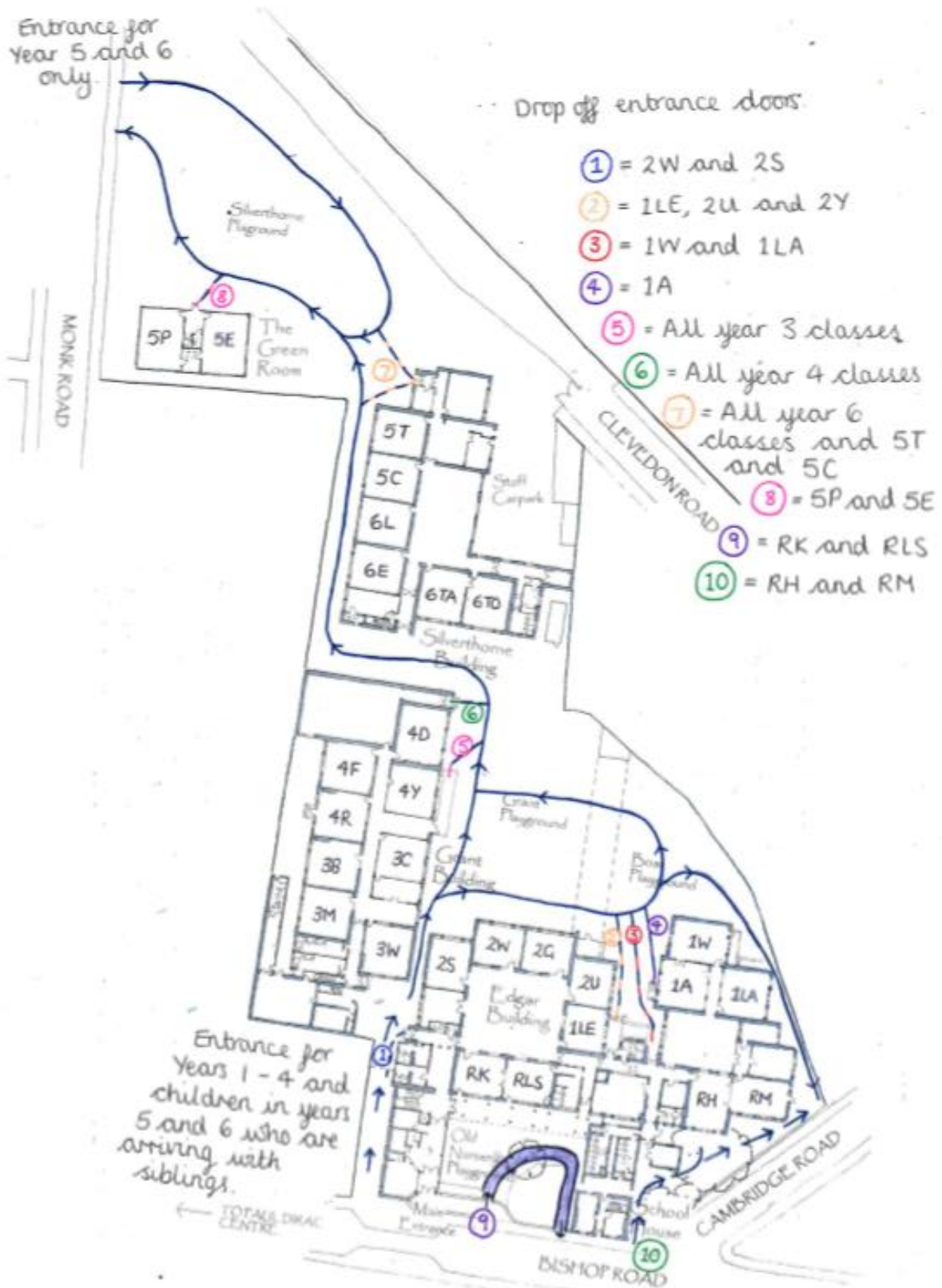
All children will be collected at 3.15pm

Classes will be brought into the playground to wait in collections bays just before 3.15pm. We will then open that gates at 3.15 (not before) and ask families to move through as quickly as possible. This will be a particularly busy time and it is essential that you do not stop and block the path for other families. It is not possible to stagger collection due to the number of siblings in different classes and year groups.

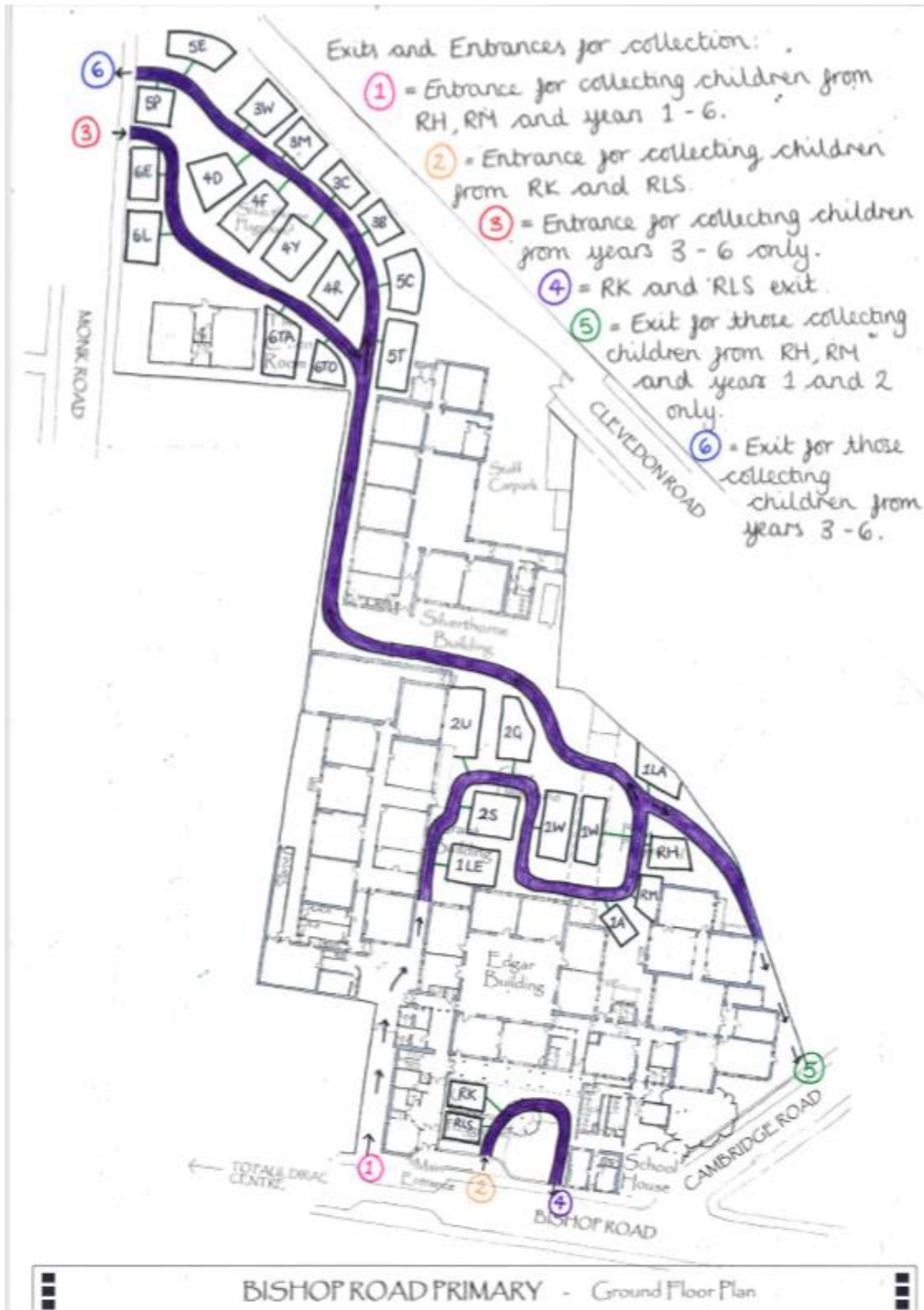
If you have a child in Reception you may use the sibling drop off times from Monday 7th – you do not need to wait until your Reception child is in school full time.

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 with your child by the main gate to the left of the school office on Bishop Road. Children in Year 5 and 6 walking independently who arrive late should also come to this point.

Drop off plan



Collection plan



Individual year group drop off/collection information

Classes RK and RLS

(after the initial induction weeks)

Please use the one-way system in the Reception playground at the front of the school, entering and exiting through the gates on Bishop Road.

Drop off

- As you pass your child's classroom door, remaining on the path, your child should leave you and walk into the classroom independently.
- The class LSA will be next to the path waiting to help welcome your child into the classroom.
- Please continue along the path and leave the playground without stopping.
- Apart from a polite greeting, it is not possible for staff to talk to parents at this time. Please do not pass notes to staff.

Collection

- Follow the one-way system. Classes will be outside in the playground in their collection bay 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.

Classes RH and RM

(after the initial induction weeks)

For drop-off, please enter the one-way system through the gate to the right hand side of School House on Bishop Road. Exit onto Cambridge Road at the end of the route. Please be aware of the route merging with another one-way system as you exit. For collection, please follow the main one-way system through the black gates on Bishop Road and into the boat playground.

Drop off

- When you arrive at your child's drop-off point, your child should leave you and step into the building independently.
- The class LSA will be at the building door to help welcome your child into school.
- Please continue along the path and leave the site without stopping.
- Apart from a polite greeting, it is not possible for staff to talk to parents at this time. Please do not pass notes to staff.

Collection

- Enter the one-way system through the black gates on Bishop Road and into the boat playground. Classes will be outside in the playground in their collection bay 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.

Years 1 and 2

Please enter the one-way system through the black gates on Bishop Road and exit either onto Cambridge Road or onto Monk Road on the other side of the school, depending on whether/where you need to drop-off other children.

Drop off

- As you enter through the black gates, keep to the right to drop off children in **2S** and **2W** through the purple Edgar building door. Keep to the left if you are not dropping children off at this point.
- When you enter the Grant playground you will reach a fork in the path. Turn right towards the boat playground to drop off children in **Year 1**, **2U** and **2Y**.
- Children in **1LE**, **2U** and **2Y** should leave parents/carers at the path and enter the building independently through the door on the right.
- Children in **1W** and **1LA** should leave parents/carers at the path and enter the building independently through the door on the left.
- Once in the boat playground, children in **1A** should leave parents/carers at the path and enter their classroom straight up the steps to their door.
- Having dropped off children in Year 1 and 2, please follow the path and exit onto Cambridge Road if you have no more children to drop off. If you need to drop off older children, follow the path to the left back into the Grant playground (see further instructions below).
- The class LSAs will be at the classroom or building doors to help welcome your child into school.
- Apart from a polite greeting, it is not possible for staff to talk to parents at this time. Please do not pass notes to staff.

Collection

- Follow the one-way system. Classes will be outside in the playground in their collection bay 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.

Years 3 and 4

Please enter the one-way system through the black gates on Bishop Road and exit either onto Cambridge Road or onto Monk Road on the other side of the school, depending on where you need to drop-off. All children in Year 3 and 4 will be collected from the Silverthorne playground.

Drop off

- When you enter the Grant playground you will reach a fork in the path. The option is available for children in Year 3 and 4 to continue straight on independently and enter the Grant building up the ramp (Year 3) or up the gym steps (Year 4). This allows parents/carers to turn right and exit school through the boat playground and onto Cambridge Road.
- If you would prefer to accompany your child to the foot of the ramp/gym stairs, continue straight on at the fork to the appropriate point. Your child should then leave you at the path and enter the building independently. Please then continue to follow the one-way system up through the Silverthorne playground and exit onto Monk Road.
- If you need to drop-off children in the boat playground first, follow the instructions above for Year 1 and 2 and then follow the path back around into the Grant playground.
- The year group LSAs will be at the building doors to help welcome your child into school.
- Apart from a polite greeting, it is not possible for staff to talk to parents at this time. Please do not pass notes to staff.
- If you have dropped off children in Years 1 to 4 and would also like to drop off your child(ren) in Years 5 or 6, continue to follow the one way system through the school into the Silverthorne playground where children in Year 6, 5T and 5C can enter the Silverthorne building and children in 5P and 5E can enter the Green Rooms.

Collection

- If you are only picking up children in Year 3 and above, please enter the Silverthorne playground one way system via Monk Road. Classes will be outside in the playground in their collection bay 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.
- If you are picking up children in Reception or Years 1 or 2 first, collect them using the instructions in the relevant year group section and then follow the path through the school and up to the Silverthorne playground to collect Year 3 and above.

Years 5 and 6

Where parents/carers feel it is safe to do so, we ask that children in Years 5 and 6 walk themselves to and from school. On the first day however, we ask that children be accompanied by an adult to support them in understanding the new arrangements. 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. There is a separate one-way system if you are only dropping off or collecting children in Year 5 or 6, entering and exiting via the gates on Monk Road. This should also be used by all children in Year 5 and 6 walking independently.

Drop off

- Follow the one way system around the playground to your building. All children in **Year 6** should enter through the door to the Silverthorne building, leaving adults at the path. Children in **5T** and **5C** should also enter this way. Children in **5P** and **5E** should continue around the path to the Green Rooms, leaving parents/carers and entering the buildings independently.
- If you choose to accompany your child and need to drop off younger siblings first in the boat or Grant playground, follow the one-way system through the school and it will join up with the Silverthorne path, allowing your child to enter either the Silverthorne building or the Green Rooms.
- Please be mindful of social distancing where the path in the Silverthorne playground joins the path coming up through the alley past the Silverthorne building.
- The year group LSAs will be at the building doors to help welcome your child into school.
- Apart from a polite greeting, it is not possible for staff to talk to parents at this time. Please do not pass notes to staff.

Collection

- Children walking home independently will leave first as we open the gates at 3.15pm.
- Follow the one-way system, entering via Monk Road. Classes will be outside in the playground in their collection bay 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.
- If you need to collect younger siblings first, continue to follow the path through the school and into the Silverthorne playground in order to collect children in Years 3 to 6.
- **6E, 6L & 6TA** if you are collecting KS 1 siblings first (and are entering the Silverthorne playground via the Grant playground) please exit out of the Silverthorne playground on to Monk Rd before re-entering the one way loop in order to reach 6E, 6L & 6TA collection bays.