



# BANWELL PRIMARY SCHOOL

**Belong Believe Achieve**

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5 June 2020

Dear Parents / Carers,

Firstly, I would like to thank you for all your communications regarding whether you are proposing to send your child back to school from June 8th. This has been extremely helpful in allowing us to make the necessary plans. I want to reassure you that we're not going to be pressuring anyone to send their children to school. In these unprecedented times, it is important that families make the decision that is right for them and whatever you choose to do, we will respect your decision.

This letter is being sent to all critical worker / vulnerable children, YR, Y1 and Y6 families, regardless of the response about your child returning. This is so that you are kept fully informed of our plans. Please accept my apologies for the length of this letter but I am sure you will understand that there is a lot of information to communicate.

## **RISK ASSESSMENT**

As you can imagine significant planning has been going on behind the scenes at school to prepare for the children's return. As the health and safety of children and staff is of greatest priority, a detailed risk assessment has been prepared for and signed off by the Local Authority. This has been shared with all governors too. If you would like to see a copy of the risk assessment please contact the school office.

## **COVID 19 SYMPTOMS**

**Any child or adult with Covid 19 symptoms must not come to school.**

**If symptoms develop in school, the child will be removed from the group and will wait in a dedicated area away from others, with an open window for ventilation and access to separate toilet/sink facilities, and a parent will be asked to collect them immediately. A member of staff will supervise them until they are collected and will wear PPE for their protection. Your child will need to have a test immediately; if it is positive then the whole pod of children (and staff) will be informed that they will need to self-isolate for 14 days or until symptoms develop (and then they themselves would have to be tested).**

**If the test is negative, your child should return to school when they are better.**

## **WHAT IS HAPPENING FROM 8<sup>TH</sup> JUNE?**

From June 8th, we will have three tasks:

- Continuing the teaching of varied mixed age critical worker and vulnerable children groups;
- Starting the teaching of new 'pods' of children in Reception, Year 1 and Year 6;
- Supporting home learning for all other year groups with a project based approach created specifically for the lockdown



## TIMETABLE FOR RETURNING TO SCHOOL

**On Monday June 8<sup>th</sup> we will reopen to pupils in Year R, Year 1 and Year 6. This will only be for those children whose parents have already told us that their children will return.**

Based on the current numbers of children expected to return, we will be operating a Reception pod, a Year 1 pod, and three Year 6 pods. This will be in addition to our pod/s for key worker and vulnerable children.

We understand that some families may change their mind about returning to school over time and we completely respect this. Logistically, this could have implications for our pod organisation; **therefore, from June 8<sup>th</sup>, if you change your mind and would like to send your child back to school (YR, Y1 or Y6), new children may join a pod from a Monday only (June 15, June 22 etc.). You will need to let us know by 3pm on the Wednesday before in order that staffing and rooms can be organised and arrangements can be made.**

Because we are obliged to offer places in school based on HM Government priorities, there will be a limited number of places available, determined by the rules we are expected to follow in organising the staffing of pods. Please bear with us as we navigate our way through the guidance with the staff that will be available.

## STAFFING AND GROUPS

Where possible, two members of staff will be assigned to each pod. These adults will not usually work with any other groups to enable the children and staff to remain as a separate pod. Due to some staff having to shield, as well as others who work part time, there are some complexities in the staffing organisation and this can obviously change at any point. Where possible, we will endeavour to have familiar adults, with knowledge and expertise of the year group they are working with, working with your children but this may not always be possible. Similarly, your child may not be in their usual classroom; however, we are doing our best to create happy and child appropriate learning environments within the restrictions placed on us. It will be different but we will make the best of it.

The organisation of the pods is detailed below. You will notice that each pod has a colour and we will be using these colour names with children and staff throughout. This allows us to give clarity on organising the groups and placing signage around the school so that children are clear which areas are for use by their pod:

Group	Staff	SMSA	Room
Keyworker & Vulnerable Children	Mr Summers Mrs Gardiner Mrs Parker	Mrs Parker & Mrs Arnold	Y2 classroom
YR	Mrs Isgrove / Mrs Kent Mrs Watson - am Mrs Gustar - pm	Mrs Gustar	YR classroom
Y1	Mrs Browett / Miss Gibbs Mrs Brien	Mrs Simmons	Y1 classroom
Y6	Mrs Nicholson Mrs Rac – am	Sports to Schools	Y6 classroom
Y6	Miss Rose	Sports to Schools	Y5 classroom



	Mrs Jenkinson - am		
Y6	Mr Venn / Mrs Gould Mrs Thyer	Mrs Thyer	Y4 classroom

### **DROP OFF AND PICK UP ARRANGEMENTS**

We will be adhering to government advice about implementing **social distancing** during drop off and pick up times. We have marked social distancing guidance on the school driveway and have created a timetable for staggered drop off and pick up times. **It is vital that these times are strictly adhered to so that everyone is able to maintain social distancing. If for whatever reason you miss your drop off time we would ask that you wait off of the school site and bring your child in at 9.30am. This will ensure there is no mixing of pods or compromising of social distancing on arrival. Parents must also ensure they are punctual at collection time.**

During drop off and pick up, adults will not be permitted into the playground and parents should queue to drop off/collect their child at the designated points on the drive. Teachers will collect / drop off children at their designated gate, at the designated time. Members of staff will also be on the school drive to assist with drop off & pick up. **To ensure everyone's safety no vehicles must use any part of the school drive at these times.**

Group	Gate	Arrival Time	Departure Time
Keyworker & Vulnerable Children	<b>Playpals gate</b> (top of the playground, next to the bike shed)	8.45am	2.45pm (12.45 on a Friday)
Y6 (Y6 classroom)	<b>Main black " buzzy" gate</b>	8.45am	2.45pm (12.45 on a Friday)
YR	<b>Playpals gate</b> (top of the playground, next to the bike shed)	9.00 am	3.00pm (1.00 on a Friday) *
Y6 (Y5 classroom)	<b>Main black " buzzy" gate</b>	9.00am	3.00pm (1.00 on a Friday)
Y1	<b>Playpals gate</b> (top of the playground, next to the bike shed)	9.15am	3.15pm (1.15 on a Friday) *
Y6 (Y4 classroom)	<b>Main black " buzzy" gate</b>	9.15am	3.15pm (1.15 on a Friday) *

We will not be using the Littlefields Road or High Street entrances to school as these pathways do not allow for the social distancing that we must have in place. All access to the school will be by coming up the main drive as this is wide enough for us to have the necessary distancing in place. Please keep to the left hand side when walking up and down the drive.



Children should be brought to school by one parent only.

If older children are allowed to walk without their parents please email the school office or let the pod teacher know so that school is aware and ensure they fully understand the expectations for waiting at the designated gate at a 2m distance from others.

**Please remember that school will close early for everyone on a Friday so that a deeper clean can take place and so that teachers can have the planning, preparation and assessment (PPA) time they are entitled to.**

### **SCHOOL TIMETABLE AND ROUTINES**

- There will be staggered break times and lunchtimes and we will endeavour to spend as much of our play and learning time outside;
- Teachers have worked together to plan the learning activities for the children returning, as well as those who are not returning to school at this time;
- Classrooms have been organised so that a maximum of 8 children can be accommodated. Desks have been separated, areas have been cordoned off and guidance on social distancing and handwashing is clearly signed throughout the school;
- Children should not bring in any toys or equipment from home;
- There will be a continued strong focus in school on well-being;
- Where our younger children may previously have sat and played on the classroom floor mats, we will now be using PE mats that can be wiped;
- We will not be sending reading books home but children will have access to books in school (with restrictions on sharing);
- Lunch will be eaten in classrooms. At the moment we are offering only cold school meals. As before lockdown, all children in Reception and Year 1 (and Critical Worker Y2) will be entitled to have a free school lunch under the universal free infant school meals scheme. This also applies to children in receipt of free school meals. Other children will need to bring in a lunch from home;
- We anticipate being able to keep groups well away from each other even if outside at the same time. Each 'pod' will be given a large area in which to play;
- Playtime equipment will be allocated to zones and will be washed or wiped after each use.
- All children will be required to wash their hands before and after going out, as well as frequently throughout the day;
- Each 'pod' of children will have their own toilet or toilets, as far as possible, which should not be used by other pods. The highest standards of hygiene will be promoted.

### **UNIFORM**

- Children's clothes must be washed daily so for that reason we are not requiring them to wear a uniform at this time. Sensible and appropriate clothes (please avoid the extremes of fashion) should be worn with trainers (or footwear suitable for sport);
- All children should bring a spare change of clothes in a **named plastic carrier bag** that can be kept in school in case of emergencies;
- All children should bring a sunhat and light raincoat. Please name all items;
- We plan to have lots of outdoor sporting fun (with non contact activities) but we will not be changing for PE so please do not send a PE kit into school;
- Please no jewellery.

### **BAGS AND BELONGINGS**

- Children should not bring any bag to school other than a lunchbox if they are bringing a lunch from home. No bookbags or rucksacks.
- All children should bring a water bottle into school daily.
- Children should not bring books from home.
- Please apply sunscreen to your children at the start of the day;



- On the first day, the children will bring in a carrier bag with a spare change of clothes that will remain in school (see uniform above);

### **CRITICAL WORKERS**

We ask that where a parent is able to work from home that you allow the keyworker place to be prioritised for families where there are two critical workers who are **both** not able to work from home. We also ask that you only take the place on the days you need this childcare so that we can maximise the places available for all our critical worker families.

We know that some employers will be encouraging parents to return to other categories of work, other than critical workers, but we're not in a position right now to extend places to other children until we receive further government guidance.

### **VULNERABLE CHILDREN AND ADULTS**

If your child is clinically **extremely** vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child, or someone in the household, is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to [government guidance](#) for further details of these groups.

**It is really important you talk to your child about all of these new arrangements please as this is going to be very different and children will need to be emotionally prepared. We will obviously be explaining the new arrangements to them in school too.**

Finally, I'd like to thank you for your continuous support and patience over recent weeks. I think I can honestly say this has been the most challenging time of my career as a Headteacher but having the support of fantastic staff, parents and governors has helped immensely in getting it right for the children. If you have any other questions whatsoever please don't hesitate to get in touch. We are all adjusting to this "new normal" so are finding the answers together.

Take care,

Claire Pocock  
Headteacher

Malcolm Davey  
Chair of Governors

