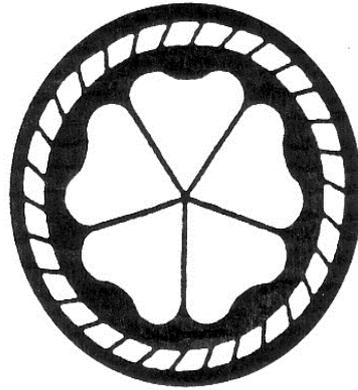


Great Bardfield Primary School



**Return to School Guide
Covid-19**

1st June 2020

Introduction

The COVID-19 (Coronavirus) pandemic has had a major impact on how we all live our lives. This guide will help you to prepare your child for returning to school on 1st June 2020. We understand that this may be a worrying time for you and your child; this guide will hopefully answer any questions that you may have and if not do please email the office admin@greatbardfield.essex.sch.uk. We will be picking up email on Sunday 31st May, to answer any queries you may have.

We recognise that some of the children in our care are among the most vulnerable members of society and so may need additional precautions. We also recognise that for many of the students, the routine and structure of school is extremely important for their wellbeing. We will aim to maintain normal routine as much as possible but do please be aware that the classroom environment and school day will be different for your child.

The school's response to the COVID-19 pandemic is summarised below. Some of these are additional measures and some are a continuation of our Child Protection Policy, Health and Safety policy and Behaviour Policy. We intend to limit the risk to children and staff by:

- maintaining robust **safeguarding** procedures both at school and at home by following our Child Protection Policy and identifying vulnerable children whom we will closely monitor. Where children have an EHCP, a 1:1 discussion will take place with the parent to ascertain if school, at present, is the safest place for their child;
- the introduction of additional **personal hygiene requirements** for staff and children as they move around the school (e.g. hand washing/sanitising, temperature checks, face coverings);
- the setting up of **groups (bubbles)** from 1st June, which will remain constant in terms of members of that group (staff and pupils) and wherever possible there is minimal crossover between bubbles eg: it may be necessary for a teacher to be part of two bubbles. If this is the case parents will be informed;
- **social distancing** is to be achieved by pupil bubbles **remaining isolated** from other pupil bubbles throughout the school day. This is to be managed by staggered drop off and pick up times and staggered lunch and break times
- **limiting cross contamination** by limiting clothing and items being brought in from outside the school and within school by removing soft toys and soft furnishings;
- **limiting cross contamination** through reducing the school meals' provision to individual packed lunches
- those children not in school completing remote **Home Learning** managed by the class teachers;
- **the minimising of school visitors** – only those deemed essential will be allowed to come onto school premises. Parents will not be allowed on to school premises but will be encouraged to liaise with school via the school office via email;
- **offering parental choice** - school will authorise absence if parents/carers take the view that the risk to a student is minimised by staying away from school (for example a particularly vulnerable student).

Things to do:

Prior to the 1st June:

We want the children to be ready to come back to school and we realise that for some children this is going to be difficult-especially for our youngest children. They have been used to being at home with you in a situation where they may not have been away from you for many weeks. Some children may be anxious leaving you for the first time in a while.

It is important to talk to your child about why they are coming back to school. Talk to them about getting back in to a routine and reassure them that their teacher and Mrs Kerrell is really looking forward to seeing them. Talk to them about any worries they may have about being outside the family home and being away from you. They may also be leaving siblings who are not starting back to school at this time.

Before 1s June, please ensure that we have the latest contact information for you especially if you have changed mobile numbers. We also need to know, if you have not told us already, if your child has an existing medical condition that may present as symptoms of Covid-19 eg: a cough due to asthma. Please update us with any new information by contacting the school office at admin@greatbardfield.essex.sch.uk.

Teachers will send your child a video on Tapestry or Seesaw and we will explain what the school day will involve. We will explain to your child that they will be in a 'bubble' and that can't mix with other 'bubbles' during the school day. We will talk to your child about some of the differences they are going to experience such as queuing up outside school, having fewer people in school, having to socially distance and having a packed lunch outside (weather permitting).

We will talk to your child about keeping two metres apart, practising good hygiene and washing their hands regularly. We will also show them the face covering that staff will be wearing to protect ourselves-these will be made of child friendly fabrics.

We will talk to your child about what they will need to bring on the first day and that they do not need to wear their school uniform.

At the end of this guide there is a checklist of all of the things that you will need to do and organise before the 1st June.

IT IS VERY IMPORTANT THAT YOU READ, SIGN AND RETURN THE COVID-19 HOME SCHOOL AGREEMENT WHICH YOU HAVE BEEN SENT WITH THIS GUIDE. YOUR CHILD WILL NOT BE ABLE TO COME ON TO SCHOOL PREMESIS ON MONDAY 1ST JUNE IF WE DO NOT HAVE THIS FROM YOU.

Monday 1st June

Getting up early again, might come as a bit of a shock to some of our children so make sure that everyone gets up in plenty of time so that you don't have to rush. Remember your child does not need to wear their school uniform. Clothes **MUST** be clean every day. We suggest:

- light, comfortable clothes suitable for the weather on the day
- trainers NOT sandals
- your child must wear socks
- they must have a sunhat which they will need to keep in school (no sunglasses please)
- Your child must have sun cream applied **every day** before school as we will be outside as much as possible.

If your child is upset or anxious before leaving the house, try to reassure them by explaining everything in small steps. Getting through the gate and in to a new routine will be hard but it will all soon become our new normal. **If you arrive at school and your child is very distressed, then we may suggest that it is best to leave them coming in for the day as we will not be able to give the reassuring cuddle or hug that we normally would because of social distancing.** Please be prepared for this especially if you are planning to go on to work from dropping off.

Plan to arrive at school in plenty of time. Only when it is your child's designated Drop Off time (see the table below) join the queue outside school (up the hill). We ask that parents observe social distancing rules and use the markings on the ground as a guide. Please remember that parents are not allowed on site. When your child gets to the gate we will operate a Kiss and Drop system. Your child only will come through the gate, we will ask you to wait for a moment while they sanitise their hands and we scan their temperature. If all is okay, we ask that you move away from the gate quickly to let the next parent approach. If your child has a temperature of 37.8 °C or above, we will ask you to take your child home and bring them back when their temperature has returned to normal.

Group (Bubble)	Drop Off Time	Pick Up Time
Key Worker Children	8.45am	2.45pm
Reception	9.00am	3.00pm
Year 1	9.15am	3.15pm
Year 6 (Group A)	9.30am	12 noon
Year 6 (Group B)	1.00pm	3.30pm

During the school day

On the first day back, we will spend the morning re-orientating everyone and we will go through the rules and procedures for keeping safe. We will explain to the children the importance of following these rules and explain what will happen if we feel that they are deliberately breaking a rule or are behaving in such a way as to compromise the safety of other pupils or staff eg: leaving the classroom without permission or being disruptive. If this happens we will need to share our concerns with you and we may decide that your child would be better at home accessing remote learning.

Year 1 and Year 6 children will be given an individual learning kit/ tray which only they must use during the day. Year 6 will need a basic pencil case and equipment that must be named and will stay in school. Mrs Kerrell will be part of two learning bubbles for Year 6 children. In Phoenix classroom at the end of the morning session the classroom furniture and contact points will be sanitised. The two Year 6 groups and the Key Worker group (in Leprechaun classroom) will use different toilets.

We have set up outdoor learning environments and your child will be outside as much as possible. Our Sports Coach, Miss Atreed, will work with us on Tuesdays and Wednesdays and will organise lessons where social distancing can be maintained and equipment kept to a minimum.

Children in school, will access the same learning as the children who are working remotely at home. It will not be possible to teach your child in the way that we normally would as we must maintain social distancing; we will not be able to mark your child's work in the same way. We are planning to use i-pads to upload work to Tapestry and Seesaw and offer remote feedback. This is a unique situation and each teacher will develop the best way of working with the class as the week evolves. Learning for the children who are not in school will continue to be set as normal and monitored throughout the day by a teacher.

At the end of the school day we ask that you are on time to collect your child-remember that parents are not permitted on site. Please queue at the designated time for your child's group (see the table above). We ask that you collect your child from the gate and move off quickly so that the next parent can approach. If you need to chat to your child's class teacher, we ask that you email the office and we can call you back.

Your child will need to wear clean clothes to school every day to avoid cross contamination.

School Lunches, water and snacks

If your child is in Reception, Key Stage One or is in Key Stage Two and has free school meals, they are entitled to a school lunch. This will be an individual packed lunch which they can order in the same way as normal, at morning registration. Year 6 children are welcome to take their packed lunch home at the end of their session. If your child does not wish to have a school lunch they may bring their own packed lunch but this must be in container which we can wipe over with sanitiser. If your child is not entitled to a free school meal they are welcome to order a lunch and you will be charged in the normal way through Parent Pay.

Children will have a break during their morning session (also afternoon session for Year 6) and we will provide a healthy snack.

It is very important that you send your child to school on the 1st June with a refillable water bottle. This must be robust enough to be sterilised in our school dishwasher every day as it will need to stay in school.

Illness

If your child becomes ill during the school day with symptoms of Covid -19 we will take them to Mrs Richardson's office, next to the front entrance. They will be isolated in the office and reassured through the glass window by a member of staff. **We will call you and it is imperative that you come immediately.** On arrival at school please buzz and we will bring your child out to you. You must then get your child tested for Covid-19 and they will not be allowed back in school until we see evidence of a negative test. This includes Key Worker children.

The parents of other children in the bubble will be notified if a child is sent home with symptoms. Parents may then decide to collect their child and this must be arranged with the school office, prior to coming to school.

If a child or a member of staff tests positive for Covid-19 all members of that bubble must quarantine for fourteen days.

If staff become ill, it may be that we cannot safely manage a bubble and we may need to alter our provision. We will let you know as soon as possible if this is the case.

Accidents

If your child has an accident that requires First Aid they will be given help in the office by a member of staff. Given the necessity of close care, the member of staff will need to wear PPE (Person Protective Equipment) which will include a surgical mask, an apron and gloves.

If your Reception or Year 1 child has an accident and requires intimate care eg: they wet themselves, staff will need to be closer to your child than the recommended 2 metres. Therefore, the member of staff will also need to wear PPE as above.

Review

We will review our Risk Assessment weekly and it may be the case that we will need to alter our provision if circumstances change. We will let you know this immediately.

Should you have any questions about your child coming back to school on 1st June please contact the school office.

First Day Back Checklist

THINGS TO DO/REMEMBER	✓
Read this parent guide so that I understand what I have to do to prepare for my child returning to school.	
Read, sign and return the Covid-19 Home School Agreement,	
Inform the office of any changes to contact details or the medical needs of your child.	
Talk to your child about coming back to school and how they are feeling. Ask them to share any worries they may be having.	
Watch the teacher videos which will be available on Sunday 31 st May so that your child will know what to expect.	
Prepare enough clothes so that your child has a clean change of clothes (including socks) every day.	
Make sure that your child has a sunhat which they can leave in school.	
Organise an extra bottle of sun cream (Factor 30) which can be sent in to stay in school.	
Organise a robust water bottle which can be sent in to stay in school.	
Decide with my child what packed lunch they will have or organise a container which can be sanitised when it comes in to school.	
Year 6 only: Organise a pencil case of basic equipment which is wipeable with sanitiser. This will need to stay in school.	