



# Beechwood Primary School

**Ambleside Close, Woodley, Berkshire, RG5 4JJ**

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Thursday 16<sup>th</sup> July 2020

Dear Parents and Guardians,

## Full Reopening Plan for September 2020

Thank you so much for all your continued support and understanding in what has been a difficult few months.

As you will be aware the Government has now issued guidance to schools to enable us to plan a full opening from September 2020. Again this has been a huge task to plan and prepare for. However, I am now pleased to be able to give you details of our plans for September.

The government have said that;

*'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.'*

*The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.*

*Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.*

*We are, therefore, asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.'*

Over the past couple of weeks we have been putting together a plan which enables all children to return to school full time. However, school will still not return completely to normal as some protective measures will remain in place to ensure the safety of the children and staff, and which is in keeping with the government guidelines.

### **Arrangements for September**

#### Attendance

From 7<sup>th</sup> September, school will be compulsory for all children therefore every child will be expected to be in school five days a week. Our Education Welfare Officer will resume monitoring all attendance from September.



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### Social Distancing

We know that minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and we must continue to consider how we implement this in school. Schools have been asked to ensure we minimise contacts and mixing, while also delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

However, we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore the emphasis will be on separating groups and for older children it will be on distancing. We will be encouraging the children to distance, however, we know this is not always going to be possible given their ages. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Classes will be set up where possible to enable a 1 metre distance between children when in class.

**In Year 2, Year 3, Year 4 and Year 5/6 children will be sitting in rows and facing forwards.**

**Children in both Early Years and Year 1 will inevitably play closer together with the children in their year group. We will aim to have activities and the room set up to promote some distance, along with increased handwashing and enhanced cleaning and keeping the children in smaller, class sized groups.**

### Groupings

All children will continue to be kept in 'bubble groups' as we know maintaining consistent groups remains important, but in order for schools to resume the full range of curriculum subjects means schools may need to increase the size of bubbles.

**Therefore your child will be part of a whole class bubble as well as a year group bubble.** As much as possible your child will be kept in their class bubble with their class teacher/s and teaching assistant/s. However there will be points during the day where your child will be in their Year group bubble. This includes times such as when taking part in RWI phonics and at break time and lunch time. However, each year group bubble will remain separate from all other year group bubbles in school.

**Within their classroom, children will be allocated a seat where they will be based for the time they are in school.**

### Personal hygiene

Children will be required to use hand gel when they arrive at their classroom. Children will also be expected to wash their hands at regular and frequent intervals throughout the school day.

The 'catch it, bin it, kill it' approach continues to be very important. We will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will support younger children and those with complex needs to get this right, and all pupils understand that this is now part of how school operates.

### Drop Off and Pick Up

In order to try and reduce the number of families arriving at the school at one time, there will be a drop off and pick up window each day.

### Morning Drop Off

We will be operating a drop off time window in the mornings. Therefore all children in Year 1, Year 2, Year 3, Year 4 and Year 5/6 will be able to be dropped off at school anytime between 8.30-9.00am. Our younger children should be dropped off at the hall door and our older children should be dropped off at the main gate. Please see below for the timetable. Parents will still not be allowed on site or into the school building at this time.

To avoid congregations of people we would ask that you do not arrive before 8.30am and remember to wait in a socially distanced queue on the left of the yellow lines. There will be a one-way system in place and parents will need to follow the arrows.

A member of staff will be at the hall door and gate to meet your children and there will be staff placed around the school site to ensure children make their way safely and sensibly to their classrooms.

We appreciate this may not give you much chance to speak to the members of staff so would ask you to ring or email the school office if you need to contact us. We are kindly requesting that only one adult can bring a child to school.

Please can we ask that all children arrive on time. However, any children who are late will need to be brought to reception door where they will be buzzed in by a member of staff.

#### Pick Up at the End of the School Day

We will again be operating a pick up window at the end of the day and you will be able to collect your child/ren anytime between 3.00-3.30pm. All children should be picked up via the main gate. To ensure a safe end of day collection, one adult per child will be allowed on site to collect their child/children.

We must stress that it is vitally important that at pick up all parents continue to adhere to strict social distancing. We have allocated all classes a place for parents to stand at pick up. Please ensure you stand in the allocated area in a socially distanced manner when waiting for your child. We would ask that you leave the school site promptly once you have collected your child to ensure we do not end up with gathering of people.

Please ensure the walkway running along the side of the school is kept clear at all times and that when coming onto and when leaving the site, you keep to the left of the walkway and follow the arrows. If when you arrive to drop off or pick up your child/ children, the school looks particularly busy please could we ask you to wait for a few minutes before coming onto the school site.

Staff will be looking out for parents in their allocated areas from 3.00pm and once they see you will send your child out to you. Please could we ask you not to come to the classrooms doors.

For this system to be safe and workable, it is vital that strict social distancing is maintained and you minimise the amount of time you are on the school site to ensure we do not end up with congregations of people. We would like to trial this system as we feel it would be most beneficial for the children's learning and staff's teaching as well as most convenient to you as parents. However, if we feel this system isn't working we will move to allocating set pick up and drop off times for each class of children. This would therefore mean that some children would end up with an early start and finish, whilst others would end up with a late start and finish.

#### Foundation Stage Children

For the first two weeks, whilst our new FS children are part time, parents will be able to drop off their children at the FS classroom door between 9.00-9.30am. You will be able to access the school site via the main gate and walk your child around the outside of the school building to their classroom. Special arrangements will be made for any children who find the separation from parents at this time tricky.

Children should be collected from the hall door at their allocated time, which will either be 12.15pm or 12.30pm. Our FS staff will bring the children to the door and hand them over to you. Please could we ask you to wait in a socially distanced queue outside the front of the school.

#### School Office

The school office will remain closed to parents and visitors, unless there is an agreed appointment. Please contact the school via phone or email as you have been doing over the past term.

#### Uniform

Children will be expected to return in their full Beechwood school uniform. As I am sure you do already, we would ask you to ensure you change and wash your child's uniform, including their tie, on a regular basis.

#### School Lunches

You are very welcome to send your child in with a packed lunch from home but if you wish your child to have a school packed lunch they will be able to order this once in school. To start the academic year, we will not be offering

a hot meal option. This will be reviewed once the term gets underway and we have all children back in school. We are hoping to have an online payment system in place by September so cash does not need to be handled in school.

#### What do children need to bring

In order to reduce the risk of bringing the virus into school we are limiting would like to limit the number of items the children bring into school with them. Therefore we are asking that the children only bring;

- A filled named water bottle. Children will not be allowed access to the water fountains but an adult in school will be able to top up bottles should this be necessary.
- A lunchbox if bringing one from home
- A sun hat and/ or coat depending on the weather. Please can we ask that any sun cream is applied at home.
- A PE kit in their PE bag- this should come into school on the first day or term and will remain in school as much as possible. Staff will send PE kits home periodically for washing.

Children will not need to bring in any stationary as this will all be provided by the school. Children will be given a named wipeable pencil case containing everything they will need.

Children should not bring any other personal items into school from home. This includes any bags, books or toys. If your child has any specific requirements regarding any other items they must have in school, please speak directly to your child's class teacher to agree how this will be managed.

We will begin to send home reading books from school once a week. Books will need to be returned a week later when they will be quarantined before being put back into our reading book library a week later.

We will begin to set homework again in the new academic year. More details about how this will be managed will follow in September

#### PPE

We have reviewed the government guidance on PPE (gloves, masks/visors, aprons). The guidance is saying the majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a small number of cases, including children who need personal care, close contact or if a child becomes unwell with symptoms of corona virus. However, to ensure the safety of all staff in school they will be given the option of wearing a face visor or face covering in school. Any face mask or visor will be specifically kept for use in school and will not be worn outside school.

Children will not be able to wear face coverings in school. Any child who uses a face covering outside of school will be asked to remove it when they arrive, and dispose of the temporary face covering or place a reusable face covering in a plastic bag for parents to take away with them. Children will be expected to wash their hands before heading into their classroom.

#### Cleaning

We will continue to have an enhanced cleaning schedule in place that includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal. Toilets will be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet

#### Other changes for September

We know that our Breakfast club and Handy club draws children from across the school and therefore will mix lots of our children from different groups. We know this is also the case for our before and after school sports clubs. Therefore, it has been decided that our Breakfast club, Handy club and all external sports club provisions will not be starting straight away in September. We are, however, keen to enable these provisions to open again as soon as possible so we will continue to work through the logistics involved and review the situation regarding all clubs by the end of September.

At this time, we would also ask that if bikes and scooters are used to travel to and from school, they are taken back home again and not left on the school site. This is something we will also review once the term gets underway.

I apologise again for the length of this letter and the amount of information it contains, but hopefully we have captured everything to enable a smooth and more normal start in September.

Please see below for the timings and locations for drop off and pick up.

All of the above plans remain subject to change should the government guidance or local situation change over the summer. However, we are very much hoping this will not be the case. Naturally we will be in contact over the summer if anything changes or progresses.

Thank you again for all your support.

Kind regards,



Miss S E Hunter

### Dropping off children at school

Year Group	Teacher	Class	Time	Location
<b>Foundation Stage</b> (First two weeks)	Miss Forbes Miss Soutter	Butterflies A Butterflies B	9.00am – 9.30am	Green Gate and then walking around to FS Outside Area
<b>Foundation Stage</b> (Third week and beyond)	Miss Forbes Miss Soutter	Butterflies A Butterflies B	8.30am – 9.00am	Green Gate and then walking around to FS Outside Area
<b>1</b>	Mrs Frain Miss Pilbeam	Wrens Robins	8.30am – 9.00am	Hall Door
<b>2</b>	Miss Mills Mrs Voges	Hedgehogs Rabbits		
<b>3</b>	Mr Compton Miss Webb	Badgers Foxes		
<b>4</b>	Mrs Puzas Miss Hussain	Owls Woodpeckers	8.30am – 9.00am	Green Gate
<b>5/6</b>	Miss Blagbrough Mrs Reece/Miss Parsons Miss Craig	Kites Falcons Hawks		

### Picking up children at school

Year Group	Teacher	Class	Time	Location for waiting
<b>Foundation Stage</b> (First two weeks)	Miss Forbes Miss Soutter	Butterflies A Butterflies B	12.15pm 12.30pm	Hall Door
<b>Foundation Stage</b> (Third week and beyond)	Miss Forbes Miss Soutter	Butterflies A Butterflies B	3.00pm – 3.30pm	On the field by the FS Outside Area
<b>1</b>	Mrs Frain Miss Pilbeam	Wrens Robins	3.00pm – 3.30pm	Field outside Year 1 classrooms
<b>2</b>	Miss Mills Mrs Voges	Hedgehogs Rabbits	3.00pm – 3.30pm	Large playground outside Year 2 classrooms
<b>3</b>	Mr Compton Miss Webb	Badgers Foxes	3.00pm – 3.30pm	Badgers – Reflective Garden Foxes – Edge of small playground
<b>4</b>	Mrs Puzas Miss Hussain	Owls Woodpeckers	3.00pm – 3.30pm	Small playground outside Year 4 classrooms
<b>5/6</b>	Miss Blagbrough Mrs Reece/Miss Parsons Miss Craig	Kites Falcons Hawks	3.00pm – 3.30pm	Kites – outside staffroom and Kites classroom Falcons – outside fence by tree Hawks – outside fence by carpark