



**Brooke Weston Trust**



**Your guide to returning to school  
September 2020**



# Contents

<b>Welcome to our guide for returning to school</b>	3
<b>What is the purpose of this document?</b>	4
<b>Our key principles</b>	5
<b>Preparing for opening</b>	6
<b>Attendance</b>	7
<b>Pupil wellbeing</b>	8
<b>EYFS transition</b>	8
<b>The school day</b>	8
<b>Beginning of the day – access and drop off</b>	9
<b>Bubble and class organisation</b>	9
<b>Break arrangements</b>	10
<b>Lunch arrangements</b>	10
<b>End of the day – exit and collection</b>	10
<b>Extended provision</b>	11
<b>Curriculum</b>	11-12
<b>In the event of illness</b>	13-14
<b>Social distancing</b>	15
<b>Hygiene and cleaning</b>	16
<b>Do's and don'ts</b>	17
<b>Useful information</b>	18

# Introduction

## Welcome to our guide for returning to school

While we are excited to get all our children back to school in September, safety remains our ultimate priority.

We have taken time to review all of the government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise risk and provide everyone in our schools with as safe an environment as possible.

We are absolutely focused on ensuring all children return in September to continue with their learning and we have in place a clear strategy based on - Re-open, Return and Recover.



We will **re-open** for all children

We will expect all children to **return**

We will implement a carefully planned curriculum to ensure children **recover** their lost learning

## Our core priorities

In September, we will be totally focused on three core priorities.

1. Maintaining our rigorous procedures to minimise risk of infection
2. Supporting pupil's wellbeing
3. Closing pupil's gaps in learning and ensuring their progress is accelerated.



COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the educational and general wellbeing of our children.



This means that school will look different upon our return and some of the structures and experiences your child is used to in a normal school environment will have changed.

# Introduction

## What is the purpose of this document?

This booklet sets out guidance for the full reopening of our school for the start of the Autumn Term 2020.

It is intended to give you an outline of what our new school environment will look and feel like and reassure you that we will do everything we can to ensure our school is as safe as it can be for pupils and staff.

This booklet will clarify a wide range of changes to the way we would normally operate and support you in preparing your child/ren for a successful to return to school. These changes have been informed by the DfE guidance issued to school on 2 July 2020.

The measures set out in the DfE guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. We have been asked to minimise the number of contacts that a pupil has during the school day to reduce the risk of transmission.

It will provide you with a range of important information that clarifies how we will meet your expectations for supporting your child on their return to school as well as our expectations about how you can help us maintain a safe environment with minimal disruption to children's learning.

We have appreciated your support throughout this process and familiarising yourself with the detail of this booklet will help us provide a positive start to your child's return to full time education.



# Our approach

## Our key principles

Drawing on guidance from the Department for Education and enhanced with our own additional measures, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors and limit social interaction between groups of children and staff.



We are confident that the procedures outlined in this document offer the best possible levels of protection for our pupils, staff, and their families. We have undertaken a detailed evaluation of the level of risk across our site and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all children, parents, and staff are entering an environment that is as safe as possible.



We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our site and will be returning regularly to see how we are operating during the Autumn Term.



Our key principles for opening in September are:

- We expect all pupils to attend school
- School uniform must be worn
- We will teach a broad and balanced curriculum
- We will implement a wide range of intervention support
- We will reduce the risk of spreading the virus as far as possible
- We will implement social distancing as far as possible
- We will have in place a contingency plan for home learning



# Preparing for opening

The Department for Education have asked schools to prepare for all pupils to return full time from the start of the autumn term, including those in school-based nurseries. Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. As you would expect, we have sought independent advice and carried out detailed risk assessments, which we will continue to monitor as Term gets underway.

The information in this section has been taken from the Department for Education guidance to schools issued on 2 July 2020. We are following their prevention and response to infection guidance. More detailed information can be found in the guidance – [click here to access the full document](#).

## Prevention - Essential measures include:

- A requirement that people who are ill stay at home
  - ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days,
  - ensuring anyone developing those symptoms during the school day is sent home
- Robust hand and respiratory hygiene
  - ensuring that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
  - promoting the 'catch it, bin it, kill it' approach
  - Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.
- Enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Active engagement with NHS Test and Trace
- Consideration of how to minimise contact between individuals and maintain social distancing wherever possible. This will include:
  - grouping children together
  - avoiding contact between groups
  - arranging classrooms with forward facing desks
  - staff maintaining distance from pupils and other staff as much as possible

## Response to any infection – Essential measures include:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

# Attendance

It is vital for all children to return to school to minimise the longer-term impact of the pandemic on children’s education, wellbeing and wider development.



The Department for Education have advised us that school attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct



We understand that some students and parents may be anxious about returning to school. Please do get in touch with us if that is the case on [backtoschool@peckoverprimary.org](mailto:backtoschool@peckoverprimary.org).



At BWT we expect all students to attend school, on time, every day, aiming for 100% attendance. Attendance below 97% is a concern. The table below clarifies our expectations and the impact of attendance on students’ learning.

Since September 2013 schools are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed then Penalty Notices will be issued.



At BWT we are ambitious for our students and have high expectations. Students need to be in school to learn. Together, with excellent support, we will help our children and young people attend school every day so they are ready to succeed.

Attendance and punctuality matters. <i>Be smart – be here!</i>		Research shows:
100%	Target – Excellent	Students makes good progress with their learning
97%	Very good	Students makes good progress with their learning
95%	8 days missed each year. Concerning.	Learning is at risk of being negatively impacted
90%	16 days missed each year. Very concerning.	Learning falls behind other students
85%	24 days missed each year. Very concerning.	Learning significantly falls behind other students
80%	32 days missed each year. Very concerning.	Learning significantly falls behind other students

# Our arrangements

## Pupil wellbeing

Children's wellbeing is our main priority on our return in September. We will be giving dedicated classroom time to support children with all matters related to the Coronavirus situation; including time to talk about feelings, giving children the facts in a non-threatening way, showing short child friendly videos and teaching them the importance of good hygiene.

We will be ensuring children are clear about our new behaviour expectations around the school to ensure everyone's safety.

We have increased our pastoral team to support any children who are worried about returning to school to help them settle quickly.

We will also be ensuring children get daily exercise as many children may not have been able to have much outside time during lockdown.



## EYFS transition

For pupils joining Peckover in EYFS in September, please see our website [www.peckoverprimary.org](http://www.peckoverprimary.org), where we have a tab 'Starting School at Peckover' to give you information you need.



## The school day

We want to ensure the measures we have put in place are strictly followed, for everyone's safety. Therefore, we have a **phased start of the term over two days** to enable us to settle smaller numbers of children quickly and to make sure our new breaktime, lunchtime and starts and ends of the day run smoothly.

Therefore:

**Monday September 7th** - We welcome back: **Nursery, EYFS, Year 2, Year 5 and Year 6**

**Tuesday September 8th** - We also welcome back: **Year 1, Year 4 and Year 3**



## Arriving at school

If your child arrives at school wearing a face covering, they must remove it before entering the classrooms, in line with DFE guidance.



# Our arrangements

## Beginning of the day

We are operating a one-way system for everyone's safety.

Coloured dots are on the playground at 2m intervals to allow for social distancing.

All children will enter via the front gate.

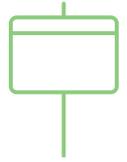
EYFS and KS1 parents will drop children off on KS1 playground and exit via the side gate.

Key Stage 2 children be dropped off at side gate of Key Stage 2 playground (through staff car park, which will be closed to vehicles during these times) and parents will leave via the gate near the Nursery.

Signage is there to assist you and staff will be at the entrance to help you find your way on the first few days.

To limit the number of adults, we have a staggered start and end time to the day.

We politely request only one adult per family brings children to school. We ask parents not to linger to chat to other parents, but leave promptly.



## Arrival front gate

EYFS	9.15am	Red dots
Y1	9.00am	Yellow dots
Y2	8.45am	Yellow dots
Y3	9.00am	Blue dots
Y4	8.45am	Red dots
Y5	9.00am	Red dots
Y6	8.45am	Blue dots

## Bubble and class organisation

As we are an open plan school with two classrooms in each teaching bay, the children will be in Year group Bubbles. Year groups will be kept completely separate from all other Year group Bubbles throughout the day.



# Our arrangements

## Break arrangements

There are staggered playtimes for each Year group Bubble and specific areas of the school grounds have been allocated, where children will play to avoid any mixing of Bubbles.

Unfortunately, we will not be able to provide a ‘Tuck-Shop’ in the Autumn Term for KS2, so children will need to bring a healthy snack for break time (fruit, cheese, plain biscuit – no crisps, chocolate or sweets please)



## Lunch arrangements

It is impossible to offer a full lunchtime service in the school hall whilst keeping Year Group Bubbles separate. Therefore, children will be eating in their classrooms. Classrooms will be cleaned before and after eating.

We will offer a hot school picnic type lunch, which will be delivered to the classrooms. These need to be booked in the usual way.

As with breaktime, lunchtime is staggered to ensure Bubbles do not mix on the playground.



## End of the day – exit and collection arrangements

Once again we have a staggered end of day to avoid large groups of people. Parents enter via the front gate and proceed to the drop off zone and queue on the dots on the playground.

KS1 - Children will be bought out to you

KS2 - Children will be lined up on the playground waiting for you.

Please exit via the side gates to maintain the one- way system.



## Pick Up

EYFS	3.00pm	Red dots
Y1	3.15pm	Yellow dots
Y2	3.00pm	Yellow dots
Y3	3.15pm	Blue dots
Y4	3.00pm	Red dots
Y5	3.15pm	Red dots
Y6	3.00pm	Blue dots



# Our arrangements

## Extended provision

We will continue to run a breakfast and after school club. However, we will need to keep Year groups separate and in their Bubbles.

In line with DFE guidance the clubs must be made up of consistent children. This means if you want your child to attend an extended provision club they need to book every day.

Years 2, 3, 4, 5 and 6 children will still be in the hall, but the hall will be zoned into 5 year group areas; children will not be allowed to move from their allocated seat.

Nursery, EYFS, and Year 1 children will be in the library, which we have cleared and zoned for this purpose.

Parents of Years 2, 3, 4, 5 and 6 should line up on Yellow socially distanced spots outside the hall.

Parents of Nursery, EYFS, Y1 should line up on Red socially distanced dots outside the hall.

We will collect children from you.

# Curriculum

## Specific curriculum adjustments

We have adapted our curriculum to make the school day as safe as possible for children and staff. The vast majority of lessons will be taught in the usual way. Sadly, we have had to remove some elements from the school day until further notice:

No large gatherings are permitted including:

- Assemblies
- Singing practice
- Church celebrations
- Christmas performances
- Class assemblies

Children must attend school in their P.E. kit on days when they have P.E. to minimize spread of infection which may be caused by changing and the need for some children to be assisted with changing. Teachers will let you know which day this is at the start of term.

We will not be teaching modern foreign language lessons during the Autumn Term to free up more time for 'catching up' well-being, reading, writing and maths.

We will be sending details of how we will be operating parents evenings later in the Autumn Term.

# Curriculum

## Recovery curriculum

Very detailed plans are in place to identify and close gaps in children's learning. This includes all aspects of the learning missed due to many children's absence from school from March 2020. The focus of the Autumn term will be to ensure these gaps are closed and to ensure children move on to their current year groups curriculum as soon as possible. The key focus will be on addressing issues in reading, writing and mathematics as well as supporting their resilience and wellbeing.



## Interventions

We will be implementing a wider programme of in school interventions. These will be additional to those we would be running during a 'normal academic year'. We have created capacity with the recruitment of additional teachers who will work alongside an experienced member of the Senior Leadership Team to focus on 1:1 and small group support. This will run throughout the academic year and will be targeted to maximise pupil progress.



## Extra-curricular learning

We will be implementing a wide range of extra-curricular interventions. These will take place either before or after school and will run throughout the year for children in Years 2 – 6. These sessions will focus on targeted groups of children who will benefit from additional support to close their gaps in learning or to help them secure greater depth based on previous performance. If your child is invited to attend some of these sessions, please support us by ensuring they attend regularly.



## Contingency plans for extended home learning

In the unfortunate event of a full or partial closure we will revert to our well established pre existing offer based on Purple Mash, PiXL times tables, BBC Bitesize and our popular Year Group Newsletters posted on our website. This can be found under the Parent Info -> Home learning tab.



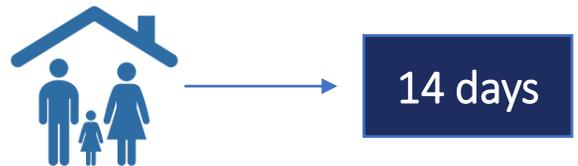
# In the event of illness

## A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **they** must be sent home, [arrange a test](#) and self-isolate for **7 days**.



If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **other members of their household** should self-isolate for **14 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms <b>tests positive</b> , then other members of their household <b>should self-isolate for 14 days from when the symptomatic person first had symptoms</b> .	If a person with symptoms <b>tests negative</b> and they no longer have symptoms similar to COVID-19 then <b>they and other members of their household can stop self-isolating</b> .

## Response to a confirmed case in school

We have been advised we should contact the local health protection team.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- face-to-face contact of any duration (less than 1 metre away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with case
- Spent more than 1 minute within 1 metre of the case
- spent more than 15 minutes within 2 metres of the case
- travelled in a car or other small vehicle (even on a short journey)

# In the event of illness

A person who is sent home because they have been in contact with someone with who has tested positive

After seeking advice from the health protection team, if a person has been in contact with someone who has tested positive for COVID-19, they will be sent home and asked to self-isolate for 14 days.



14 days

If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 14 days, then other members of their household do not need to self-isolate, unless the person who is self-isolating displays symptoms.



Not required to self-isolate

If a person has been in contact with someone who has tested positive and subsequently develops symptoms themselves within their 14 day isolation period, then they should stay at home and [arrange a test](#).



Get tested

	Positive Test Result	Negative Test Result
	If a person with symptoms <b>tests positive</b> then they should <b>inform their school</b> immediately, and must self-isolate for at least <b>7 days</b> from the onset of their symptoms.	If a person with symptoms <b>tests negative</b> , they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.
	If the test is <b>positive</b> , then their household should self-isolate for at least <b>14 days</b> from when the symptomatic person first has symptoms	If the test is <b>negative</b> , then their household does not need to self-isolate if they do not have symptoms

# Social distancing

## Protective Bubbles

- All children will be placed in groups known as bubbles. The aim of these protective bubbles is to minimise contact with other children and reduce the risk of spreading the COVID-19
- Each bubble will be isolated from all other bubbles as much as possible
- The bubble will be taught and cared for by the same staff every day where possible and will contain the same children every day
- The bubble will be taught together and will have playtime and lunchtime together to avoid mixing between different bubbles

## In the classroom

- When working in their bases, children will be discouraged from having any physical contact with each other
- Children will be allocated their own set of equipment to use, such as pencils, ruler, pens. However, other classroom equipment such as scissors, glue, reading books, can be shared amongst the children in the bubble. Specialist resources, such as science equipment, will be thoroughly cleaned after use and left for 48 hours before being used by another Year group bubble
- Children cannot bring in anything from home except a water bottle and lunch (if required) in a plastic carrier bag. Reading books will be allocated on a Friday and returned the following Friday for cleaning and a 48 hour break before redistribution. Children cannot access books from the school library
- Staff will be limited in their ability to have physical contact with children. If your child soils themselves in school, we will be unable to help with personal care and you will be contacted to collect your child from school
- We would also discourage children from wearing shoes with laces as staff will not be able to tie the children's laces for them

## Breaks

- Each bubble will have separate playtimes and lunchtimes
- Children will be allowed to use the toilet as required during the day. Staff will be monitoring the flow of children to the toilet to ensure no crossing of bubbles
- The children will eat their lunch in their classroom bubble

## Parents

- Parents must **NOT** approach staff at the class doors and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- We strongly advise that parents walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than 5 minutes before their allocated slot

# Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out several measures too.

- Cleaners will be in school throughout the day to continually clean classrooms, toilets, and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- All children and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating, and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each child will have their own equipment (pencils, crayons, glue, scissors etc)
- The classroom will be cleaned after the children have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- 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
- Children must attend school in their P.E. kit on days when they have P.E. to minimize spread of infection which may be caused by changing and the need for some children to be assisted with changing



By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). We will of course review this advice and amend our procedures as necessary.



## Personal Care

At this stage, we need to advise you we cannot commit to providing a full range of personal care. Should your child soil themselves, we will be in touch if necessary.

## First aid

General first aid will be unaffected in school but children may notice that staff administering first aid may be wearing some personal protective equipment, depending on the treatment necessary.



# Do's and don'ts

## Parent do's and don'ts

- Parents must not send their child to school if their child or any other household members are displaying Covid-19 symptoms
- Parents must keep school informed if anyone in their household displays symptoms and must inform school of Covid-19 test results
- Parents will not be able to speak to their child's class teacher at drop off and pick up. Parents must book an appointment via email or telephone if they wish to meet a class teacher face to face
- Parents must use the school playground signage to assist them in social distancing
- Parents must enter the school using the front gate. Signage will support entry and exit points to maintain a one-way system
- Parents must drop off and collect promptly and must not stop to chat to other parents
- Parents will not be allowed on any undesignated area of school grounds

## Pupil do's and don'ts (including behaviour expectations)

- Children will be required to wear uniform, and wear PE kit all day only on designated PE day
- Learning logs will remain in school during the week, go home on Friday and to be returned Monday
- Children can bring in a lunchbox in a plastic bag and a book bag on a Friday
- Children must have their own labelled water bottle to be taken home and cleaned every evening
- Children must stay in their classroom space at all times as directed by class teacher
- Children must not leave bubble without permission to do so
- Children must not enter toilets if more than one child is in each bay
- Children must sanitise and wash hands as outlined by class teacher
- Children must not play contact games at play and lunch times
- Children must not wrestle and spit
- Children must be prompt in the cloakrooms
- Children must follow the instructions of all adults in the school including midday supervisors at all times

# Useful information

## Emergency contact details

Telephone: 01945 584741

Email: [office@peckoverprimary.org](mailto:office@peckoverprimary.org)



## COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.

