

## Communication to Parents

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus (COVID19) transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from **Monday 7<sup>th</sup> September 2020.**

We are really pleased to be welcoming all children back and want to thank you all for your support and understanding during the coronavirus pandemic. We appreciate it has and will continue to be a challenging time, but we are here to support, guide and keep your children, our staff and community as safe as we possibly can.

We have put together this document to provide you with details of all the measures that are being put in place as we fully open.

We hope that this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Guidance is changing frequently however we will keep you updated through updates on our website, emails and text messages.

In order to keep our school safe, we are asking you, as parents/carers to:

- Adhere to your child's pick-up and drop-off times – ensuring you leave the school site promptly and maintain social distancing with staff and other adults and children/families
- Not congregate around the school, or in the road before or after drop/off and pick up
- Only communicate with the school via telephone or email
- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Help your child understand the importance of infection control, good hygiene, and social distancing.

**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

**We will endeavour to keep you updated with any changes as soon as we can.**

### Our Overall Aims:

- to minimise the number of contacts that a pupil has during the school day
- to maximise the control measures
- to manage identified risks effectively
- to balance delivering a broad and balanced curriculum with measures needed to manage risk

### 1. What do you need to do if you or your child show signs of COVID?

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for **at least 10 days** and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

You **MUST** notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how and where you can access a test on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

You can also call NHS 119

If your child is sent home from school with symptoms and subsequently takes a test, you **MUST** inform the school of the results **IMMEDIATELY**. If the test is:

- **negative**, your child can return to school when they feel better
- **positive**, your household will need to continue the self-isolation period.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive, for the full number of advised days, even if your child takes a test and gets a negative result

## 2. How can I help the school to keep all our children safe?

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask, therefore, that you do not send your child to school if they have any of the following symptoms.

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection.
- You must come to collect your child **IMMEDIATELY**.
- We would ask that you have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

All parents will be informed that a positive case has been identified.

### **3. What will happen if there is a local outbreak?**

If there is a local outbreak we will follow all the relevant government guidance and communicate any changes in the school to you immediately.

### **4. How have we assessed the risks at school?**

The school has undertaken a number of robust risk assessments to identify all the risks and we have implemented control measures in line with the Government Guidance. A copy of these can be found on the school website. Please note that if any guidance is updated, so will the risk assessments, but we will notify parents/carers if any changes are made.

### **5. How will you notify us if your child is absent from school?**

If your child is absent from school for any reason, you will continue to use the usual communication channels. Please inform the school office by 9am on the first day of absence, stating the reason. You must continue to update us daily on your child's attendance until they are ready to return to school.

### **6. How will your child's absence be recorded?**

The usual recording methods for absence will continue in the same way. If your child is awaiting a test for COVID or has a positive result, the attendance will be authorised.

### **7. How will we ensure social distancing within school?**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules, however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or need. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

To support and promote social distancing, we have implemented the following:

- One-way systems
- Desks and chairs in classrooms arranged to maintain space
- Staggered lunch and break times
- Assigned toilets, sinks and hand sanitiser machines to "bubbles"
- Signage to encourage social distancing and hand-washing
- Reinforcement from class teachers and school staff

## 8. What will happen at the start/end of the school day?

Please see details below on what time your child will start and finish school and where you will be able to drop them off in the morning and collect them at the end of their school day. See Appendix 1 for a map to show you the one way system around the school when **collecting** your children and which classroom your child(ren) will be in. Appendix 2 is a table to remind you of the name of your child's new class and their teacher.

### Key Stage 2 families - For families that have a child or children in years 3-6 only (and no other siblings).

**School starts at 9am.** You should drop your child/ren off at the **Longhurst Rd Gate** between 8:40-8:50am. Children will be completing early morning tasks from when they arrive until the start of learning at 9am.

**School ends at 3:15pm.** Children will be outside their classrooms, ready for collection at this time. Parents and carers will be allowed to enter the school playground from 3:10pm via the **Leahurst Rd Fire Gate** and proceed, in a one-way direction, around the playground. You can exit the playground via **Longhurst Rd Gate** or the **Leahurst Rd Main Gate**.

### Key Stage 1 and mixed key stage 1/ 2 families – For families who have a child/ren in Key stage 1 (Years 1 or 2) or in Key stage 1 and Key Stage 2.

**School starts at 9am.** You should drop your child at **Leahurst Rd Fire Gate** between 8:40-8:50am. Children will be completing early morning tasks from when they arrive until the start of learning at 9am.

**School ends at 3:15pm.** Children will be outside their classrooms, ready for collection at this time. Parents and carers will be allowed to enter the school playground from 3:10pm via the **Leahurst Rd Fire Gate** and proceed, in a one-way direction, around the playground. You can exit the playground via **Longhurst Rd Gate** or the **Leahurst Rd Main Gate**.

### Nursery and Reception parents and any older siblings – For families who have a child/ren in Nursery or Reception and have older siblings in any other year group.

**School starts at 9am.** You should drop your child/ren through **Leahurst Rd Main Gate** between 8:50-9am.  
**School ends at 3pm.** Parents and carers will be allowed to enter the school playground from 2:55pm via the **Leahurst Rd Main Gate**.

Parents and Carers who are bringing any Nursery or Reception child/ren and their older siblings to school will drop older children as they enter the school. You will enter through **Leahurst Rd Main Gate** into the school playground. You will be directed through the playground in a one-way direction. Unfortunately, you will not be allowed into the classroom at this time and should say any goodbye messages for the day whilst outside of the school. This is to make sure that the drop-off is as quick as possible and to keep people moving. We do understand that the first few days will take longer and will of course be around to support your children.

At the end of the day you will be allowed in to school slightly earlier than other parents/carers to collect child/ren from Nursery and Reception only. Please be punctual and enter through **Leahurst Main Gate**. You will exit at **Leahurst Rd Main Gate** as well, unless you have older children in the school, in which case you will continue to move around the school and collect your other children at 3:15pm. There will be adults outside to help you to get used to the route.

### **Late arrivals/collections**

Children who arrive after their gate has closed, will need to enter through **Leahurst Rd Main Gate** by pressing the buzzer. They will be asked to wait with their parents outside the main gate until a member of staff from their year group is available to collect them and take them to their class. Therefore it is essential that you are on time.

At the end of the school day, uncollected children will be brought to wait outside the office foyer where they can socially distance from other year groups. Please let the school office know in plenty of time if you are going to be late for any reason.

Our school cleaning team need the time when our school staff are off site to undertake a robust cleaning regime. If you are late, then our staff are late leaving and therefore the cleaning programme is compromised.

#### **9. How will we keep your child's hands clean?**

Sinks, soap, tissues and hand sanitisers will be available for each class.

Children will be reminded of the importance of hand washing and time will be made during the school day to ensure hand washing takes place for example on entry to school, at playtime, lunchtime. Signage will also be placed around the 'hand washing' areas.

#### **10. Use of toilets**

Each bubble will be allocated specific toilets, which will be cleaned regularly during the day.

#### **11. Face coverings/masks**

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If your child wears a mask / face covering to school, they will be asked to remove the mask on entry into school. A wide, open bin will be provided for your child to place their disposable mask into. If your child has a cloth mask, a plastic bag will be provided for your child to place their mask into, which will need to be kept safe in their bag.

#### **6. What will my child's classroom look like?**

EYFS and Year 1 classrooms will be set up to support our free flow, independent learning approach. Desks and chairs in the Year 2 to 6 classrooms will be forward facing and as far apart as possible. Resources and surfaces will be carefully selected and regularly cleaned. 'Extra' furniture and soft furnishings have been removed from certain classes to provide extra space. Classroom doors and windows will be kept open as much as possible to ensure good ventilation.

#### **7. How will we keep the school clean?**

Alongside the daily clean, the school has employed an extra cleaner during the school day to ensure all 'communal areas', toilets and touch points are cleaned regularly. Cleaning equipment is available in all classrooms for staff.

#### **8. What lessons will my child take part in?**

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully – this will form part of our 'recovery curriculum'. During the first couple of weeks in September, the Brindishe Federation will also concentrate on a project called '**Take One Community**' – a whole school study of our community within the classroom, school and local area.

Gradually children will also take part in:

- Personal, social, emotional and health education
- Reading, writing, maths and science (core subjects)
- Humanities and the Arts
- Increase outdoor learning, where possible
- Continue with **outdoor** PE lessons including non-contact sport in groups from their bubble.
- Music – body percussion and music appreciation
- Computing

## 9. Behaviour in schools

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partake in additional hand washing
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible
- Not mix with other pupils from different bubbles
- Adhere to all the classroom / bubble hygiene rules

## 9. How will my child's 'bubble' work?

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to create a 'year group' bubble. All children will spend the majority of their time within their classroom.

- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, and provide cover however they will ensure social distancing is maintained and robust hand washing procedures are in place at all times.
- Each bubble will have designated outdoor space for breaktime, lunchtime and PE lessons.

## 10. What can my child bring to school?

We request that pupils **do not** bring in non-essential items from home. Here is a list of what we require your child to bring:

- A labelled water bottle – which can be refilled in school
- Essential medication and medical equipment – which must be given in **on the first day of school** and must not be stored in the child's bag
- Coats and other essential outdoor wear
- School/book bag – reading book, Reading Response book

Please note that for the time being, children will be asked to come into school wearing their PE kit on their allocated day and will therefore not be required to bring in an extra bag. You will be informed when your child's PE session is.

## 11. What resources will the children have in school?

Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.

Any equipment or resources that are shared with other bubbles will be thoroughly cleaned or taken out of use for the 72 hours before being used by another bubble.

## 12. Staff taking books and resources home

Members of staff will look at learning, including the children's books, in school – they will not take books or other forms of learning home. Staff will wash their hands before and after handling the books / learning. If staff buy or bring in a resource from home, they will sanitise it before it is used in the classroom.

## 13. How will we provide your child with home learning?

Any home learning will be uploaded onto Itslearning, the learning platform that we used when school was closed.

#### **14. Will my child be able to bring books home?**

Pupils will be able to take home reading books and resources from their classroom to help them with their learning. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.

#### **15. What should my child wear to school?**

We expect all our pupils to attend school in their usual/suitable clothes in the Autumn term. Clothing does not need to be washed or cleaned any more than usual.

#### **16. How we will control the spread of infection?**

Strict infection control measures are an important aspect of keeping all children and staff safe and healthy within our school. This means we will be enforcing key rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules, however, we understand that some pupils may be unable to fully understand infection control principles for example if they are very young or have special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including:

- On arrival and after removal of their face mask/covering (if applicable)
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (Tech hub, hall etc)

Pupils will wash their hands for at least 20 seconds using soap and water or use an allocated hand sanitiser. Young pupils and pupils who would find this difficult will be supervised when doing this.

The school has enhanced its cleaning regimes to include additional cleaning/sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc) during the school day. Staff and visitors will also be required to follow stringent infection control measures.

#### **17. Will my child have access to water during the school day?**

We have disconnected all our water fountains and we would ask that **all** children bring in their own, labelled, water bottle, which can be re-filled during the school day using the sinks. We encourage children to bring in a reusable bottle, rather than a disposable one.

#### **18. Will my child go out on school trips?**

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice. Our school is not currently planning or arranging any school trips involving public transport. We will continue to review the situation and resume our extra-curricular activities as soon as it is safe to do so. We will be in touch with Year 4/5 parents/carers regarding the PGL trip for October.

#### **13. How will the 'wrap around care' work?**

Brindishe Manor will offer extended services before and after school from **Monday 14<sup>th</sup> September**. This 'wrap around care' will be provided by Little Gremlins and you should book directly with them.

#### **14. Will any afterschool clubs run?**

No clubs will be running until it is safe to do so. We will keep parents/carers informed of any changes.

### **15. What will happen if my child's class/bubble has a confirmed case?**

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

All parents will also be informed that a positive case has been identified.

### **16. Will online learning continue?**

All children are now expected to be in school and therefore learning will not be uploaded every day onto 'Its Learning'. Online learning will only be uploaded to 'Its Learning' if any year group has to self-isolate due to a confirmed case or further changes occur and the school needs to be closed. We will continue to ensure references are made on our website to learning tools/websites if your child is having to self-isolate.

Appropriate home learning will be uploaded onto Its Learning – look out for further information from your child's class teacher.

### **17. How will my child 'catch up' on the work missed during the school closure period?**

We do not plan to start straight away with the Brindishe Schools' curriculum. We would like all teachers to take a 2-3 week period to welcome, settle and bring their class together and get to know the children, after what has been for many, a very long break from school, routines and social interaction. For most, they will be excited to be back at school and ready for a brand new start in learning. For some this could be a very anxious and unsettling time. It is important that we get it right for all children. The teachers will assess the children on their return so that they can see what they are able to do. Then they will begin to plan and provide a range of learning opportunities that will help the children to quickly build on their knowledge and skills.

### **18. How will my child be supported on their return to school?**

From the day your child returns to school, all staff we will be there to support your child both emotionally and educationally. Our school therapist, Ms El, will also be holding virtual assemblies, and offering support. The initial couple of weeks will be based around the 'recovery' curriculum, along with some baseline assessments. Targeted support will be given to children if specific gaps are identified to enhance the quality first teaching given to all children.

### **19. How will playtimes/lunchtimes work?**

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. All children will be asked to wash or sanitise their hands before entering the hall.

Year 4 – 6 will eat their lunch (hot or cold) in their classrooms, supervised by their classroom teaching assistant. If they are school dinners, they will be asked in the morning to choose their option. They will be provided with their hot lunch, serving cutlery and a bottle of water in their rooms. Children with packed lunches will eat alongside school dinners in each bubble.

If your child is having a packed lunch, they will place their bag on their lunch trolley as usual. We will ask the children to put any rubbish back into their lunchbox and take it home.

Break times and lunchtimes have been staggered and each bubble has their own designated outside area.

## **20. Assemblies/gatherings/events**

The government has advised that schools do not hold full school assemblies at this time. We will hold 'virtual' assemblies and may hold year group / bubble assemblies.

We will not be organising any events or gatherings, in school, for the foreseeable future but do look out for information on virtual events that may take place.

## **22. What will happen if my child needs first aid during the school day?**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment (PPE) has been issued to staff and where possible, social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged. We will continue to contact you if your child has received first aid. We will not be sending home the pink record sheets but will call you to explain what first aid has been administered.

If you are called to collect your child after an accident, a member of staff will bring the child to the gate. In extreme circumstances, parents/carers will be allowed on site to collect their child.

## **23. How can I support my child on the way into school?**

Pupils should walk, scooter or cycle to school, and be dropped off by **only 1 member of their household**.

Public transport should be avoided, however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wear protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

## **24. Can I make an appointment to come in to school?**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Please call the school office or email [info@brindishemanor.lewisham.sch.uk](mailto:info@brindishemanor.lewisham.sch.uk) if you wish to meet with or talk to a member of staff.

## **25. Clinically vulnerable**

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the Headteacher via the school office.

## **26. Will my child's temperature be taken?**

We will not take every child's temperature as they come into school. We are confident that if a child or someone in their family has a high temperature that they will follow the government guidance (see above). We will only take a child's temperature if they are in school and report that they are feeling unwell.

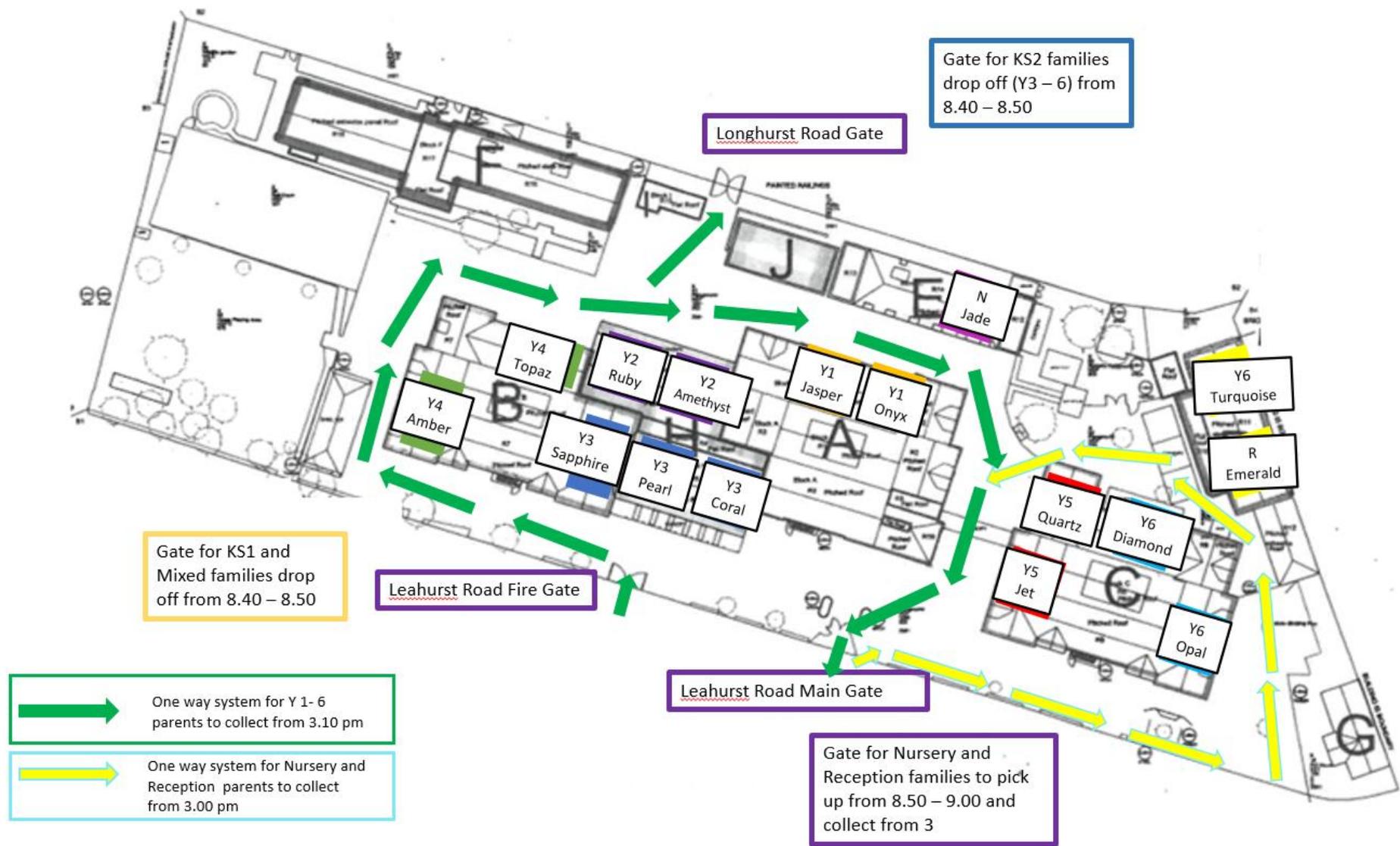
## **27. How can I read the school's risk assessments?**

Our risk assessments will be available to read on the school website. They will continue to be updated as government guidance changes.

## **28. DFE guidance**

If you have not already done so, we encourage you to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance to help you plan for your children's return to school. This includes our latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#).

Appendix 1



## Appendix 2

Current Class Name	New Year Group	New Class Teacher(s)	New Class Name
	<b>Nursery</b>	Emily Da Silva	Jade
	<b>Reception</b>	Amy Snaith	Emerald
	<b>Reception</b>	Charisse Phillips	Turquoise
Emerald	<b>Year 1</b>	Laura Sparkes & Louise Marks	Onyx
Turquoise	<b>Year 1</b>	Ciara Cullen	Jasper
Jasper	<b>Year 2</b>	Katie Clapton & Helen Groothues	Ruby
Onyx	<b>Year 2</b>	Kamila Rahman	Amethyst
Amethyst	<b>Year 3</b>	Ciarra Willard	Pearl
Ruby	<b>Year 3</b>	Andrea Ellis	Sapphire
Moonstone	<b>Year 3</b>	Helen Coupe	Coral
Sapphire	<b>Year 4</b>	Jammy Ahmed	Topaz
Pearl	<b>Year 4</b>	Lucy Balcombe & Rebecca Sanders	Amber
Amber	<b>Year 5</b>	Chris Sinclair	Jet
Topaz	<b>Year 5</b>	Kasia Kozysa	Quartz
Jet	<b>Year 6</b>	Lauren Blackie	Diamond
Quartz	<b>Year 6</b>	Eleanor Benton	Opal