

## 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 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
- Do 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 also be informed that a positive case has been identified although it will be clear that your child has not been a close contact of the identified case.

### **3. What happens if a child in my class is sent home with symptoms?**

If a child is sent home with Covid symptoms, the rest of the class will continue to come to school. If that child's coronavirus test comes back positive, parents/carers will be informed.

### **4. 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.

### **5. 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.

### **6. 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.

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

As always, if your child is unwell or unable to come to school, it is essential that parents/carers phone the school office before 9.15am to let us know. Further guidance on how absences will be recorded (authorised/unauthorised) will follow.

### **8. 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 to "bubbles"
- Signage and floor markings to encourage social distancing
- Reinforcement from class teachers and school staff

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

Our staggered start and end times will be based on your **family surname**. If your children have **different surnames**, please bring and collect all your children at the **later time**.

Family Surname Group	So, if your surname is....	Start of the day drop off time	End of the day pick up time
A – G	Adams	8.45am – 8.55am	3.00pm – 3.10pm
H – P	Mohammed	8.55am – 9.05am	3.10pm – 3.20pm
Q – Z	Williams	9.05am – 9.15pm	3.20pm – 3.30pm

- Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible.
- We ask that pupils are dropped off or picked up **promptly** by only **one accompanying adult and we suggest that adults wear a mask if possible.**
- Please **do not come to school early** as you will not be allowed to come onto the premises and your child will not be ready to be collected.
- Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.
- Parents/ Carers must follow the **one-way system** which we have set up: we will use the same one-way route for drop off and collection.
- School staff may ask you to stop and wait at the gate in order to allow children to move safely to their waiting area.
- Orange cones will be set out in the playground to cordon off areas that are for children and staff only.

Please ensure that you and your child know the name of your child’s year group, new class and teacher when you arrive.

Please also ensure that you and your child know how they will be entering school before you come to school.

**The table below outlines family start and finish times, and includes information on the one-way system.**

	Family Surname A-G	Family Surname H – P	Family Surname Q - Z
<b>Start of the day</b>	<b>8.45– 8.55am</b>	<b>8.55 - 9.05am</b>	<b>9.05 – 9.15am</b>
<b>End of the day</b>	<b>3.00 – 3.10pm</b>	<b>3.10 – 3.20pm</b>	<b>3.20 – 3.30pm</b>
<b>Year 1 - 6 Children and families</b>	<p>All families will enter the school via the main school gate on Beacon Road.</p> <p>In the morning, all parents and carers will walk through the playground, leaving their child/ren in the playground to walk to their classrooms, and will continue to walk through the fire exit gates at the staff carpark and out of the back gates by Ardmere Cottages.</p> <p>In the afternoon, again all parents and carers will walk through the playground, collecting their child/ren from the playground, and continuing to walk out of the Ardmere Cottages exit.</p> <p>Please continue walking in order to avoid groups forming and out of respect for our neighbours.</p>		
<b>Start of the day</b>			
<b>Year 1 and Year 2</b>	Children in Year 1 and Year 2 will initially be met by their new class teacher and/or TA in an allocated space in the playground. A diagram will follow.		
<b>Year 3 – 6</b>	Children from Year 3 to Year 6 will make their way to their classroom on their own from the playground (school adults will be around to support). They will use the one way system in place.		
<b>End of the day</b>			
<b>Year 1 – 6</b>	Bubble staff (not necessarily their class teacher) will bring the children down to the playground at their allocated time to meet their parent/carer. The children will walk to meet their parent/carer from their waiting area.		

<b>Reception and Nursery</b>
<b>Beginning of the day</b>
Reception and Morning Nursery children will be brought through the main gate, across the playground and through the staff carpark. They will then be brought by their parent/carer back through the two small gates by Nursery, through the Nursery and Reception outdoor space to their classroom door. Parents and carers will then quickly exit via the small single gate at front of school onto Beacon Road (outside Bamboo class). Members of staff will be there to guide you.
Afternoon Nursery children will come to school through the staff carpark gates on Ardmere Cottages to the small Nursery gates where they will be greeted by a member of staff.
<b>End of the day</b>
At the end of the day, Reception and Nursery parents/carers will come through the small gate on Beacon Road and walk round to collect their child from the classroom door. They will walk round and immediately exit school through the small Nursery gates and the carpark gate by Ardmere Cottages.
If you have older children to collect you must collect your Nursery / Reception child first and enter school again via the main gate on Beacon Road.
Parents / carers collecting Morning Nursery children will come through the back carpark gates on Ardmere Cottages and collect their child from the small Nursery gates.

**\*The staff carpark will not be used during the hours of 8.30am – 3.45pm.**

#### **10. What will happen if my child is late for school or I am late to collect them?**

Children who arrive after 9.15 will need buzz the office buzzer. They will be asked to wait with their parents/carers outside the main door until a member of staff can let them in. You will need to give a reason for your child's lateness.

**It is essential that you arrive at your allocated time slot.**

At the end of the day, if you are late to collect your child they will be waiting in the main hall. You will be asked to wait outside while a member of staff brings you your child. You will not be allowed in the school building to collect your child. You will be asked why you are late to collect your child. Please let the school office know in plenty of time if you are going to be late for any reason.

#### **11. 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. Prompts and reminders will also be placed around the 'hand washing' areas.

#### **12. Use of toilets**

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

#### **13. 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 travels to school wearing a mask / face covering, they will need to remove the mask on entry into school. A wide, open bin will be provided for your child to place their disposable mask in to. If your child has a cloth mask, you will need to either safely take it away with you or provide a small separate bag for your child to place their mask into, which will need to be kept safe in their school 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.

Further guidance for Reception and Nursery will follow.

## 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
- Computing

## 9. How should my child behave in school?

Our Promoting Good Relationships Policy says that we believe in setting good examples and in having high expectations. All staff are committed to recognising, promoting and celebrating good behaviour. 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, but will create a bubble during playtimes, lunchtimes and the end of the day. They will also share some year group resources and 'bubble children' may work together for intervention groups.

- 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 its own classroom, learning area and designated outdoor area 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
- A small school/book bag. Please try to avoid bringing large rucksacks/bags.

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.

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

Home learning will be uploaded onto Itslearning, the learning platform which we used when school was closed. Your child's teacher will let you know at the start of term IF and when this will take place.

### **13. 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.

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

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

### **15. 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
- After removal of their face mask/covering (if appropriate)
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change classrooms (IT Suite, Art Room 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.

### **16. 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 sink in the classroom. We encourage children to bring in a reusable bottle, rather than a disposable one.

### **17. 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's safe to do so.

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

If you are interested in your child attending the breakfast/after school club, please contact Rocks and Pebbles. There will be no wrap around care until at least 14<sup>th</sup> September.

### **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 although it will be clear that your child has not been a close contact of the identified case.

### **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 on a weekly basis – 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 emotionally supported on their return to school?**

From the day your child returns to school, all staff will be there to support your child both emotionally and educationally. Our school therapist, Ms El, and our ELSA (Emotional Literacy Support Assistant) Danny Gray, will also be 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.

If your child is having a **school dinner**:

- They will be asked to wash/sanitise their hands before entering and leaving the hall.
- The tables will be cleaned between each 'bubble' change
- Cutlery and water will be on the tables ready for the children to use.
- Children will be able to choose their hot meal from the hatch.
- Children will have a designated door to enter and exit the hall.
- Once they have eaten their lunch they will have to stay in their seat until they are able to go to the playground/back to class. This is to ensure they do not mix with any other bubbles.

If your child is having a **packed lunch**:

- They will now store this in their classroom.
- They will be asked to put any rubbish back into their lunchbox and take it home.
- They will eat their packed lunch in a bubble classroom.
- Once they have eaten their lunch they will have to stay in their seat until they are able to go to the playground. This is to ensure they do not mix with any other bubbles.

#### **20. Will my child attend 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, but no parents / carers will be invited. 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. If you are called to collect your child after an accident you will need to buzz at the main front door and wait for further information.

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

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

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>

### **23. 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@brindishegreen.lewisham.sch.uk](mailto:info@brindishegreen.lewisham.sch.uk) if you wish to meet with or talk to a member of staff. Parents and carers that would like to meet with a member of staff will need to make an appointment first and will not be permitted to come into school without prior permission. Meetings in school will only be held where absolutely necessary and ensuring social distancing.

### **24. What if my child or a member of my household is 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.

### **25. What is the best way to contact a member of staff at school?**

It will not be possible to come on site to speak to any member of staff, unless an appointment has been made and all socially distancing measures are in place. If you would like to speak to a member of staff or arrange a meeting, please call the school office on 020 8852 7245 or email

[info@brindishegreen.lewisham.sch.uk](mailto:info@brindishegreen.lewisham.sch.uk) and someone will get back to you as soon as possible.

### **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. How can I read up to date guidance from Department for Education?**

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 them plan for their 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](#).