



## Back to School September 2020

or

### So, how is it all going to work?

These are the protocols and procedures for the Back to School return of BPS. They will be updated as and when required, but are the go to place for the detail as to how things will work and the nitty gritty information that you need to know. What is set out does need to be followed by all of us. Some things may seem over the top, some may not, but all areas identified have a reason for them and so be reassured that they are there because they need to be, until we are told otherwise.

### **What you need to know about BPS**

#### **Bubbles**

Each class will act as a Bubble and each Bubble will have at least two members of staff assigned to it. Bubbles will remain fixed with no child being able to move between bubbles. If staff are absent for absence not related to Covid-19 then our aim is to keep the Bubble open by following government guidance through using other members of staff or a supply teacher to lead the class. Inside their Bubble, children will not be expected to maintain any social distancing, but adults will be trying to ensure distance. Where this is not possible, PPE may be worn ie a visor, face mask, apron, gloves. There is no requirement for children to wear face masks.

#### **Resources**

Within each Bubble each child will have their own work station and resources. Shared resources will be kept at a minimum but if used they will be thoroughly cleaned after use. Where possible rooms will be clear of all unnecessary resources and furniture. Children will be able to bring a coat, small bag or book bag into school. Usual resources from home will not be able to come into school, this includes resources for activities such as Show and Tell, reading books etc. However, each child will be asked to bring their own pencil case and stationary resources into school. This will be kept in school and information about what should be contained will be shared by Mr Parkin, Mr Hackett and Mr Collins soon. Children will not be taking home any resources from school, this includes reading books, which will be kept here.

#### **Hygiene and Handwashing**

Children will be washing their hands regularly and this will be built into the timetable for the day. On arrival to school the children will be asked to use hand sanitiser before they enter their Bubble. There is no need for children to bring in their own hand sanitiser. Hand cream can be sent in for your child to use if needed. The cream should be an emollient and we will need you to complete a medication form.

#### **Cleaning**

An enhanced cleaning schedule has been implemented throughout the school and will remain in place. This means that Bubbles and toilets will be cleaned more regularly during the school day with particular attention being paid to touch points and surfaces.

#### **Toilets**





Each Bubble or Hub have been assigned their toilets. Children will be monitored when moving to the toilet so as to ensure social distancing. Only one child at a time will be able to use the toilet assigned to them.

### **Breaktimes**

Breaks will be provided for the children. Each Bubble will have their own allocated outside space to use. No Bubbles will be able to mix during breaktimes. Children will not need to maintain a distance from other children that are in their Bubble. In the first 2 weeks there will be no resources used at breaktimes. This means there will be no football. The trim trail will not be used, except for Years R, 1 and 2 who will have it rotated into their breaktimes for use at one week at a time.

### **Lunchtimes and Food**

Lunchtimes will be staggered over a period of ninety minutes to ensure all children have chance to eat and play without Bubbles mixing.

All children should bring a snack and a drink each day. At present we are not sure whether milk will be provided for Years R, 1 and 2, but know that a fruit snack, which is part of a national scheme, will be provided.

Hot meals will be provided for free for Years R, 1 and 2 as part of the government's Universal Infant Free School Meal scheme. For Years 3 to 6, hot school meals can continue to be purchased via the Chartwells website and all children eligible for Free School Meals will continue to receive a hot school meal each day.

For Years R, 1 and 2, all children will eat in the Hall with their Bubble, this includes those having a hot meal or a packed lunch. For Years 3 to 6, all children will eat in their classroom, including those having a hot meal. Hot meals will be collected by the child and taken to their room.

### **Uniform**

BPS school uniform should be worn and clothing only needs to now be washed as is normal and not on a daily basis. On a day which includes PE, children should attend in their PE kits.

### **Year Groups**

Each Bubble will continue to be part of their year group. Bubbles will not be coming together for activities such as Assembly or Year Group meetings. These will take place using Microsoft Teams instead.

### **Attendance and Absence**

Attendance is now statutory and any absence will be followed up by the school. Please continue to contact the school at the [office@barnhamprimaryschool.co.uk](mailto:office@barnhamprimaryschool.co.uk) email address, or phone the school using 01243 552197 if your child is absent. Please provide detail as to the reason for your child's absence.

### **Illness and First Aid**

We will not be able to nurse children through the day if they are unwell or under the weather. We ask you therefore to keep your child at home if they are unwell. If they do become unwell with non-COVID 19 related symptoms when at school, our procedure will be to contact you to collect





your child. Please make sure therefore that your contact details are up to date if you know that they have changed during this time.

### **Medication**

Please phone or email the school office if you need any support or have questions regarding the administering of medication for your child, this includes the use of hand cream (emollient).

### **Drop Off and Collection Times**

Drop off time will be from **8.40am to 9.00am**. Collection time will be from **3.20pm to 3.30pm**. Social distancing measures will need to be adhered to. The gate to the playground will be opened at 8.40 and there is no access to the school site before then.

Where possible, we would prefer one adult per family to drop off and collect, this is to reduce the numbers of people we have on site at these times. Entry and exit will be via allocated outside classroom doors. As far as possible, adults will need to remain two meters away from staff and each other and the child will need to take themselves into their Bubble. We will not be able to support guiding your child into school if they are struggling to enter the school building. Please move swiftly during this time of the day. If you need to communicate anything to staff then please email us so we can follow up use the office email address.

During drop off and collection times, we will be using a one-way route which will use the drive as the entry route and the small path as the exit route. Cones and signs will mark out the direction you need to follow. Please don't stop to chat and catch up with each other we need these times of the day to be fast and slick. The car park will be closed for parking unless it has otherwise agreed by the school that you may use the car park.

Children in Years R through to 4 will access their classrooms via their classroom door which opens onto the playground. Children in Years 5 and 6 will access their classrooms via their current doors which we will guide you towards on the first day. For collection you should congregate opposite your child's classroom, except if collecting children in Years 5 and 6, where we ask you to congregate on and near the Basketball court. Please maintain a distance and be patient during these times. Our goal is to get the children safely into school and to release them safely to you and so to do so might take some time until we are all in the routine of things.

During collection times please use the field or mound to exit if required.

### **Access to the school site**

You will not be allowed access to the school building unless invited by school staff or another agency partner. We will also be running a closed site except at drop off and collections times. If you do need to visit the site during school hours then when you arrive at the gate you should phone the office to let them know you are there and we will advise you of how to access the site. 01243 552197

### **Before and After School Clubs**

There will be no before and after school clubs for the Autumn Term. This will be reviewed in preparation for the Spring Term.





## Safeguarding

On site at Basecamp Mrs Schofield (School Business Manager  
[nschofield@barnhamprimaryschool.co.uk](mailto:nschofield@barnhamprimaryschool.co.uk)), Mrs Scott (inclusion Coordinator  
[kscott@barnhamprimaryschool.co.uk](mailto:kscott@barnhamprimaryschool.co.uk)), Mr Everett (Headteacher  
[head@banrhamprimaryschool.co.uk](mailto:head@banrhamprimaryschool.co.uk)) and Mr Draper ([mdraper@barnhamprimaryschool.co.uk](mailto:mdraper@barnhamprimaryschool.co.uk)) are Designated Safeguarding Leads. If you have any safeguarding concerns, then we can be contacted via email or through the school office 01243 552197.

## Covid 19 Symptoms

No adult or child who has COVID 19 symptoms should enter the school site. Currently, COVID 19 symptoms are described by the government as:

- High Temperature – feel hot to touch on chest or back (do not need to take temperature)
- New Continuous Cough – this means coughing a lot for more than an hour or three or more coughing episodes in 24 hours. If you usually have a cough it might be worse than usually
- Loss of, or change, in your normal sense of taste and smell

If your child becomes unwell with COVID 19 symptoms then they will be cared for in a well ventilated space away from all other children and adults. The First Aider caring for them may wear PPE. You will then be contacted to collect your child immediately. The Duty Teacher will then advise you about how to access testing and what measures you and your household should be taking to isolate.

All families of children attending that Bubble will be then notified by email that there has been a suspected case and information and guidance will be provided.

