

## Kilburn Grange School

### Return to School- September 2020

#### Coronavirus Parent Information

Dear Parents and Carers,

I would like to thank you for your continued patience while the school deals with this unprecedented situation and thank you for your continued support.

The following document outlines some of the key measures that the school is taking to follow guidance from the Department for Education (DFE) and Public Health England (PHE) during the ongoing pandemic. The list is not exhaustive but I hope that it provides you with a useful overview of the steps the school is taking to protect our school community as best we can.

Please be assured that the safety of your children, of our parents, carers, and staff is at the very forefront of our planning. The situation is changeable and the government and DFE are releasing updates to schools on a regular basis. Please be assured that myself and the other members of the Senior Leadership Team, are constantly reviewing the guidance and updating our procedures in light of that guidance. I will update you regularly throughout the academic year on any significant changes to the safety measures that the school has put in place.

The school has carried out a detailed risk assessment in light of guidance from the DFE and a number of important measures are in place to mitigate the risks posed by Covid-19.

#### Social Distancing

The DFE are very clear that, unlike older children and adults, early years and primary age children cannot be expected to remain two metres apart from each other and staff. With schools now reopened, there is no expectation that children should socially distance as long as the school has taken whatever necessary measures it can in order to minimise risk.

The DFE guidance states that these measures should include:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing



We will continue to remind the children of the concept of social distancing and staff will supervise children throughout the day. The formation of 'bubbles' is one of the key measures we have taken in order to minimise risk (see below). There is further information in relation to the steps we have taken in light of the DFE's guidance throughout this document.

### **What is a Bubble?**

I am sure that you will have heard the term 'bubble' used a great deal recently with reference to Covid-19. It refers to a small group of people who mix with each other on a consistent basis. It is the recommended method given to primary schools by the DFE and is the concept we will use to group our children. These 'bubbles' mean that the children are able to mix together with others in their 'bubble,' without the need for stringent social distancing at all times. The children in each 'bubble' will remain together throughout the day while they are at school. They will be in their class groups for lessons, complete activities together, have play times in their 'bubble', eat lunch with the children in their 'bubble'; basically spending their days at school together in their 'bubbles'.

To reduce the risk of cross contamination between 'bubbles', each will be timetabled different playtimes and lunchtimes. The movement of each 'bubble' has been planned to avoid contact with children in other groups outside of their own 'bubble'. These 'bubbles' will ensure that the children have a regular and consistent group of children to interact with, which is so important for their mental health and wellbeing.

### **Arrivals and Dismissal**

The school is using staggered start and finish times to limit the number of parents and children around the school site. We are using both gates for arrival and collection and also the office entrance to separate families with children in different bubbles.

We thank parents for their help while we employ staggered arrival and dismissal times and ask that parents ensure that they do not arrive too early to school to limit the number of people near the school gates.

We also ask that parents respect social distancing guidance while they are dropping off and collecting their children. Ideally, we ask that only one parent arrives to drop off and collect, although we are aware that is not always possible. We ask that parents do not enter the school site. If parents need to arrange a meeting we ask that they phone the school office and make an appointment.



Children can store scooters in the storage area and we will monitor this to ensure that they do this one at a time in order to respect social distancing.

As children arrive they will be provided with hand sanitiser before making their way to their classrooms. Staff will be on hand to ensure children follow the one way systems in place around the school and that children will go straight to their classrooms.

If pupils travel to school wearing a facemask, we ask that parents take them with them at drop off. If they are disposable, we ask parents to please take them and dispose of them appropriately.

The school is limiting visitors to the site during the pandemic. Any visitors will be required to register with the school office for Track and Trace purposes and thorough records of visitors will be maintained.

Breakfast and after school club provision will now resume as normal. Staff supervising these clubs will ensure children are in their larger group bubbles and socially distancing as much as is possible.

### **Staircases and Corridors**

The school is employing a one-way system for movement around the school. The front stairway is for going up and the back stairway is for going down.

Movement of children around the school is kept to a minimum as much as possible. Timetables and daily timings have been adjusted to keep groups from different bubbles apart.

Teachers and support staff are moving around the school to ensure that children are socially distanced from groups outside of their bubble.

### **Classrooms/ Curriculum**

Classrooms have been organised to allow children to socially distance (as much as space will allow). Children will largely be based in their own classroom. If they are to move to another room for another subject, then furniture in that room will be sanitised before they arrive.

All children will sit at tables facing the front, in line with DFE guidance.

Sharing of resources is limited and shared resources are thoroughly sanitised before use by a different bubble. If children are taking part in a shared classroom activity, in their bubble, then regular use of hand sanitiser will be overseen by the class teacher and support staff who are working with them.



Classrooms are cleaned throughout the day and thoroughly cleaned and sanitised at the end of the day.

If a child goes to the toilet they will be reminded to wash their hands and given hand sanitiser on their return to the classroom.

Children must wash/clean hands before having snack/lunch, drinking water and after play. Staff will ensure that children are given regular opportunities to clean their hands and staff will, of course, be following the same hygiene protocols as the children. Staff will remind children of the importance of washing hands and signs will be used around the school building to also act as a reminder.

Teachers will ensure classrooms are well ventilated.

The first two weeks of school will focus on the Recovery Curriculum, alongside ensuring children settle back into the routines of the school day. We will also be working closely with children to ensure that their wellbeing and happiness is our utmost priority.

The school will prioritise identifying gaps in the children's knowledge and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. Our curriculum will remain broad and enriching and our aim, in line with guidance from the DFE, is to return to the school's normal curriculum in all subjects by the summer term of 2021.

Teachers will go through the new rules with children on social distancing, being healthy, following instructions etc. A key focus with the children will be 'how we show caring and healthy behaviour'.

Music lessons will now take place in the hall to ensure social distancing can easily take place. Children playing recorders must play using their own personal recorder as these will not be shared. Any other instruments, such as drums, that are shared will be thoroughly disinfected between classes.

Currently, no contact sports are allowed during P.E. lessons. Sports equipment will be cleaned and disinfected between bubbles.

Staff that teach between classes/year groups, or supply/visiting staff, are expected to comply with the school's arrangements for managing and minimising risk. This includes taking particular care to maintain distance from other staff and pupils. All visitors to the school will be briefed on the school's latest guidance on social distancing and hygiene.



## **Assemblies/ Break/ Lunch and Snacks**

Whole school assemblies are currently not possible. Children will have regular assemblies in their bubbles or in their class groups.

Snacks will be distributed to each group to have in their classrooms.

Lunch will take place in separate sittings, with each bubble using the dining hall at different times. Furniture will be thoroughly sanitised between sittings and there will be no sharing of cutlery, cups or water jugs. Children will be socially distanced within their bubble, as much as space will allow.

Children will spend playtime and lunchtime in their bubbles. Separate playground equipment will be provided for each bubble and this will be sanitised after use.

If children need the toilet during lunch or playtime then they will be reminded to wash their hands and provided with hand sanitiser when they return.

## **Cleaning**

Over the summer, the school was given a thorough 'deep clean' using cleaning products that kill the virus.

We have purchased extra cleaning resources that kill the virus and implemented a new cleaning schedule. This ensures that the school is cleaned throughout the day. Toilets are cleaned regularly and areas such as door handles and hand rails are cleaned at regular intervals throughout the day.

Resources are not shared, where possible. When shared resources are to be used, for example iPads, they are thoroughly cleaned using suitable anti-virus products before they are used by another group.

## **First-Aid/ Illness**

The school will be reminding children of the 'catch it, bin it, kill it' approach. We will be reminding children to try their best to avoid touching their mouth, nose and eyes.

Please do not send your child to school if they are displaying symptoms of the Coronavirus. Please consult our 'Procedure for the Management of Covid-19' document.

If a child is unwell and/or exhibits Coronavirus symptoms, they will be taken to the medical room immediately and the office will contact parents, carers. If a child's symptoms are



compatible with coronavirus, they will be sent home immediately. We ask that parents and carers follow government guidance on what to do next and also consult our 'Procedure for the Management of Covid-19 document'.

Any child who displays Coronavirus symptoms at school will be kept away from other children in the medical room until he/she is collected. A trained first aider will stay with the child and supervise them until they are collected. The medical room and toilet used by the child will be thoroughly cleaned and disinfected afterwards.

As part of the national track and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, bubble, or whole school. The school will communicate any such measures with parents and carers if that were necessary.

If you suspect that your child or a family member within their household may have Coronavirus we urge you to arrange testing as soon as possible. This will enable children and young people to get back to school, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect their classmates and staff in their setting. Where the child, young person or staff member tests positive, follow the government guidelines, which will include engaging with track and trace.

Please be assured that strict guidelines are in place to ensure that staff also follow these guidelines should they display symptoms of Covid-19.

### **Uniform/ Equipment**

We are now resuming our usual Uniform Policy and ask that parents and carers please adhere to this.

Children are able to bring coats, packed lunches, book bags and reading/home learning books to school as they normally do. We do ask that parents to please limit any items that children bring to school only to essentials. Children can bring a water bottle to school in Years 1-5 and these will be sent home with them at the end of the school day.

### **Educational Visits/ School Events/ Extra-curricular Clubs**



Schools can resume schools trips although residential trips that involve an overnight stay are currently not permitted. Any trips that the school organises will take place in bubbles and will involve a thorough review of the destination's Coronavirus safety measures and risk assessment documentation.

Travel to and from school trips will follow transport guidance and this will be specifically explained to parents by your child's class teacher prior to any trip taking place.

School events that involve parent attendance cannot, unfortunately, take place at the moment. I will update you on specific events throughout the academic year and we will endeavour to provide parents with online access to certain school events until this situation changes.

Extra-curricular clubs are able to take place with each club carrying out a risk assessment and putting in place necessary safety measures in line with Covid-19 guidance.

### **Attendance/ Holidays/ General Information for Parents**

You should have received a copy of our home school agreement. Please refer to this in terms of general information with regards to the school year.

Please note that the usual rules on school attendance now apply, including:

- Parents' duty to ensure that their child attends regularly at the school where the child is a registered pupil of that school and they are of compulsory school age.
- Schools' responsibility to record attendance and follow up any absence.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct for breaches of the attendance policy.

Children may be unable to attend school in line with public health advice because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)

If your child is unable to attend school for these reasons, please contact the school so that we can provide for remote education for your child during their absence.



While the school completely understands that children will occasionally be unwell we ask that parents ensure that their children attend school as much as is possible and that children arrive on time in the morning. As our children have already missed time due to the enforced lockdown, it is vital that they attend school regularly to avoid any further disruption to their education.

You should plan your holidays within our published holiday dates. You should avoid seeking permission to take your children out of school during term time unless there is an exceptional circumstance. As our children have already faced a significant disruption to their education it is vital we minimise any further time out of school.

If you are planning a holiday then please bear in mind that you, and your children, may need to self-isolate when you return from a trip overseas. If a family travels to any destination that then requires them to quarantine and miss school, the absence will be recorded as unauthorised if they were aware of this at the time of travel.

If you wish to speak to your child's class teacher then please arrange this by contacting the school office. Ideally this meeting would then take place over the phone or using videoconferencing software such as Zoom. If a face to face meeting needs to take place then we ask parents to adhere to social distancing guidelines.

An update on logistics for planned Parent Teacher Meetings will follow later in the half term.

### Useful Links

**The school will regularly update you throughout the academic year. The following are some useful links that will provide further helpful advice during the ongoing pandemic:**

Our Trust website has a news page which is constantly updated. It contains relevant links and key updates:

<https://www.bpet.co.uk/covid-19-updates/>

The following link takes you to the latest government information on support and advice available during the pandemic:





<https://www.gov.uk/coronavirus>

The following link explains what the DFE want parents and carers to know about early years providers, schools and colleges reopening in the autumn term:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

The following link takes you to the NHS Coronavirus testing site:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

