



## Beckley Church of England Primary School

Church Street, Beckley, Oxford, OX3 9UT • Tel: 01865 351416 • Email: [office@beckleyschool.org](mailto:office@beckleyschool.org)  
Website: [www.beckleyschool.org](http://www.beckleyschool.org) • Headteacher: Mr Mark Szortowski

13 July 2020

### IMPORTANT INFORMATION - PROVISIONAL ARRANGEMENTS FOR SEPTEMBER

Dear Parents

It is the Government's current intention that all primary children, in all year groups, will return to school full time from the beginning of the autumn term.

In order to manage risk, things will be a bit different when children return to school for the new academic year. This letter sets out some of the changes and protective measures that we will be taking as well as what parents and children will need to do to help ensure that school is as safe as possible for everyone. This document is intended to set out our **current intentions** for the full reopening of the school. As the overall situation continues to be fluid, school will remain alert to both local and national developments and there may be further changes. Please take sufficient time to carefully read all information contained in this letter ahead of the new term.

From today, this information will be available on the website. The content of this document is provisional and based on current Government advice - it may be subject to change before school reopens for the new term.

Please note: the Government stipulates that parents should not be admitted into school buildings.

#### Attendance

It is vital that all children return to school - for their educational progress, for their wellbeing, and for their wider development. School attendance will again be **mandatory** from the beginning of the new academic year. This means that the legal duty on you as a parent to send your child to school regularly will apply.

#### Making School as Safe as Possible

As part of our risk assessment process, there are certain approaches that we will be implementing which are essential to reduce health risks. Parents should support us in this by:

- ensuring that anyone who has coronavirus symptoms, or has someone in their household who does, does not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school, but inform school that this is the case
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and that you should inform school of the results of that test

Alongside the above, we will be:

- minimising contact and maintaining distance, as far as possible - children will stay within their allocated class groups, and by maintaining distance between individuals. The Government's guidance to schools recognises that young children may not be able to

maintain social distancing so the emphasis will be on separating classes and promoting social distance where possible

- ensuring everyone at school cleans their hands more often than usual, including when they arrive at school, when they return from breaks, and before and after eating - this will be done with soap and running water or hand sanitiser (supplied by school)
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach
- enhanced cleaning, including cleaning frequently touched surfaces more often
- managing confirmed cases of coronavirus in school, in line with public health guidance - this means your child may be asked to self-isolate for 14 days (based on advice from the local health protection team) if they have been in close, face-to-face contact with someone who has tested positive for the virus

It will be really important in September that parents help school to implement these approaches by following the advice set out here and wider public health advice and guidance.

### Arrivals and Departures

We will need to stagger our start and finish times in order to help keep groups apart on the way to and from school, and as they arrive and leave the premises. Please find these timings below:

| Class Name   | Year Group          | Arrival | Departure |
|--------------|---------------------|---------|-----------|
| Tufted Duck  | Reception* / Year 1 | 9.20am  | 2.40pm    |
| Little Egret | Year 2              | 9.10am  | 2.50pm    |
| Lapwing      | Year 3              | 9.00am  | 3.00pm    |
| Skylark      | Year 4 / Year 5     | 8.50am  | 3.20pm    |
| Hobby        | Year 5 / Year 6     | 8.40am  | 3.10pm    |

\* see 'Reception Admissions' section for details of phased introduction

**Adherence to the above timings is critical for smooth operation and the promotion of safety.**

**Children with siblings in school should be dropped-off together at the latest time allocated and collected together at the earliest time allocated, in order to avoid families making multiple trips to and from the school site.**

### Arrival Protocol

- Teachers will remain in their classrooms ready to receive the children
- Staff will open the front gate at each published arrival time (see above), not before
- Parents are discouraged from congregating in groups – please maintain distance at all times
- Children arrive at allotted time, through the front gate and go directly to their classroom
- Parents must **not** enter the school site (one parent per pupil maximum and no non school-aged siblings where possible), but say goodbye to their children at the front gate
- Staff will close the gate when all children from each class have arrived
- Children will wash their hands with soap and running water immediately upon arrival
- Pupils arriving by school transport will be met by staff and escorted to classrooms

### Departure Protocol

- Children gather belongings and tuck their chair under their desk
- Children will wash their hands with soap and running water and stand behind their desk

- Staff will remind children of how they are getting home
- Two minutes before each departure time (see above), staff will lead children (suitably spaced) to the front playground where each child will stand on a painted cross in the 'quiet area'
- When all children are in position, staff will open the front gate and allow parents to enter (one parent per pupil maximum and no non school-aged siblings where possible)
- Parents are encouraged to maintain social distance until the gate is opened and thereafter respect the personal space of others, leaving adequate distance at all times
- Parents are to each stand on one of the green painted crosses on the front playground
- Staff will release pupils into the care of their parents in a controlled and measured way, 1 by 1
- Staff will remind parents who get too close to each other to maintain distance at all times
- Staff will close the front gate when all children due to leave school have been collected
- Staff will return to the classroom with bus children and care for these pupils will continue to be provided until they leave school
- Staff will collect bus children directly from the classrooms and escort them to the school bus

**Where your child uses school transport, the guidance for public transport will not apply. As such, we will be returning to using one bus only, under normal timings.** Measures will be put in place to ensure that the vehicle is cleaned regularly and boarding from school will be carefully managed.

All children must wash their hands immediately upon arrival at school. If your child has been wearing a face covering before arriving at school, it will be important that they understand how to remove it. The process for ensuring face coverings are removed when pupils arrive at school is for children to remove them to a plastic bag and wash their hands immediately. Public Health England does not currently recommend the use of face coverings in schools. They are not required in school as pupils are only mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

### **Reception Admissions**

As we have been unable to facilitate our usual Playlink sessions for transition, there will be a phased introduction to school. All Reception children will have two weeks of mornings only, followed by two weeks of mornings and lunch, before starting full-time provision, as set out below:

W/C 2.9.20 – mornings only, departure at 11.45am

W/C 14.9.20 – mornings and lunchtime, departure at 1.00pm

W/C 28.9.20 – full-time education, departure at 2.40pm

Please note that Government guidelines stipulate that parents should not be admitted into school buildings. It is important that this guidance is followed by all parents of new children from day one where possible, for the safety of everyone at school.

### **School Uniform**

In line with Government guidelines, we will be returning to our usual school uniform policy in the autumn term. The latest advice is that uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus.

### **School Food**

All being well, the school kitchen will be open from the start of the autumn term and will provide school meals to all pupils who book one each morning as usual (including universal infant free school meals and for those who are eligible for FSM). School meals will continue to take the form of packed lunches and will be eaten in classrooms to avoid groups of children mixing.

As usual, all children may bring their own packed lunch in from home if they wish.

## Curriculum

The Government has set out clear guidelines on what schools are expected to teach when pupils return in September. We will continue to provide an ambitious and broad curriculum in all subjects. There will need to be changes to some subjects - such as PE and music - to ensure they can be delivered as safely as possible. We are also making plans for the improved provision of home learning, including the use of new technologies such as **Google Classroom**, to ensure that children may continue to be educated at home if this provision is required.

## Extra-Curricular Activities

Once school has reopened in September and we are confident that processes are working well, we hope to reintroduce many of the extra-curricular activities we have been able to provide in the past. Current guidance stipulates that we must avoid mixing groups of pupils from across the school. On this basis and until further notice, we will not be running breakfast club, after school club or after-school activities. We will review this regularly in-line with national and local advice. There will be no peripatetic music tuition, volunteers to school will be heavily restricted and assembly gatherings are prohibited (although class worship and virtual assemblies are planned). This will also be kept under review as it is our ambition to restart such activities when it is safe to do so.

## Process in the Event of an Outbreak

If school experiences an outbreak, either because we have two or more confirmed cases of coronavirus among pupils or staff at school within 14 days, or if we see an increase in pupil or staff absence rates due to suspected or confirmed cases of coronavirus, we will contact the local health protection team. This team will advise if additional action is required, though the closure of the whole school will generally not be necessary. Where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school, if necessary. If the local area sees a spike in infection rates that is resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The Government will be involved in decisions and will support us in following the health advice. Where groups of pupils need to self-isolate or where a larger restriction of attendance at school is needed, we will seek to ensure children's education can continue remotely.

## Important Points of Note

- Symptoms of coronavirus include a high temperature, a new, continuous cough and/or a loss or change to your sense of smell or taste (anyone exhibiting symptoms is strictly prohibited)
- No teddies, toys, or non-essential resources are to be brought in from home
- Reading books and PE kits are now permitted to travel between home and school
- Pencil cases and stationery for each pupil will continue to be provided by school
- Water bottles should be supplied from home as usual. These must be washed regularly
- Selected staff have undertaken 'Supporting Bereaved Children' training
- Staff will be sensitive to the wellbeing and mental health of all children in September
- School lunches will only be available in the form of packed lunches, with no hot option
- Rigorous cleaning routines have been established, with additional cleaning throughout the day
- Please refrain from parking at the top of Church Street, so as not to inhibit School Transport
- School does have a full supply of PPE equipment for staff to wear if it is required.

At this stage, these plans are provisional and we should all be prepared for further changes if the situation demands it. Please do take adequate time to talk to your children about what to expect before the beginning of the new school year.

Best wishes



Mark Szortowski  
Headteacher