



★ **INSPIRE** our children to succeed

★ **CREATE** excitement for learning

★ **ACHIEVE EXCELLENCE**

## Parent handbook: September reopening

# Contents

## 1. Organisation, routines and procedures

- 0.0 Welcome back
- 0.1 Staggered start dates for returning to school
- 1.1 The school day
- 1.2 Parents/children - arrival and departure
- 1.3 Start and end of day times
- 1.3 Attendance
- 1.3b Breakfast Club and After school club
- 1.4 Bubbles: staggered times and location
- 1.5 Classroom organisation
- 1.6 Children: what to bring to school
- 1.7 School uniform
- 1.8 PE kits
- 1.8 Children's lunchtimes
- 1.9 Assemblies
- 1.10 Moving around school
- 1.11 Children's breaktimes
- 1.12 Children's toilet and handwashing
- 1.13 Children's lunchtimes
- 1.14 Visitors
- 1.15 Hand cleaning
- 1.16 Surface cleaning
- 1.17 Resources and cleaning
- 1.18 Classroom environment
- 1.19 First Aid
- 1.20 Children who develop symptoms on site
- 1.20a Adults or children who display symptoms whilst NOT on site

# 1. Organisation, routines and procedures

## 0.0 Welcome back

We are looking forward to welcoming all children back to school in September. The Billesley Team have been working incredibly hard over the summer break to prepare the school, making sure it meets all of the Government guidelines for the children's safe return. This handbook aims to share with you all of the necessary information to assure you that your children can come back to school and start learning safely.

Lots of exciting learning opportunities are planned for your child(ren) and I am sure they are keen to return to school. We look forward to seeing you all in September.

If after reading this handbook, you still have some questions, please contact school either via email [enquiry@billesleyschool.co.uk](mailto:enquiry@billesleyschool.co.uk) or telephone 0121 675 2800

## 0.1 Staggered dates for returning to school

To support children's wellbeing and ease them back into a sense of normality, the school will operate staggered start dates for year groups.

Year Groups	Date
Years 4, 5, 6, RB1, RB2	Thursday 3rd September
Years 1, 2 and 3	Monday 7th September
Reception	Wednesday 9th September
Nursery	Week beginning 14th September

## 1.1 The school day

The school day will be organised to minimise contact between children, staff and parents, and to maintain social distancing wherever possible. With this in mind, start and end times of the day will be staggered as will break times and lunchtimes.

Children and staff will be in bubbles of one class. There are extended bubbles of two classes for lunchtime and playtime. The classes will be separated within the allocated spaces for this time.

Extended Bubbles for lunchtime	Classes
1	N
2	RL & RM
3	RF & 1J
4	1M & 1P
5	2C & 2H
6	2T & 3C
7	3M & 3O
8	6B & 6H

9	6S & 5S
10	5M & 5C
11	4B & 4Q
12	4L
13	RB1 & RB2

## 1.2 Parents/children - arrival and departure

Please come into school via the pedestrian gate as normal and drop /collect your children at their designated points. Staff will be in the playground to help. Please observe social distancing guidance.

**Only one parent will be allowed on site per family, please**

**We politely ask that parents please wear masks in the playground when dropping off or collecting children inline with new Government guidance,**

A member of staff from each bubble will be on the door/in the playground at the beginning and end of every day to support the children and answer parent questions. Please observe social distancing guidance.

When leaving school, please exit through the green gate that leads into the staff car park. The car park will be closed to vehicle movement during the pupil arrival and collection windows.

Please ensure social distancing rules are upheld whilst moving around the playground. Please 'walk the walls' and stick to the playground perimeter

## 1.3 Start and end of day times

Children start times	Children finish times
YN, 8:30am RF, 1J, 1M, IP, RB1, RB2 - 8:40am RL, RM 8:45am 2C, 2H, 3O, 3M - 8:45 am 6H, 6B, 6S, 5S - 8:50am 4L, 4B, 4Q, - 8:55 am 5M, 5C, 2T, 3C - 9:00 am	YN, 3:30pm RF, 1J, 1M, IP RB1, RB2 - 3:00 pm RL, RM 3:05 pm 2C, 2H, 3O, 3M - 3:05 pm 6H, 6B, 6S, 5S - 3:10pm 4L, 4B, 4Q, - 3:15 pm 5M, 5C, 2T, 3C - 3:20pm

Timings have been allocated to minimise the contact between bubbles moving around the school site.

If you have children in more than one bubble, please drop both/all children off at the **EARLIEST** start time and please collect all children at the **LATEST** collection time.

e.g. if a parent has children in Y1 and Y6, both children will be dropped off at their designated points at the Y1 time of 8.35am and collected at the Y6 time 3.15pm.

Children will be asked to wash their hands as soon as possible after entering the school building.

### 1.3a Attendance

From September, the Government is expecting all children to return to school. It is important that all of our children return to school, to continue their learning and get back to normal as much as possible.

If your child is unable to attend school for any reason, including illness, please contact the school office on 0121 675 2800 before 8:30 to let us know. If your child or a member of your household have symptoms of COVID 19, please follow the procedures outlined in section 1.20.

Should your child(ren) not attend school and you have not made contact, the normal procedures will be followed. We will contact you to discuss reasons for absence and any ways we can support you to improve attendance. Any time lost from school can badly affect your child's well being and academic progress.

Persistent absence may result in legal action.

We are introducing a new rewards scheme this year; every day your child attends school they will earn a tick. They will be able to choose their own rewards.

### **1.3b Breakfast Club and Afterschool club**

#### **Breakfast Club**

Breakfast club will start at 7.45 and be supervised by Mrs Gardner. Latest admittance 8.25.

- STARTS ON MONDAY 7TH SEPTEMBER
- Cost £2.00
- EYFS children will have breakfast club in EYFS
- All other children will enter via Y4 door. Mrs Blythe will register the children as they arrive.
  - Weather permitting, this will be outside and socially distanced.
  - Parents will leave via the pedestrian gate.
- Children will go straight to the main hall to collect their breakfast and go to their designated tables, where they will remain. The tables will have class bubble signs.
- Staff are allocated to supervise specific bubbles. Social distancing will, as far as possible be maintained.
- Children will be escorted or directed as appropriate to their classes at their class start time.

#### **Billesley Stars Playcare/After school club**

After school club will be organised into three small consistent groups, based on bubbles. There will be a few variations to allow grouping of siblings.

- STARTS ON MONDAY 7th SEPTEMBER
- Cost £4.00 per session, payable in advance.
- To request a place, please complete this form [Billesley Stars Playcare](#)
- Staff will take children to their designated club at the end of the school day for their class bubble.
- Each group will have a separate indoor and outdoor space allocated. You will be advised of the group and staff responsible prior to the first session.
- A small snack will be provided to children.
- Children will be collected from the pedestrian gate, at the finish time agreed. Children will be brought to you at the pedestrian gate.

### **1.4 Bubbles**

One class will be a bubble of upto 30 children. Extended bubbles of two classes to enable organisation of lunchtimes. The classes will be separated, as far as possible, within the allocated spaces for this time.

Each bubble will be kept apart from other bubbles as far as possible throughout the school day to minimise contact between pupils and staff.

Older children will be encouraged to keep their distance within classes and bubbles. We recognise that younger children will not be able to maintain social distancing and they may not be able to maintain social distancing within their class bubble.

### 1.5 Classroom organisation

As per Government guidance, classrooms will be arranged so that all desks face the front of the room with the children sitting side by side, rather than face to face or side on. .

Where possible, staff will maintain a 2 metre distance from other adults and children, however we recognise that this is not always possible, particularly when working with younger children.

### 1.6 Children: what to bring to school

Government guidance stipulates that children should not bring unnecessary items into school. Children are permitted to bring:

- a bag, if needed
- a filled bottle of water which must go home each day. Water fountains will not be available
- a packed lunch (if required)

### 1.7 School uniform

Children are expected to wear school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

### 1.8 PE kit

Classes will have a designated PE day. Children must come to school in sportswear and trainers on their PE day.

Classes	PE day
Reception, 5M and 5S	Monday
Year 2 and 5C	Tuesday
Year 1, 6S and 6B	Wednesday
Year 3, 6H and RB1	Thursday
Year 4 and RB2	Friday
Nursery	Every day

### 1.9 Assemblies

Assemblies will be online with children taking part from the classroom bubble to limit movement around school. Parents can not be invited to assemblies.

### 1.10 Moving around school

Timetables have been designed to limit movement around school and reduce instances of bubbles meeting in the corridor. In rare instances of this happening, adults and children will '**stick to the left**' to limit the risk of transmission.

The Government guidance is that bubbles passing briefly in the corridor is low risk.

### **1.11 Children's breaktimes**

Children's breaktimes are timetabled ensuring each bubble has access to their own allocated outdoor play space.

### **1.12 Children's toilet and handwashing**

Toilets will be cleaned at the beginning/end of the day as normal. An additional cleaning rota will be in place to cater for 'busy periods' eg break/lunch.

### **1.13 Children's lunchtimes**

Lunchtimes have been timed and organised to minimise contact between extended bubbles.

Children will only sit on one side of a table meaning they are not facing each other.

The main hall will be sectioned into halves with a one way system to support social distancing measures.

### **1.14 Visitors on site**

Visitors are not permitted on site without prior arranged appointment.

Please contact the school office via telephone or email and if necessary an appointment to come on site can be made.

### **1.15 Hand cleaning**

Children will be encouraged to wash their hands with soap and water for at least 20 seconds regularly throughout the day, as well as at key times e.g break and lunch times.

### **1.16 Surface cleaning**

Bubbles will be cleaned at the end/start of the day by site cleaning staff. A thorough daily cleaning regime is in place across the school to minimise the risk of spread of the virus.

In order to supplement the cleaning carried out by cleaning / site staff and further reduce the risk of the virus spreading, staff will adopt a 'clean as you go' routine.

Each classroom will be supplied with a "Hygiene box" which is replenished as required and will contain:

- Paper towels
- Hand sanitizer
- Disposable gloves and aprons
- Disposable cloths
- Cleaning spray

### **1.17 Resources and cleaning**

For individual and frequently used equipment, such as pens, pencils, rubbers, rulers, staff and pupils have their own items that are not shared. School will provide all resources.

Classroom based resources, such as books, maths equipment, will be cleaned 'regularly along with frequently touched surfaces' as per Government guidance.

Resources that are shared between classes and bubbles, such as sport, art or science equipment will be cleaned 'frequently and meticulously' and always between bubbles, **OR** rotated to allow them to be left unused for a period of 48 hours (72 hours for plastic) between use by different bubbles.

### 1.18 Environment

The government has just updated their guidance for schools. One of the key updates relates to 'air flow'.

With this in mind we will:

- Open high level windows to maintain fresh air flow
- When rooms are vacated for break/lunchtime, open doors and windows
- Open internal doors to give airflow
- Encourage warmer clothing in colder weather

### 1.19 First Aid

Where appropriate, children will be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc).

Where younger children are involved, or adult help is necessary, the first aider will work side by side not face to face with the child, with PPE if needed. Bump notes will be sent home as per normal procedure.

### 1.20 Adults or children who display symptoms of coronavirus whilst on site

Anyone who displays symptoms whilst on the school site will be sent home immediately with any siblings. The person with symptoms should isolate for 10 days. Any siblings should be isolated for 14 days.

You will be phoned to collect your child(ren) from the outdoor space by the reception office (or small meeting room, with windows open in bad weather). Please do so promptly.

Your child's workspace will be disinfected immediately.

You will be asked to [get a test to check for coronavirus](#) for your child(ren).

If the test result is negative, the child and any siblings may return to school.

If test result is positive:

- School will liaise with Public Health England and follow their instructions.
- PHE may advise:
  - only the positive test result holder and household members to remain isolated
  - or those in close proximity to isolate for 14 days
  - or require closing the whole bubble depending on their view of the risk at the site in question
- Google classroom learning will be provided for children sent home, immediately and for the duration of the bubble closure.

### 1.20a Adults or children who display symptoms whilst NOT on site

Anyone who displays symptoms must not come into school.

Please telephone the school to inform us who has symptoms. Children will be marked absent for school due to illness.

- The person who has symptoms should isolate for 10 days
- Anyone from the same household should isolate for 14 days
- Please [get a test to check for coronavirus](#) for anyone who has symptoms
- If the **test result is negative**:
  - the child and any siblings may return to school, unless advised differently by NHS test and Trace or PHE.
  - Please let school know by telephone.
- **If test result is positive**:



- Please inform school immediately
- The symptomatic person should isolate for 10 days
- Anyone from the same household should isolate for 14 days
- School will liaise with Public Health England and follow any further instructions.

If you or anyone in your household are contacted by NHS test and trace please telephone school immediately.

.