

# Bishop's Tachbrook Church of England Primary School



Full return to school

Handbook for parents and staff – September 2020  
(In response to COVID-19 guidance)

Updated November 2020

## Aims of this document:

- To ensure the safest possible work practice for all employees.
- To reduce risk to all children, staff and parents on the school site.
- To ensure government guidance is followed correctly in the context of our school site.
- To reassure staff and parents and answer many of the questions or queries around what the school day and site will look like.

This document remains under constant review and will change in light of any further government guidance to keep children and staff as safe as possible – parents and staff will be informed of any changes.

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## Travel to school

Children are encouraged to walk or cycle to school, or travel by personal cars where possible.

Children who use the school bus are encouraged to sit with others in their family, or others in their class bubbles, keeping a distance between children that are not in either of these groups. Children will be encouraged to use hand sanitiser when getting on/off the bus. The bus driver will wear a face mask as per government guidance. Children can wear a face mask if they choose to on the bus – please ensure that washable face masks are named, and if children are using disposable masks, they have one for the return journey.

Where children travel to school by taxi, all adults (including the driver) are required to wear masks.

Staff will use the staff carpark, and adhere to social distancing when arriving in the school building and signing in. Only staff will be permitted to enter the building through the main office entrance, along with any organised visitors.

## Beginning and End of the day

We will depend on your cooperation to keep everyone as safe as possible and need to ask everyone to follow these key safety measures:

- Only one adult to drop off and collect children from each family.
- Messages for school should be communicated by telephone (01926 426020) or emailed ([admin3141@welearn365.com](mailto:admin3141@welearn365.com)). **No visitors or messages should come via the front door of school direct to the office.**
- Enter school by the allocated gate at drop off and collection.
- Follow the one-way circulation routes.
- Do not congregate with other parents on site.
- Arrive promptly, but NOT early to minimise mixing or having more people on the school site at any one time.
- Keep your distance from others (as you would in a supermarket or other public place).

We have introduced staggered start and finish times, to minimise the number of people on the school site at drop off and collection. In organising this, we have ensured that all children continue to receive the full amount of learning time as advised by the government.

Class	Start time	Finish time	Gate used
Reception	9.05am	3.15pm	Kingsley Road near reception classroom
Year 1	8.55am	3.05pm	
Year 2	8.45am	2.55pm	
Year 3	8.55am	3.05pm	Kingsley Road near the bike shed
Year 4	9.05am	3.15pm	
Year 5	8.55am	3.05pm	
Year 6	8.45am	2.55pm	

Any families that normally use the new green gate at the top of the field by the new houses are to continue to use that gate but be mindful of social distancing when meeting others. The path is marked with 2m intervals to assist with this, and a one way system (anti-clockwise) will also ensure that families are able to observe social distancing. There is also a hand sanitising dispenser inside the gate for you to use after pushing the gate.

We do understand that families have children in different classes. So as soon as you have dropped the first one of your children (with the earliest time) via the exterior classroom door, please then drop off the subsequent siblings at their classroom doors where the staff will be ready to welcome them too. At the end of the day, please arrive to collect your family at your latest allocated time – staff will look after their siblings in the classroom until you collect them. (We **do not** expect you to wait outside classrooms for the allotted time, or exit and re-enter the grounds at different times). **This would apply in the same way for childminders or parents dropping off and collecting more than one child, even if the children are not siblings.**

When leaving the site at the end of the day, we ask that you respect a 2m distance from others and staff. We will dismiss classes promptly at your child's allocated time as we do not want parents to have to wait. Please observe the one-way route to avoid contact with other parents and leave promptly once you have collected your child.

#### Staff leaving the site:

Staff will be encouraged to leave as soon as possible at the end of the school day to facilitate effective cleaning of classrooms by the school cleaning staff.

## Classes/organisation

From September, the government guidance says that children in primary schools will be taught in class-sized groups in bubbles – these bubbles are to be kept apart from other bubbles.

While older children will be encouraged to keep their distance from others within the bubble, we understand that younger children will not be able to maintain social distancing and it is acceptable for them not to distance with other children in their group.

Children will have access to the cloakroom lockers but will be sent in small groups and adults will monitor that distancing is being kept where possible. Adults will wipe down lockers after use. In order to use these areas quickly and effectively, we would ask that children only bring into school **essential equipment**. To prevent bubbles meeting in the locker area at break times, Year 3 and 4 children will keep their coats on the back of their chairs.

<b>Equipment required</b>	<b>Where stored:</b>
Named coat/jacket (and hat/gloves if needed)	Lockers (Year 5/6) Classroom (Year 3/4)
Named water bottle	Classroom
Packed lunch if required (please do not send items that your child needs help to open)	Classroom

Educare will be providing lunch options including a cold and hot option, if you would prefer a school lunch. Keep an eye on the [lunch menus](#), to see what is on offer.

Please send your child into school **already wearing** their PE kit on PE days – this will mean they will not need to access the lockers during the day other than at playtimes and the beginning and end of the school day. **Tracksuit bottoms and school jumper will be required** (children can wear their shorts underneath their tracksuit bottoms if they would like to, taking off tracksuit bottoms just for PE).

No stationery equipment will be allowed to be brought into school from home.

## The school day

Children will sit side by side, facing the front of the classroom in order to limit face to face interactions. A seating plan will ensure staff know which children are sitting next to each other, and where close contact has occurred between children.

Class teachers are to maintain social distancing from pupils where possible, however are able to work more closely with children to explain learning for a period of up to 15 minutes, sitting at the child's side, not facing them.

Teachers are safe to move between different bubbles, as they will be maintaining distance from pupils wherever possible. This means that Onside and PPA teachers will continue to teach the children at their normal timetabled times through the week. **Due to increasing numbers, we will be minimising the movement of staff between bubbles as much as possible.**

Collective Worship will not be possible meeting together in the hall, however webcams have been purchased so that worship time can be shared by all classes at the same time, with them accessing from their classrooms virtually. Singing is currently not allowed, so music will be shared to listen to and reflect with only, as part of the worship. Celebration assembly will still happen on Fridays, and awards given will be shared with parents in the weekly newsletter on the website. **Unfortunately, parents will not be able to join us for celebration worship at the moment.**

### Out Of School Provision:

GoGo makers are providing before and after school care for up to 30 children each morning and evening. This care is for parents who are working, through the lockdown period, but is open to other families outside of lockdown. Please book your child's place through the GoGo makers website, linked on our school website.

### Break times:

The playground has been divided into two spaces using plastic barriers. Children will have breaktimes at staggered times with two classes accessing the playground at a time.

Class	Break time	Space used
Reception	10:15-10:30	Reception outdoor space
Year 1	10:15-10:30	Playground/Field when dry
Year 2	10:30-10:45	
Year 3	10:45-11:00	
Year 4	10:45-11:00	
Year 5	10:30-10:45	
Year 6	10:15-10:30	

KS1 children will have an additional break time in the afternoon in the autumn term:

Year 1 – 2:00-2:15

Year 2 – 1:45-2:00

Children will use the playground equipment on a rota system, a week at a time. The new equipment will be used by KS2 children and the old equipment by KS1 and EYFS children. Children will use hand sanitiser before and after using any equipment. The equipment will not be used from Friday lunchtime until Monday lunchtime, when a new class bubble will use it. This will mean that the advised 72 hours will exist between different bubbles using the equipment. After school club will not be allowed to use the equipment to prevent cross-contamination.

Classes will have their own set of playground equipment to use at playtimes and breaktimes. Children will wash hands or use hand sanitiser before using any equipment and all class-based equipment will be wiped down after use.

Staff will stagger their break times, with one adult supervising the children on the playground while the other takes a break. The adult who has been outside with the children will have their break for 15 minutes either before or after the children's break time.

### Lunch times:

Lunch times have also been staggered in order to ensure all children have time to play outside safely with children in their class bubble. Children will eat their lunch in classrooms and play in their designated space afterwards.

Class	Eating lunch	Wed Wk 1 and Thurs Wk 2	Break time	Wed Wk 1 and Thurs Wk 2
Year R	12:00-12:30		12:30-1:15	
Year 1	12:00-12:30		12:30-1:00	
Year 2	12:10-12:40		12:40-1:10	
Year 3	12:40-1:10	12:30-1:00	1:10-1:40	12:00-12:30
Year 4	12:00-12:30	12:40-1:10	12:30-1:00	1:10-1:40
Year 5	12:00-12:30	12:40-1:10	12:30-1:00	1:10-1:40
Year 6	12:40-1:10	12:30-1:00	1:10-1:40	12:00-12:30

School lunches will be delivered to the classrooms by the adults looking after each class bubble. Teaching staff will help to supervise children for 15 minutes of each lunchtime to ensure children's safety, as per timetable.

This rota will change for KS2 children on Wednesday of Week 1 and Thursday of Week 2 so that PE lessons can be held outside after all children have finished lunchtime break.

### Use of toilets:

Children will use relevant Key Stage toilets when required, with one pupil visiting at a time. Adults will supervise safe use of toilets and wipe down touch points (handles, flushes, taps) at regular intervals through the day.

Children will wait to use toilets on markers at socially distanced intervals if there is already another child using the toilet.

Touch points in staff toilets will also be wiped down after use.

### Staff meetings:

Use of the staffroom will continue to be minimised, although small numbers of staff are welcome to make drinks and use the designated chairs. Staff meetings will be held where 2m distancing can be maintained or online. Regular briefings to all staff will be by email, and some meetings may need to be held online in order for all staff to attend where necessary.



Other visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.

### Parents meetings:

Traditional parents' evenings will not occur in the autumn term, unless guidance changes. Children will receive a short report about their child's progress in the autumn term.

As mentioned earlier, celebration assembly will still happen on Fridays, and awards given will be shared with parents in the weekly newsletter on the website. Unfortunately, **parents will not be able to join us for celebration worship** at the moment.

If parents need to arrange to speak to a member of staff in person, appointments will be made through the school office, either by email or by phone. Meetings will be held online using either Zoom or MS Teams.

### Movement around the school building:

Movement within the school building will be limited to children accessing the computer suite, individuals accessing the toilets and staff. Doors, excluding fire doors, will be propped open to minimise high-touch points. All classrooms have a walkie-talkie to communicate with the office and SLT if required, limiting the need for staff to leave classrooms where possible. Staff are to wear face masks or visors when moving around school.

Children will access their classrooms from designated external doors wherever possible and will follow one-way systems.

Access to cloakrooms will be monitored by staff with a limited number of children accessing at any given time.

## Curriculum at Bishop's Tachbrook

Staff have communicated with their class's previous teacher to discuss curriculum coverage and every child's attainment prior to the lockdown in March. They have also discussed each child with respect to their engagement in online learning tasks throughout the lockdown.



All staff will implement a Recovery Curriculum in the first part of the autumn term. This curriculum will initially observe any PSHE considerations that need to be addressed to ensure children are ready for learning. Staff will establish where there are gaps in children's understanding from the previous academic year, and plan activities that allow all children to be successful and build self-confidence, before moving quickly onto new learning in order to fill any gaps. While the focus will initially be on core

curriculum areas, the curriculum will continue to remain broad and balanced; gaps in key learning areas will be addressed, where possible, through a range of other subject areas.

Children that require additional intervention will be identified through baseline assessments and individual and group packages will be implemented and delivered by familiar adults.

Where a class, group or small number of pupils are required to self-isolate, or in the case of a local lockdown, staff are working hard to ensure that we have the capacity to offer immediate remote education through MSTeams, or **Seesaw for Year 1 and Reception**. **There is a short unit of work for children awaiting a test result, and longer packs of work for children who are self-isolating. This work will link to the learning for the child's year group. If a whole class is required to self-isolate, the teacher will meet with the children on MS Teams in the morning and after lunch to explain the learning for each of those sessions.**

Homework tasks will continue to be set using MSTeams or Seesaw in order to limit the amount of paper being transported between home and school.

The **music curriculum** will not include singing or chanting at this stage. Children will continue to be offered musical experiences using classroom instruments. Children will wash hands before and after using any resources, and musical instruments will be wiped by an adult after use.



The **PE curriculum** will continue to be taught, with all equipment being thoroughly cleaned between bubbles using it. Where possible, PE lessons will be held outdoors so children will be encouraged to have appropriate clothing to keep them warm, but also safe from the sun. On sunny days, please ensure you have applied sun cream at home, and provide your child with a named sun hat. **Please send your child into school already wearing their PE kit on PE days – this will mean they will not need to access the lockers during the day, other than at playtimes and the beginning and end of the school day. Tracksuit bottoms and school jumper will be required (children can wear their shorts underneath their tracksuit bottoms if they would like to, taking off tracksuit bottoms just for PE).**

Children will have access to the ICT suite, with each bubble having allocated times. All equipment will be wiped down after use.







Art will continue to be taught to all classes as part of our broad and balanced curriculum and teachers will be allowed to teach in different bubbles, ensuring they aim to maintain distance between themselves and the children in each class where possible.



Outdoor learning is encouraged by the government, and all children will continue to make good use of the fantastic grounds at Bishop's Tachbrook.



There will be no school trips initially, although as soon as social distancing and safety can be safely managed, staff will be encouraged to explore ways of ensuring the children's learning outside of school is considered. Work in the local area will be considered, as learning outdoors has been encouraged. However, any educational visit risk assessments, including those within the local area, must include COVID-19 requirements and explain how bubbles will be maintained. Mrs Pepin and Mrs Kilbey will check all risk assessments before any trip will be allowed to go ahead.

## Safeguarding

School attendance becomes mandatory from September, according to the government guidance. Any child who has been asked to continue to shield will be provided with learning online and staff will continue to make calls home to maintain links with school. Any parents who have concerns with respect to their child attending school due to illness are encouraged to contact the school by email or phone. Equally, any staff who have concerns about arrangements are encouraged to discuss these with Mrs Kilbey, or a member of SLT.

The Recovery Curriculum is initially centred around PSHE activities where children will be encouraged to share experiences during lockdown. Staff will use this time to identify any children who have increased anxiety or other need due to COVID-19. Staff will be supported with how to reassure children who may be displaying anxiety or changes in behaviour due to a different school routine, or personal experiences during lockdown.

**Wider safeguarding duties have not altered throughout the school closure and we will continue to operate as normal.**

## Emotional and behavioural considerations

New rules and routines will be explained clearly and discussed openly with all children in September. The [school behaviour policy](#) will be shared with children as a reminder of expectations, and is available for parents to see on the school website. Staff will be vigilant to children requiring additional support on their return to school and will provide appropriate interventions as preventative measures with support from Mrs Pepin and Mrs

Kilbey and in collaboration with parents and carers. The school will continue to inform parents of ways to support their child's [mental health and well-being](#) through links on the school website.

## Protection

As a school, we are well stocked up on PPE in readiness for September. This includes:



- Anti-bacterial hand sanitiser in each classroom
- Anti-bacterial handwash
- Disposable paper towels
- Cleaning equipment for individual classrooms
- Disposable face masks for administering first aid
- Disposable gloves for increased personal safety, e.g. for using with antibacterial spray
- Visors e.g. for attending to any child displaying COVID-19 symptoms.

We anticipate that the masks, aprons, gloves and visors will only be necessary when administering first aid or intimate care.

All classrooms will have their own hand sanitiser, cleaning equipment, hand wash and disposable paper towels. Each class also have their own lidded bin, operated by a foot pedal, for safe disposal of paper towels and tissues.

Shared areas, such as toilets and sinks, will be deep cleaned every evening. Throughout the day, staff will have cleaning equipment to regularly wipe down any high-touch areas where they deem it is necessary. This will be expected and encouraged. Additional staff will clean all high-touch points at the end of each day.

Classroom windows will be opened wherever possible to increase ventilation.

Children will be provided with their own personal set of stationery and all resources required for that day. This will be kept on their assigned desk, or in their assigned space. Please **do not** send any stationery into school in order to minimise cross-contamination of any school resource.

Children will wash hands:



- on arrival at school
- before and after playtime or time outdoors
- before lunch
- before and after use of any shared resources, and these resources will be cleaned each evening.
- before going home

Hand sanitiser will also be available for all children and adults to use in class. If children or staff would like to bring in their own hand sanitiser, the school will support this, but this must be a small bottle labelled with the child's name. They will remain on the child's desk for the day in school before

coming home and are to be used only by the person they belong to.

### Medicines:

If your child requires medication to be held at school (ie epi-pen, inhaler or similar) please return it to school on the first day back. It will need to be named and labelled with clear instructions for use. It will be kept in their classroom and normal medication procedures will apply and should be followed by parents and staff. In the case of NEW medicines (eg if a child has a new inhaler and previously not had this in school, [a permission to administer form](#) must be completed by the parent and emailed to [admin3141@welearn365.com](mailto:admin3141@welearn365.com) BEFORE delivering the medication to school.

## Possible COVID-19 Cases

Any child or staff member who is displaying symptoms of COVID-19 prior to the school day should not attend school but inform school by phone or email and book a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Should a pupil or member of staff become symptomatic whilst at school they will be isolated and supervised by a staff member of the year group who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision. The parent/carer will be contacted and required to collect the pupil and any siblings. The staff member supervising will then remove all PPE and dispose of it and will wash hands.

The remaining children in that bubble may need to move their learning to the hall, lodge or outdoors while the classroom is deep cleaned by staff wearing face masks and gloves. If they need to go to the bathroom while waiting to be collected, they should use the staff individual toilet if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Mrs Kilbey or Mrs Pepin will then contact the local health protection team for guidance on the next steps that need to be taken. Each case is assessed individually and linked to the risk that others will have been exposed to.

Staff and parents of children will be expected to be tested where symptoms develop. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. Parents must inform school immediately of results of a test

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.



#### **Our Christian Vision:**

**‘Through teaching children what it means to ‘Love your neighbour as yourself’ (Matthew 22 v 34-40), we strive to secure the foundations for happy, healthy individuals with the highest aspirations who can live life in all its fullness.’**

This has been a testing time like none other for everyone in this country. Our school's Christian vision has not changed and we must all look forward to brighter times ahead, with life in all its fullness once again.

Thank you all for your continued support.

Mrs C Kilbey

Mr C Harper

Head Teacher

Chair of Governors