



# Birchwood Primary School

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*'Rich opportunities and memorable experiences'*

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Monday 13<sup>th</sup> July 2020

Dear Parents,

## Preparation for next academic year

Over the course of the last couple of weeks we have continued to work at pace, planning and preparing to welcome back all children full time from the beginning of the autumn term. Circumstances have changed and the prevalence of Covid 19 has decreased. The track and trace system is in operation and we are clear about the measures needed to be in place to be able to create a safe environment in school.

Returning to school is vital for children's education and for their wellbeing. Our aim from September is to start to reverse the impact of missed education. Our staff and parents have done a fantastic job supporting children with learning from home, but missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. **School attendance will therefore be mandatory again from the beginning of the autumn term.**

We are now planning proportionate protective measures that we will put in place for staff and children, to ensure all our children receive a high quality education that enables them to thrive and progress. Guidance and updates from the government and our own Trust continue to be shared regularly with our schools. We will be submitting our risk assessment and plan for reopening this week. Once this has been approved, a copy will be made available on our school website to view.

We are now in a position to share more details regarding actions we are taking to enable us to welcome back all of children next academic year. We hope the information below helps, but any queries, please phone the school office.

**Minimise contact with individuals who are unwell** - Ensure that children, staff or other adults do not come into school if unwell or have tested positive in the last 7 days. Those who have Covid 19 symptoms or who has someone in their household who does, do not attend school. School will ask that the child is tested and the results shared with school. Anyone developing symptoms during the school day will be sent home for a test. If positive, members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.

**Clean hands thoroughly** - Regular and thorough hand cleaning is planned into the school timetable. Staff and children will wash their hands on entry to school, before they eat their lunch and after they have gone to the toilet. Hand sanitiser will be used before and after break and after dinnertime and P.E. If your child requires specific hand sanitiser, please pass this onto your child's class teacher.

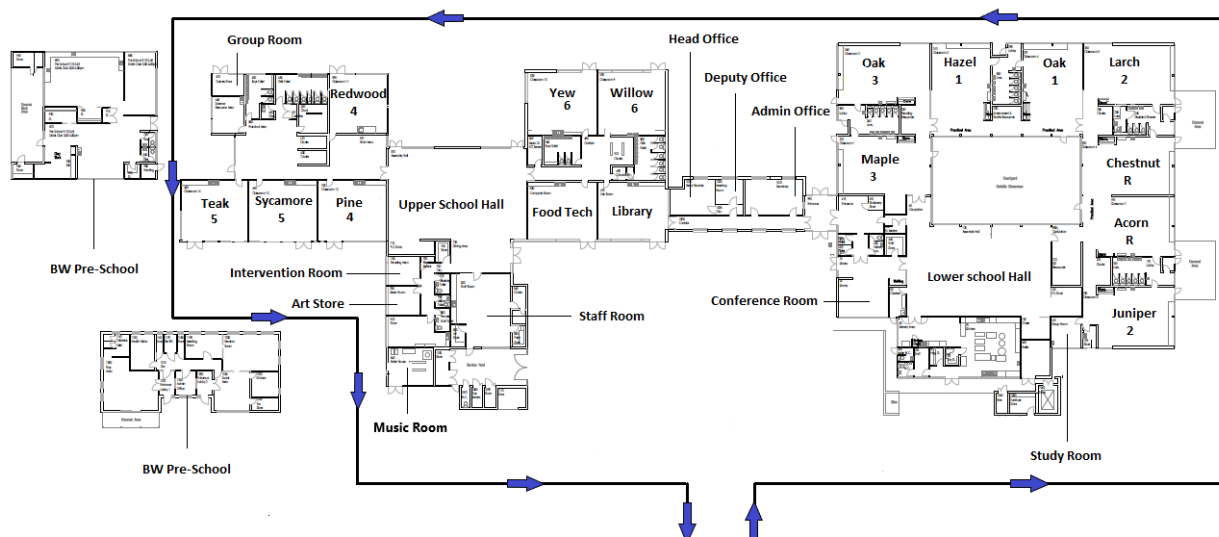
**Ensure good respiratory hygiene** - Children will use the 'catch it, bin it, kill it' approach. Tissues to be readily available around classrooms and shared areas. New swing lid bins have been placed in each room in school. These will be cleared daily and wiped down regularly.

**Enhanced cleaning arrangements** - Cleaning schedule includes more frequent cleaning of classrooms and shared spaces and regular cleaning of frequently touched surfaces. Allocated toilet blocks for Year Groups will be cleaned twice a day and shared resources will be cleaned after use.

**Minimise contacts and maintain social distancing where possible** - Birchwood will do everything possible to minimise contacts and mixing whilst still delivering a broad, balanced and purposeful curriculum. The emphasis will be on separating groups and maintaining distance, as consistent groups reduce the risk of transmission. 'Year Groups' will maintain distance from other 'Year Groups' making it easier in the event of a positive case to identify those who may need to self-isolate. All teachers and other staff can operate across different year groups in order to facilitate the delivery of the school timetable, but where staff move between year groups they should try and keep their distance from children and other staff as much as they can. Staff and children are to minimise face to face contact and time spent within 1 metre of anyone. School start and finish times will be adjusted to ensure Year Groups are kept apart, but these will not reduce the amount of overall teaching time. Agree drop off and collection times with parents and continue the use of the one way system into and out of school.



## Birchwood one way system from use in September



Where possible we ask that only one parent accompanies their child to school and that alternative provision is made for any younger siblings. We also ask that small bikes or scooters are not brought onto the school site. Please drop off your child at their classroom door. To ensure that the one way system continues to flow we ask that parents do not get into conversations with Teachers. The 'Me to You' system will be back in use from September and any other enquiries or concerns can be passed onto the school office via phone call or email. Parents are not permitted inside the school building until further notice.

**Staggered start and finish times:** To ensure that Year Groups do not mix and to support social distancing, we have planned in a staggered start and finish time to the school day. To support our school in welcoming back 441 pupils and all their parents, it is **vital you drop off and collect your child during their 5 minute window**. If you have more than one child attending school, then please drop off and collect the children at your family's earliest 'window'. Teaching time for all year groups will be 5 hours and 10 minutes. To facilitate our staggered timetable, children's lunchtime will be reduced to 40 minutes.

Year Group	Arrival window	Collection Window
Reception	8:30am - 8:35am	2:40pm - 2:45pm
Year 1	8:30am - 8:35am	2:40pm - 2:45pm
Year 2	8:35am - 8:40am	2:45pm - 2:50pm
Year 3	8:40am - 8:45am	2:50pm - 2:55pm
Year 4	8:45am - 8:50am	2:55pm - 3:00pm
Year 5	8:50am - 8:55am	3:00pm - 3:05pm
Year 6	8:55am - 9:00am	3:05pm - 3:10pm

To support working parents, Birchwood Pre-School will be offering wrap around care before and after school. Breakfast club runs from 8:00am and After School Club runs until 5:45pm. Our younger children (Reception, Year 1 and 2) will be based in the 'Buds Room'. Our older children (Year 3, 4, 5 and 6) will be based in the 'Blossoms Room'. For more information or to book before and after school provision, please contact Sam Boone on 01827 893331 or 01827 895813.

**Where necessary wear PPE** - PPE is available for staff, but will only be used by staff to support children if they become ill with Covid 19 symptoms or where children already have routine intimate care needs that requires its use.

**Engage with NHS Test and Trace process** - Staff and parents need to be ready to book a test if they are showing symptoms. They must not come into school if they are displaying symptoms and must self-isolate if they develop them in school.

**Manage confirmed cases of Covid 19** - School to take swift action when made aware of someone testing positive for Covid 19, by contacting the local health protection team, who will guide school through actions required. The health protection team will provide definitive advice on who must be sent home.

**Contain any outbreak** - If school has 2 or more confirmed cases within 14 days, they may have an outbreak and need to continue to work with Local Health Protection Team.

**Uniform:** Children will be expected to be back in school wearing full school uniform. This includes a school jumper or cardigan that can be ordered online and collected from the school foyer. We will also be expecting children to be wearing black school shoes and bring with them their full PE kit on allotted times.

We hope you all have a very enjoyable summer and look forward to welcoming you all back to Birchwood in September.

Yours sincerely

Mr N Coleman  
Headteacher