



St Bartholomew's CE Multi Academy Trust
Sedgley Road
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Wolverhampton
West Midlands
WV4 5LG

St Benedict Biscop CE Primary School

Headteacher: Nicola Scott-Worthington

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Dear Parents

Thank you for your response requesting a place for your child should the government decide it is safe to start a phased return to school for some children from 1st June.

Since the government announcement, we continue to be working to ensure that measures are in place to implement the government guidance, within the confines of the school environment and taking into account the ages of the children. During the last seven days, we have received three amended sets of guidance from the Department for Education, which has resulted in us having to change our initial plans. We are again expecting further updates this evening, so I apologise if some of this information changes over the next few weeks.

Bubbles of children will be returning over a phased two week period from 1st June – 12th June. On 1st June, staff will be briefed on the new operating processes and risk assessments that are being finalised over the half term holiday. This is to support the health, safety and wellbeing of all children, parents and staff. The DfE guidance requests that children in Nursery are welcomed first, alongside previously eligible children, followed by children in Reception, Year 1 and Year 6. You will receive details about your child's bubble separately.

The following measures will be taken. Please note that these plans are subject to change depending on changes in DfE guidance or health and safety requirements:

1. Children have currently been put into small groups (bubbles) with a maximum of 15 per group. Where the room does not allow for safe social distancing with this number, the group size is smaller.
2. The bubbles of children have been allocated members of staff that they will be working with consistently.
3. Bubbles of children **will not be allowed to mix at any part of the day to prevent the spread of the infection across bubbles**. This means that lunch times and break times will be staggered.
4. Drop off and pick up times will be staggered to ensure that large groups do not congregate.
5. It is imperative that every parent adheres to the drop off and collection times and always maintains a 2m distance between other families.
6. **DROP OFF:**
 - Parents will be given strict drop off times. Please do not arrive early or late as it's imperative that we reduce contact between adults and bubbles.
 - Social distancing lines will be painted at each entrance point.
 - Parents and children must not breach these boundaries.
 - Prior to entering the building, each child will sanitise their hands.





- Parents must leave the school premises as soon as their child is under the care of a staff member.
- Only one adult is permitted to drop off a child.

7. COLLECTION:

- Parents will be given strict collection times. Please do not arrive early or late (see above)
- Please wait at the queuing area for where your child was dropped off and a member of staff will release your child to you.
- Only one adult is permitted to collect a child.
- If a member of staff needs a private discussion with you, this will be via a phone call.
- If your child needs to leave the site early (i.e. if they become unwell) you will be given instructions on where to collect your child via a phone call.

8. As per the guidance, parents are not permitted to enter the school site unless there is an urgent, pre-arranged need. Of course we will be available each day for phone calls and emails to discuss any aspects of concern – and for warm (socially distanced) greetings at the gate.

9. Children will play outside at break and lunchtimes only with their bubble. They will be in a zoned area specifically for their bubble (and adult supervisors) only.
10. Each bubble will have their own set of playground equipment to play with. This will be wiped down at the end of each day. Children will not be allowed to play any contact games such as football. The play equipment on the main playground cannot be used by any children.
11. Children will eat lunch in their classroom or outside to allow for maximum distancing at this time and to avoid the need for children to queue. Therefore, there will be no hot lunch provision on site. If you wish for your child to receive a school meal, this will be in the form of a packed lunch. Please advise us by email and parent pay if you require a lunch provided by school. Children in Reception, Year 1 and Year 2 will be entitled to a free school meal, under the Universal Free School Meals programme. All children entitled to Free School Meals will continue to receive a lunch pack from school.
12. Children who bring a packed lunch from home may only bring it in a disposable paper or plastic bag and it will all be thrown away at the close of lunchtime.
13. Every classroom will be organised to try to ensure children are kept socially distanced and learning activities will be carefully planned to allow for this.
14. Every child from Nursery to Year 6 will have their own individual table and chair that is distanced from other children. Children will usually be expected to remain at their desk in the classroom, unless directed to an individual activity by a staff member.
15. Children will have their own pack of stationery kept in a tray on their desk throughout the day. These will be cleaned at the end of the day by a staff member.
16. Shared resources and classroom equipment will be thoroughly cleaned at the end of the day.
17. Tables, door handles and light switches will be cleaned by staff during the day.
18. School resources such as reading books and homework books or sheets cannot be sent home with the children. Reading, using school books, will take place during the school day and will be kept out of circulation for a week prior to another child accessing them. Homework will be available on the class pages on our website.





19. **Please be aware that we cannot guarantee that children will socially distance from each other or staff because of their age and the school site.**
20. Children will wash their hands or apply hand sanitiser (provided by school) when entering school at the start of the day and after break/lunch/PE/forest school activities. If your child has an allergy to hand sanitiser, please inform the school office by email.
21. Strict hygiene measures will be adhered to throughout the day, including regular hand washing/sanitising.
22. Where possible, the use of toilet facilities will be restricted so that only one child is in the toilets at the same time. Please be advised that due to the age of the children we cannot always guarantee this.
23. Each bubble of children will have access to their own toilets and will not be able to use toilets allocated to other bubbles.
24. Where appropriate, children will be supported to wash their hands by a member of staff.
25. Our behaviour policy has been reviewed to take into account COVID-19 guidance and includes the exclusion of any children who deliberately put others at risk (e.g. coughing or spitting at others) and children who will not (as opposed to cannot) comply with social distancing and hygiene expectations.

26. Please note that school may need to be closed for some bubbles if there is significant staff shortages due to illness, during this time.

What we ask of you:

1. If your child, or any member of your household suffers from any symptoms of COVID-19 at any time, you **must** self-isolate at home. We can arrange for a test to take place and your child will be permitted to come back to school if this comes back as negative for the child and all members of the household. If any child tests positive, they will need to isolate for 7 days and their bubble (both adults and children) will have to isolate for 14 days.
2. If children are bringing their own packed lunch, that this is brought in a plastic or paper bag that can be thrown away at the end of lunchtime.
3. Children should bring a named water bottle each day that returns home each day to be thoroughly washed we are unable to fill water bottles so children can bring more than one bottle if needed.
4. **Please strictly adhere to all timings and social distancing when collecting/dropping off your child.** Please leave the school site immediately and do not stop to talk to other parents as this will prevent the safe drop off and collection of other pupils and will make social distancing on and around the school site very difficult. Where possible, we encourage walking and ask that only one adult accompanies each child.
5. If you wish to speak to a member of staff, please telephone the school. No parents will be permitted to enter the school building. We will, of course, be available to speak to via telephone or email.
6. Please do not send your child in with a bag, pencil case or equipment. For younger children, a bag with a change of clothes can be brought in on the first day and left in school.
7. Children must attend school in a clean school uniform, with the exception of specialist lessons below. We understand that some children may have grown out of their uniform so a close approximation is accepted.





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8. Children will be taking part in PE and forest school lessons. Once the timetable is completed, we will inform you which days this will be on. We ask that children come to school dressed in suitable clothes/shoes for PE/forest school as appropriate on these days which they will stay in throughout the day. All PE/forest school activities will take place outdoors and so may be cancelled in the event of bad weather.
9. It is essential that any families who are sending their children into school, adhere to strict social distancing outside of school, and follow all of the current guidance related to this.
10. To allow children to become familiar with the new routines and spaces they will be using, we will be completing a phased return, starting with the youngest pupils and children of keyworkers.

All of the above measures are being taken to ensure the safest possible environment for your child and in accordance with current DfE guidance. We will always work very hard to continue to provide a happy, comforting and secure environment to limit any anxiety and fears your child (and you) may have and help them to enjoy their time in school. As always, your child's emotional wellbeing is of the utmost importance to us. We would really appreciate it if you were able to explain to your child that school will run differently to how it did prior to the partial closure and things they take for granted like holding hands and sitting/learning alongside each other will not be able to happen. We will also talk to and reassure the children at school.

As you know, I promote and believe in an open door policy where parents and families are all welcomed in, so we can all be co-educators together. I very much look forward to welcoming you all back into school, when it is safe to do so, and our school once again being filled with the laughter (and hard work) of your delightful children.

Thank you for your cooperation, understanding and support at this time. If you have any questions or concerns, do not hesitate to contact me. Please take very good care and stay safe and well over a (hopefully) sunny Whitsun holiday.

Yours sincerely

Nicola Scott-Worthington
Headteacher

