



# Parent Guide for Reopening in Sept 2020

Dear Parents and Carers,

As school begins to welcome more and more children, it increasingly feels like a more 'normal' return to school life. However, it is important that all of us remain aware of the risks and how to manage them safely and appropriately. As the children return to school, a lot of thought has gone into the school's response and the plans we are putting in place to keep the entire school community safe. Staff will do everything they can to reduce contact between people and avoid large groups congregating together.

Staff are busy preparing Buckfastleigh Primary School at the moment and I know you will have many questions about our plans. I have put all the key information into one guide for you, so hopefully you will find this informative.

I want to explain all the measures we are putting in place and to reassure you that we will do everything we can to ensure that the health and safety of pupils remains our top priority. Our planning will mean that your child/children can access school safely. We will continue to monitor and update our plans, in line with the government guidance. Buckfastleigh Primary School has proactively and successfully managed the impact of the pandemic to date and wish for this to continue in the future.

Below are some steps that we would like everybody in the community including children, staff and family members to be aware of as we move forward.

- **Stay Alert.** Please remember that although life is gradually returning to normal, the virus is very much still a risk in our community. Please be aware of recommended social distancing advice, as well as the most recent governmental advice regarding how to keep yourself and family safe.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

- **Let us know.** If you, your child or a member of your household displays any one of the symptoms of Covid 19 (high temperature, a continuous cough or loss of taste and smell) please let the school know immediately so we can respond as quickly and appropriately as possible.
- **We all have a responsibility.** In order to continue to keep the children, the community and staff as safe as possible, we all have a responsibility to look after each other and continue to follow governmental advice. We understand that it is a stressful time, but by working together and communicating effectively with each other we can help to make Buckfastleigh as safe as possible.

If a child or member of staff becomes ill with symptoms of Covid 19, we will inform the households of every child within that bubble. However, we have always respected the privacy and confidentiality of everybody in our community. We will be discreet, and you will not be informed which child or adult demonstrated the symptoms. Rest assured, we will keep you updated as much as possible in regards to safely returning to school after the 14 day isolation period following a pod being closed.

At Buckfastleigh Primary School, we are clear on our action plans and preparations for many eventualities. Everyone at Buckfastleigh is working very hard and we are very grateful for your continued support as we navigate these difficult times. School will have some different routines in September. When you receive the guidance handbook, please read it in full so that you are ready to comply with all safety requirements. We thank you in advance for supporting us in maintaining a safe school environment for our school community.

Please continue to keep yourself, your friends and family safe.

With warmest best wishes,

Eddie Brown

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

## School Routines

### **Attendance**

All children need to attend unless self-isolating or shielding. No one with symptoms should attend for any reason. The office staff check the registers each morning and will check emails for parent messages if your child is sick and unable to attend school. Please help us by making contact with the school office to save a phone call home to check if your child is okay.

### **Communicating with school**

During lock down we communicated in a number of different ways to ensure as many families received vital information. We will continue to use these as they reduce the number of people on the school site in the interest of reducing contacts. These included:

- Letters on our school website
- Parent Pay emails
- Class Dojo messages

Please continue to monitor these channels so you are up to date with the latest information from school.

In September:

- Parents will only be able to access the school building if invited to do so and only when strictly necessary.
- Communications with the office will need to be via email or phone.
- Staff will communicate with parents via phone calls and Class Dojo and occasionally face to face at pick up time when necessary.
- The office will **ONLY** be open to accept medicines.
- Please plan ahead. We would like to limit the number of forgotten items that need to be dropped into school after the start of the day. E.g. packed lunches or coats. This will minimise contact with visitors and keep staff, children and you safer

### **Drop off and pick ups**

This is a challenging plan to make and we may not get it right first time, but we will, with your support, make adjustments as we go. It was important to try to avoid staggered times for different classes as I know this would present families with a huge juggling act if you have more than one child.

The school will continue to operate a one-way system on site.

- **Site Entrance** - Top gate at New Road.
- **Site Exit** - Lower gate at Bossell Road.
- **Drop off time** – 8:35-8:50am for all classes
- **Pick up time** – 3:20-3:30pm for all classes. The top gate will be opened at 3:10pm to reduce the amount of time parents congregate on the playground.

The top gate will be closed and locked at 8:50am. Please make sure your child arrives at school promptly. This will make it easier for us to keep the school secure and ensure learning starts by 9am after registers.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

When you enter the site, there are two ramps to get down to the main building. Children in Reception, Year 3 and Year 4 must use the left hand ramp. Children in Year 1, Year 2, Year 5 and Year 6 must use the right-hand ramp.

Each class will enter and exit the building through a different door. Please drop your child off at least 2m from their entrance door. See the table below for more details.

<b>Class</b>	<b>Entrance/Exit</b>	<b>Where parents wait at pick up time</b>	<b>Ramp</b>
Reception	Classroom door	Grass	Left ramp
Year 1	Classroom Door	Top end of front playground	Right ramp
Year 2	Front playground door	Opposite front playground door by railings	Right ramp
Year 3	Back playground door	Back playground on netball court	Left ramp
Year 4	Classroom door on back playground	Back playground by basketball ring	Left ramp
Year 5	Foyer doors	Outside school house	Right ramp
Year 6	Office doors	Opposite office door by railings	Right ramp

To help reduce the people on the school site we request that only one parent use the drop off and pick up times. At all entrances to the school, social distancing will be in place and there will be a member of staff to welcome each child into class. Please talk this through with your child. This has helped during partial reopening as the children have understood what to do and are ready to come into school.

The children will need to walk independently into class and leave their belongings in the cloakroom.

Please remind your child to wash their hands before they leave home. At school they will wash their hands on arrival and before leaving in the afternoon.

If your child is older and you can see the gate duty person you may want to wave to say hello and your child can walk into school on their own. We ask that parents do not wait directly outside the designated gates as this be a busy area.

## **Class Pods**

### **Staff**

The staff will be working in class pods and will need to be in their classroom to greet the children into class at the beginning of the day. Unfortunately, teachers will not be available to liaise with you at the start of the school day. Please support us by emailing or phoning in any messages that you would like passed onto the class teacher and we will be in touch to support.

### **Uniform and daily items**

- There is no need for anything other than normal personal hygiene and washing of uniform regularly

*‘SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD’*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

- Named P.E kit in school everyday
- Packed lunch if required from home.
- Healthy snack for morning break – fruit, cheese or vegetables only
- Daily - a named water bottle, washed and pre-filled with water only
- Sun hat - named please.
- No other toys or personal items.
- Individual stationery packs will be provided by school.
- **Children are asked not to bring individual pencil cases.**
- School equipment will be cleaned regularly.

### **Class Pods**

Each year group will be treated as a separate 'pod'. We aim, as much as possible, to keep pods separate at lunch and playtimes. We will continue with staggered lunchtimes, minimising the number of children in the dining hall. KS1 will eat in the hall and KS2 children will eat in classrooms. Each class will have a dedicated Mealtime Assistant (MTA). Classrooms will be kept well ventilated with classroom doors and windows open if possible for air flow.

### **Classroom Routines**

- There will be no whole school assemblies in the hall. Each day there will be an assembly in class which is led by the Class teacher or another member of staff online.
- Wherever possible, children will be taught or have playtime cover by the same staff member in order to minimise 'contact' points.
- Circulation routes will be used and no unsupervised movement around the school will be allowed for MOST pupils, apart from going to their allocated toilets.
- The children will not visit the school library. Each class will have a selection of books provided by the school librarian and these will be refreshed regularly.
- Classes will use their own resources. Sometimes classes will need to use a specific set of resources e.g. musical instruments or science equipment. In those cases, the equipment will be cleaned before another class uses it or it will be left for 72 hours until a new class uses it.
- Children will eat their lunches either in their classrooms or in the hall.
- Water fountains will not be switched on. Children will need to re-fill their bottles in the classroom.
- Children must not bring flavoured drinks for in class – we have a water only policy. Lunchtime drinks can be squash or juice. No sports drinks, energy drinks or fizzy drinks.
- Children's bottles must be taken home daily and washed.
- Classrooms have been redesigned in order to promote safe practice and tables arranged so all the children are facing the front. All unnecessary equipment/desks/other furniture has been moved out and stored in shared areas.
- Each class pod will spend morning break and lunch time together. An allocated outdoor play equipment bag will be used which will be cleaned.
- The adventure playground may be used at playtimes and lunchtime by a class. This will not be rotated daily. The adventure playground is out of bounds before and after school.

***'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'***

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

## Learning

### **Home Learning**

Over the last few months, school has shown that it can deliver effective home learning while the school has been closed. We are now looking to develop this further should it be required in the autumn term. Initially, we will continue to use Class Dojo to send out any home learning for any children self-isolating or shielding. As the term goes on, we will look to develop this and will keep you up to date with any changes.

### **In Class**

During the first few weeks back, teachers will prioritise identifying gaps and re-establish good progress in the essential areas of phonics, reading, increasing vocabulary, writing and mathematics. Our curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including science, art, geography and history. As the year goes on, some pupils will receive additional support from teachers, teaching assistants or possibly a tutor. Teachers will identify children that need this support and staff will work closely as a team to deliver the best possible provision for the children.

### **Small Group Work and Interventions**

The government has said that where children need specific specialist teaching, they can be taught outside of their class pod. As an example, this might be as part of the school's approach to teaching phonics. Where this is the case, children will maintain social distancing, not share resources and follow thorough hand washing routines.

### **PE Lessons**

As much as possible, PE lessons will be outside during the Autumn term. Please make sure that children have appropriate PE kit in school. Each class will have PE twice a week. One session will be in PE kit and in the other the children will only need to change into trainers. This means that your child will only need to have their PE kit in school on one day and then they will be able to take it home to wash. Your child's class teacher will tell you which day your child needs to have their PE kit in school at the start of term. Contact between children in PE will be kept to a minimum and shared resources or equipment cleaned after use.

### **Peripatetic Teachers**

We will continue to be able to offer music and Spanish lessons next year from our specialist teachers. As part of these lessons, the teachers on site will be fully briefed about school routines. In addition, they will maintain social distancing and ensure resources are thorough clean before another child uses them.

### **Supply Teachers**

As a school, we will sometime need to book a supply teacher for a class. We will aim to book supply teachers who are familiar with the school, its routines and its children. On arrival, supply teachers must sign in and will be briefed around expectations by our administrator. In addition, there will be a folder available in each class with key information about school routines and any children with specific needs.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

## **Keeping Safe**

### **Personal Protective Equipment**

Staff administering first aid or carrying out an intimate care role will use PPE if required. Adults supporting children or staff who are showing symptoms will always use PPE.

### **Wearing Face Masks**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review by PHE. Staff and pupils in WeST schools who would like to wear a face covering, provided by themselves, are permitted to do so.

### **Regular Temperature Checks**

We ask parents to check their child's temperature every morning before coming to school and once again after coming home at the end of the day. Should children feel unwell, school has infrared temperature checking facilities.

### **Regular Hand Washing**

Thorough hand washing routines will be implemented throughout the school day. All visitors to the site will be required to use anti-bacterial hand sanitiser. Pupils will be asked to wash their hands when they arrive in school, after play time, before lunch time, after lunch time and at the end of the day. Hand sanitiser is available in every classroom and in corridors. All classes have access to a sink without going into the school toilets. Children will be regularly reminded to avoid touching their mouths, nose and eyes.

### **Regular Cleaning**

Thorough cleaning and disinfecting of classrooms and furniture will take place at the end of every day. Toilets are cleaned at the end of the day and also midday. This includes common touchpoints, such as door handles, light switches, taps and soap dispensers.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**

## **Health Care**

### **Emotional Wellbeing**

We recognise that good mental health is essential for pupils to thrive in school. During the autumn term, our staff will be focused on supporting children's emotional needs. If this is an area you would like support with, please get in touch with your child's class teacher, the school office or our SENDCO Rosina Kellman.

### **Signs and Symptoms and Testing**

Anyone who displays symptoms whilst in school, will be isolated immediately and parents contacted. Anyone who displays symptoms can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via the NHS 119. We ask parents to inform the school immediately of the test results.

- If someone tests negative they can stop self-isolating.
- If someone tests positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms.

Testing facilities are available at our nearest NHS testing centre which is at Derriford. NHS testing is now available to anyone in the UK that is showing COVID-19 symptoms, including under 12s. If a child displays symptoms, they will be required to take a test

Children must not come to school if someone in the household has COVID-19.

Please keep us informed should you have any medical concerns in your family.

### **Seeking support**

If your child is unwell we recommended that parents contact the GP in the usual way. Medical advice is available 24/7, please telephone 111. If your child is going to be absent from school, we ask that you contact the school in the usual way by telephoning school 01364 643304 or email: [admin@buckfastleigh.sch.devon.uk](mailto:admin@buckfastleigh.sch.devon.uk)

## **Social Distancing**

### **Minimising Social Gatherings**

In order to avoid social gathering on the playground, we ask parents to socially distance from each other and avoid waiting in groups. We have introduced a one-way system to encourage a steady flow of people entering and exiting the school's playgrounds and request ONE parent only to drop off/collect children.

### **Reducing the Numbers of Visitors**

Updated protocols on visitors to the school building are in place. There will be restricted access to visitors from outside the school. All necessary visitors (school nurse, educational psychologist etc) to the school will be required to use hand sanitiser and maintain distancing.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**



## **Wraparound Care and Clubs**

### **Breakfast Club**

From September, we will start using parent pay as a booking system for Breakfast Club. All bookings will need to be made in advance - payment confirms your space is booked. Breakfast Club will be moved to the hall. Each year group will have their own allocated table where activities will be set up. This will enable children from different pods to socially distance. Please speak to your child to prepare them for this if they are attending.

Timings – 7:30-8:40am

Entrance/Exit – Please enter and exit the site using the lower gate on Bossell Road. Children should be brought to the foyer doors when dropping off.

### **After School Club**

After school club will run in a similar way to Breakfast club. It will be in the hall with tables set out for pods. Where possible, the children will go outside onto the playground so please ensure your child has a coat.

Timings – 3:20-5:45pm

Entrance/Exit – Please enter and exit the site using the lower gate on Bossell Road. Children should be picked up from the foyer doors.

### **After-School Clubs**

We would like to run after-school clubs in the Autumn term. There will be limitations on what we can offer and this will be planned at the start of term so please look out for information in a newsletter. It is likely that any clubs run by teachers will only be for the children who are in that teacher's pod.

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**



Public Health  
England

## Staff or children with suspected or confirmed COVID-19?

A new continuous cough?

OR

Fever?

OR

Loss or change  
in taste or smell?

3. Small numbers!

4. Avoid/ reduce mixing

2. Clean! Clean! Clean!

1. Wash your hands!

5. Declutter and  
reduce sharing

All of these measures help  
to prevent the spread of  
infection and will therefore  
protect staff and children

## Isolate and test!

Call 119 or use NHS online portal

**FOR A  
SUSPECTED OR CONFIRMED CASE**  
Contact your local  
Health Protection Team (PHE) on  
0300 303 8162 or [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)

*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

Belong

Creative

Sustainability

Curious

Empowered

# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



*'SAFE, RESPECTED AND READY TO STEP OUT INTO THE WORLD'*

**Belong**

**Creative**

**Sustainability**

**Curious**

**Empowered**