



Parent Guide for Reopening in March 2021

Dear Parents and Carers,

As school welcome the children back, it increasingly feels like a more 'normal' return to everyday 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 have prepared Buckfastleigh Primary School. I have put all the key information into one guide for you which follows very similar systems and routines to the autumn. 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.

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- **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 10 day isolation period following a bubble 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. 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

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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.

From March 8th 2021:

- 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

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** – 3:15-3:30pm 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.

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.

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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.

Class	Entrance/Exit	Where parents wait at pick up time	Ramp
Reception	Classroom door	Outside the classroom door	Left ramp
Year 1	Classroom Door (am) KSI Door (pm)	Top end of front playground	Right ramp
Year 2	KSI Door	Opposite KSI 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 number of people on the school site, we request that only one parent do drop off and pick up. 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.

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 then 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.

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Class Bubbles

Staff

The staff will be working in class bubbles 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

- Normal school uniform each day
- Named P.E kit in school on PE day – teachers will inform parents of the day
- 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**

Class Bubbles

Each year group will be treated as a separate 'bubble'. We aim, as much as possible, to keep bubbles 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.
- Each class will have a selection of books provided by the school librarian and these will be refreshed regularly.
- 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 48hrs (72 hours for plastics) 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.
- Each class bubble will spend morning break and lunch time together. An allocated outdoor play equipment bag will be used which will be cleaned.
- The adventure playground is out of bounds before and after school.

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Learning

Remote Learning

The school will continue to offer Remote Learning to any children who are shielding or self-isolating due to a positive COVID test in their family.

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.

Small Group Work and Interventions

The government has said that where children need specific specialist teaching, they can be taught outside of their class bubble. 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

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. Any shared resources or equipment will be cleaned after use.

Peripatetic Teachers

We will continue to be able to offer music and Spanish lessons 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.

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Keeping Safe

Personal Protective Equipment (PPE)

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

Staff will be wearing face coverings in all communal areas unless they are eating or drinking. Staff and pupils in WeST schools who would like to wear a face covering in class, provided by themselves, are permitted to do so.

Regular Temperature Checks

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.

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Health Care

Emotional Wellbeing

We recognise that good mental health is essential for pupils to thrive in school. When the children return, 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 10 days from the onset of their symptoms.

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

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Wraparound Care and Clubs

Breakfast Club

Breakfast Club can be booked using Parent Pay or by ringing the school office. All bookings need to be made in advance - payment confirms your space is booked. Breakfast Club will be in the hall. Children are expected to minimise social contact.

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 set up in the Studio. 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 office doors. There is a bell here that parents can ring. Please do not walk down the main corridor.

After-School Clubs

We are hoping to offer after-school clubs at the start of the summer term. Further information will be sent out in the school newsletter.

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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.



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