



# Leigh and Bransford Primary School

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Headteacher: Stuart Bill BSc Hons, PGCE, NPQH

Thursday 4th March 2021

Dear Parents and Carers,

## 8<sup>th</sup> March full reopening

Further to my letter last week I am now in a position to write to you with full details of our reopening procedure. You will see that our arrangements are broadly the same as for the autumn term but we have made some changes to the timings to try and reduce waiting times for you and we have revisited our risk assessments so that they align with the latest guidance.

Following government and local authority guidelines we have written a plan which aims to minimise contact between classes and promote good hygiene to ensure the safety of our whole school community.

Please note that the new timings mean that it is very important that you stick to your allotted time slot and spend the minimum amount of time on the school site. With the better weather on the way, it may be tempting to allow your children to play after pick up, but please don't as we still want to keep the minimum number of adults on site at any given time. Also with this in mind, please only send one adult per family on to the site at any time and please vacate the school as soon as possible. Also, it is important that you ensure that your child does not mix with pupils in other bubbles so please supervise them at all times and do your best to keep our bubbles intact. We will keep the stagger and drop off/pick up arrangements under review and will amend them if required to guarantee everyone's safety.

To ensure the safe reopening for all of our children on Monday we will be taking the following actions and measures:

### General

- Always wear a face covering when on the school site (unless exempted).
- Never come on to the school site if you have any covid symptoms.
- Please take all possible steps to maintain the integrity of our class bubbles.
- Please stay at least 2m apart from others whilst on the school site.

### Reduced contact on the school site

- Children will remain in year group classes and will be sat forward facing in the classroom where appropriate.
- A phased start and end time to the school day will be in place however all children will receive the same amount of teaching time each day – please see the timetable at the bottom of this letter.
- Parents with children in more than one year group are asked to wait in a socially distanced manner for their other child's session to start or finish. **If you are waiting, then please keep your child with you in order to stop bubbles mixing.**

- Please stick to your child's start and finish times in order to keep our class bubbles separate and to minimise the amount of adults on site at any one time.
- Year groups will have staggered play times and lunchtimes to ensure that the class bubbles do not mix.
- We will continue to operate a one-way system on the school site at the front of school (Hoopers Close). Parents must only enter school through the main pedestrian gate and leave the school site via the smaller gate adjacent to the staff car park. Staff will be on duty to help guide parents and one way signs and markings will be in place.
- Only one parent will be allowed to drop off and collect children and we will ask parents to maintain a safe social distance at all times.
- Children will be dropped off and collected from their classroom door. We respectfully ask parents to ensure a safe distance from the external classroom door.
- Whole school assemblies will not take place - each class will have a daily assembly.
- Celebration assemblies will continue and children will continue to receive certificates to recognise their achievement. Teachers will post photographs on the newsletter.
- Our outdoor play equipment will not be in use.
- Please only visit the school office if absolutely essential. Please note that there is only space for one person at the office window at any one time and if you have to wait please queue with 2m gaps.
- If staff can't keep 2m distance from people from outside of their own bubble, then they will be required to wear a face covering. This is likely to be in corridors or communal areas, not when they are teaching.

### **Lunches, uniform and equipment in school**

All children will need to bring:

One small bag to school containing a packed lunch (unless ordered from Black Pepper) and a water bottle.

- School will provide equipment for pupils which will stay at their own work stations.
- Children **must not bring in any toys or other items** into school.
- Children will hang their coats in the cloakrooms. Congestion in cloakrooms will be monitored and reduced by staggered start and end times to the school day.
- Children must come to school wearing a full school uniform on non PE days and wearing a school PE kit on PE days. Teachers will provide information about PE days via Class Dojo.
- Hot dinners will not be provided, however, Black Pepper will continue to provide a packed lunch option if required. **Please order packed lunches 4 days in advance on the Black Pepper website.**
- Lunches will be in classes and each class bubble will have an allocated lunchtime supervisor.

### **Hygiene and Cleaning**

- Children will be asked to wash their hands for 20 seconds on arrival at school, after playtime, before eating, after sneezing or coughing, and regularly throughout the day. Younger children will be supervised. Children will also wash their hands before they go home.
- The school has purchased hand sanitising stations for all classrooms.
- Tissues will be provided in all classrooms and lidded bins to safely dispose of them.
- All indoor spaces will be well ventilated.
- School staff will use sanitising spray to clean key areas throughout the day.
- Each class will have their own designated toilet which will be used by one child at a time to ensure privacy.

### **Illness in school**

- If a child displays any symptoms of Coronavirus in school, parents will be contacted immediately and asked to collect their child. Children will be isolated but supported by an adult until collected. Symptoms are a temperature of 37.8c or above, a continuous cough

or loss of sense of taste/smell.

- If you or your child is ill then please do not send them into school. If you are unsure in any way about this then please contact the school.

### **The Curriculum**

- The curriculum will continue to be broad and balanced but we will focus upon reading, writing and maths as priority areas.
- We understand the impact that the COVID-19 school closures will have had on our children's academic progress and also on their social and emotional development.
- Our priorities for this return to school will be to support all children's emotional wellbeing, to identify and address any gaps in knowledge and understanding and to re-establish school routines.
- To this end we have put in place a recovery plan which aims to get our pupils ready to learn again. This plan will help them to feel safe, secure and happy and will focus on their mental health and wellbeing. We will then move on to accurately assessing where they are academically and identify any gaps before planning sequences of learning to address these. We understand that our pupils are individuals and will move through this process at different rates.

### **Extended school**

- For pupils in years 1 to 6 morning and after school club will resume from Monday 8th March. Morning club will run from **8:00am** and after school club will run until **4.30pm** to allow for a thorough clean after each session.
- Children using these clubs will be expected to socially distance from children who are not in their class bubble.
- We will achieve this by having 6 year group tables set up in the hall at which the children will be based and required to stay. We will have a maximum capacity of 5 children per year group per session.
- Please pre-book your sessions by emailing the school office on [office@leighbransford.worcs.sch.uk](mailto:office@leighbransford.worcs.sch.uk) giving at least 24 hours notice. Places will be allocated on a first come first served basis. Morning club costs £1.50 per session and after school club is £5 per session.

I do hope that this plan will help to reassure you that all children at Leigh and Bransford will return to school into an environment which makes them feel safe, well supported and able to make good progress. I would like to thank you once more for your efforts to keep your children engaged with home learning whilst juggling wellbeing and work – we sincerely hope that this is the last time you will be called on to do so. In terms of the national picture, it is very heartening to see things now moving in the right direction and we are going to continue to work hard here to keep everyone as safe as possible, by following the procedures outlined above along with our risk assessment.

We are all really looking forward to welcoming everyone back to school on Monday and I look forward to seeing you then.

Yours sincerely

Mr S. Bill

Headteacher

Class R	8.50 – 3.10	Hoopers Close entrance
Class 1	8.55 – 3.15	Hoopers Close entrance
Class 2	9.00 – 3.20	Hoopers Close entrance
Class 3	8.50 – 3.10	Car park entrance
Class 4	8.55 – 3.15	Car park entrance
Class 5	9.00 – 3.20	Car park entrance
Class 6	8.50 – 3.10	Car park entrance