



Friday 4th September 2020

Dear parents/carers

We are getting closer to welcoming the children back next week from **Tuesday 8th September 2020**.

Attached is a detailed plan of the school day that you can share with your child/children to prepare them. It will also help you understand the safety measure we have put in place to help minimise risks and make sure our pupils and staff are as safe as possible.

We understand you may be feeling anxious about sending your child/children back into school. If you or your child are worried about returning to school please get in touch via email or by calling the office.

Remember, please do not send your child/ children into school if they are unwell. If your child has had a positive coronavirus test or any of the coronavirus symptoms (high temperature, new and continuous cough or loss/ change to sense of smell/ taste) in the last 10 days, please keep them at home. If anyone in your household has had a positive coronavirus test or coronavirus symptoms in the last 14 days, please keep your child at home.

Attached are also the guidelines for what we will do as a school if a child becomes unwell at school. There have been some recent news stories about schools testing pupils for coronavirus – this is not true.

I have made some videos for you and your child to watch explaining some of our new routines. You can find them here:

- **How to prepare before school resumes:**
<https://youtu.be/AQZFWKkhkT8>
- **The morning drop off procedures:**
<https://youtu.be/hxGOZJVfWP8>
- **The afternoon pick-up procedures:**
<https://youtu.be/BxSLpWCplOA>

Please do not hesitate to reach out if you have any questions. I look forward to seeing you next week.

With very best wishes

Karinne Faddy
Head of School



Structure of the day

Preparing for school

- Watch the 'return to school' videos with your child, talk about the new routines and discuss the safety measures with your child.
- Children should wear clean school uniform each day. Monday, Wednesday and Friday children will wear their school uniform. On Tuesday and Thursday children should wear their PE kit. Your child should wear a jumper to school each day. All of the windows and doors will be open for ventilation. Coats will be allowed in school once more and will be allowed to be worn in classrooms if children are cold.
- Uniform can be ordered on WisePay:
<https://www.wisepay.co.uk/store/generic/template.asp?mID=98572&ACT=nav>.
If you cannot find the size you are after please email info@arkbentworth.org
- Book your child's lunches on WisePay, the menu will be available from this afternoon.
We are returning to hot meals served in disposable packaging.
- Your child should bring in a water bottle filled with water to school. These will be sent home each day so that you can clean and refill them.

Checklist – what to bring to school:

- Wear full school uniform (Mon, Wed and Fri) and PE kit (Tues and Thurs)
- Wear a labelled jumper
- Bring your coat and/or blazer (year 5 and 6),
- Bring your book bag/school bag with any school books you have borrowed from school
- Bring your lunchbox if you are not having school dinners
- Bring a bottle with water

Arrival at school

Wherever possible you should walk or cycle to school. We are offering an extended drop off window and two gates. Please arrive during the following times:

- **8.30-8.45** If you would like your child to have a breakfast bagel in their bubble
- **8.45-9am** All other children from all year groups

Year 1 to 6

Children in Year 1 to 6 will be dropped at the main gate. They will say goodbye to their parent/carer at the school gate. Their parents/carers will not be admitted to the school site.

Nursery and Reception

Children in Nursery and Reception will enter through our second gate, located across from the nursery classroom, with one parent/carer. Children in Nursery and Reception will be able to say goodbye to their parent/carer from the playground in front of the nursery. There will be a one-way system in operation.

- Please drop your older children off first at the main gate.
- Only one adult should accompany children to school – please do not arrive with two parents or older siblings. This can create crowding.
- It is important that you keep your children close to you at all times – holding their



hand may help with this.

- Pupils should not walk themselves to school. This is so you can be sure that your child socially distances from others and so that you can inform staff on arrival that your child and everyone in your household is symptom free. Special permission for children in Year 5 and 6 to walk alone can be requested from Ms Faddy or Ms Keeler, but will only be granted in exceptional circumstances.
- Please do not congregate outside the school gates. Wait behind the 2 metre line marks beside the fence and make sure you observe social distancing from other families.
- There will be two queues – one for each gate. Please do not queue or wait between the gates.
- Unfortunately, there will not be an opportunity to speak to staff or teachers at drop off. If you would like to talk to a member of staff you will need to call the school office and book a telephone/video call.
- You will be asked if your child or anyone in your household has had coronavirus symptoms in the last fortnight on your first day. On subsequent days you will be asked to confirm everyone in your household has been well overnight.
- Children will wash their hands before they enter their classrooms.

During the day

- Children will be placed in class ‘bubbles’ with a maximum of 30 children per class. Children will spend the majority of their day in their class bubble, but may have some contact with one other bubble – their ‘double bubble’. The contact with the second bubble will allow for things such as interventions, phonics lessons and specialist teaching to take place.
- Adults in the school will be assigned to only one ‘double bubble’ to minimise contacts and mixing.
- Social distancing between bubbles will be strictly enforced however within the bubble children will not need to maintain distancing.
- A one-way corridor system has been put in place to avoid bubbles needing to pass each other around the building with clear signage.
- Children will not come together for assemblies or any other gatherings. Assemblies will be held via video calls.
- Classrooms have had all soft furnishings and rugs removed. We also removed all excess furniture and any hard to clean items.
- Children in Year 1 and above will have their own designated work place and will be provided with their own pencil case, stationery and lidded tray to hold all of their own exercise books.
- Any resources that are shared (e.g. games, toys in the younger children’s classrooms, laptops etc.) will be regularly and meticulously cleaned. Children will wash their hands after using any shared equipment. Resources will only be used by one bubble at a time and cleaned with alcohol-based wipes or sterilising fluid before being used by another bubble. For items such as books that are harder to be cleaned, they will be left unused for 48 hours before being returned to the library.
- In the Year 1 to Year 6 classrooms, the children’s desks have been placed in rows. Children will sit side-by-side facing forwards. They will have one consistent talk partner and group work will not take place.
- In the early years, children will have their own regularly used equipment and chairs however they will also share some toys that will be disinfected after each use.
- For phonics groups and interventions children may use shared spaces around the



school. These spaces will be cleaned with disinfectant before and after use.

- Only one child will be able to use the toilets at a time and floor markings have been put in place to manage social distancing while queuing.
- Hand sanitiser will be available in every classroom and pupils and staff will be expected to hand sanitise whenever they enter or exit a classroom.
- If your child experiences dry hands or eczema, we recommend you send them in with hand cream or ointment to apply throughout the day.
- We will continue with increased hand washing including on arrival at school, before eating and following play.
- We have implemented an enhanced cleaning schedule and hired a day janitor to clean toilets and high touch points more regularly.
- All doors in the building have been left open to avoid needing to touch handles to get into rooms.
- Visitors into the school building will be avoided wherever possible.
- New school routines and good respiratory hygiene will be explained and explicitly taught to all children.
- Children will be taught the full range of curriculum subjects and additionally will have daily PE, PSHE and mindfulness sessions to best support them in their return to school.

Breaks and lunchtimes

- Breaks and lunchtimes have been staggered for each 'double bubble'.
- Each class bubble will be encouraged to stay in their own zoned area in our playground and dining hall.
- We will return to hot lunch service. Lunch will be served in takeaway containers with disposable cutlery.
- Our younger pupils will eat in our school hall (Nursery, Reception, Year 1 and 2) and our older pupils will eat in their classrooms at their assigned desk.
- You can send your child in with a packed lunch from home in a lunch box – their lunch no longer needs to be in disposable packaging.
- There will be no contact sports allowed.

End of the day

















- Pick up will be from 3.30-3.45.
- Children will sanitise their hands before leaving the school.
- Children in Nursery and Reception can be collected from where they were dropped off. Please pick up your older children before collecting children from Nursery and Reception.
- There will be a one way system in operation for pick-up of Year 1 to Year 6 from the back playground accessed by the main school gate.
- Children in Year 1 and 2 will be collected from their classrooms in the back playground.
- Children in Year 3, 4, 5 and 6 will be lined up in the back playground and will also be collected from here.
- Unfortunately, there will not be an opportunity to speak to staff or teachers at pick up. If you would like to talk to a member of staff you will need to call the school office and book a telephone/video call.
- Please maintain social distancing from all other families and follow all instructions from staff.



Behaviour expectations

The school's behaviour policy has been revised to include compliance with our new routines and safety measures. Please share this with your child in readiness for their return.

Our Safety Measures

<p>Stay in your bubble</p> 	<p>Do not approach people from other bubbles</p> 
<p>Ask staff if you need to leave the room. Hand sanitise in + out.</p>  	<p>Follow the signs around school</p> 
<p>Wash your hands frequently</p>  	<p>Cover your mouth if you cough</p> 
<p>No licking, spitting or touching your face</p>  	<p>If you sneeze...</p> 
<p>Tell staff if you feel unwell</p> 	<p>Use your own equipment</p> 
<p>No hugging, high 5s or hand shaking to say hello. Give us a smile and a wave instead!</p>   	



The process:

What happens if a child or staff member shows symptoms of the Coronavirus (COVID-19).

