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# BEAVER ROAD M20

## Beaver Road Primary School

Beaver Road  
Didsbury  
Manchester  
M20 6SX



Friday 29<sup>th</sup> May 2020

Dear Parents and Carers of keyworker, vulnerable and year 6 children,

We look forward to welcoming your children back on Monday. This letter is to explain to all parents and carers of keyworker, vulnerable and Year 6 children, the details and arrangements you need to be aware of and must adhere to from Monday.

As I am sure you will appreciate, there has been an immense amount of planning and preparation in order to ensure our school environment is as safe as possible for children and staff to return in the context of COVID-19, and that we meet all the many new guidelines in place. In order to minimise risk to children and staff, these new guidelines will be strictly implemented and we will not be able to work in the flexible way we have previously. We hope you understand that these procedures are not to make things difficult for anyone. They are to keep the children and staff as safe as possible.

### Bubble Organisation and drop off/collection arrangements

You will be emailed individually to inform you which 'bubble' your child is in from Monday. As explained in previous letters, there will be a maximum of 15 children in each bubble and they will not mix with children from other bubbles during the day.

The table below clarifies the details that apply to your child. Please note that for health and safety reasons, we cannot accommodate your child if you are late for school. These entry procedures for children are very important and there will be no entry into the building at any time for parents and carers (including through the school office) unless an appointment is made beforehand. We will not have additional staff to escort your child through the school to their bubble, so if they are late (and it is not prearranged) you and your child will not be granted access to school and you will need to take them home until the next day.



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Please ensure that only one parent or carer brings your child to school in order to keep numbers of adults on site to a minimum. There will be a bubble sign where your child will need to line up. Once you have brought your child to their designated meeting point, you will be asked to leave your children with their bubble group and leave the school grounds immediately. Once all the bubble children have arrived, they will be escorted to their classroom one bubble at a time.

We request that you social distance with other parents while you are on school premises at all times. The school office will be closed to all parents and carers and the door will not be opened if you turn up without an appointment. If you need to contact the school office at any time, please phone or email.

Bubble Name	Bubble Staff	School Site	Entrance and Time for drop off and collection
Year 4/5 Purple  Keyworker and Vulnerable children	Miss McVittie & Mrs Roache / Mrs Mour (Y4/5)	Junior School 4M Classroom	Small hall front entrance. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Friday
Year 4/5 Yellow  Keyworker and Vulnerable children	Mr Thompson & Mrs Garvey (Y4/5)	Junior School 4T Classroom	Small hall front entrance. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Friday
Year 2/3 Green  Keyworker and	Miss Marrett & Mr Knowles (Y2/3)	First School 3 M Classroom	Year 3 annex, playground entrance. Drop off from 8.50am – 9.05am Collection from 3.20pm – 3.35pm



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Vulnerable children			Monday to Friday provision
Year 1 Mon/Tues only  Keyworker and Vulnerable Children	Mrs Reeve & Miss Smart (Y1 Mon & Tue)	First School Art Room  Please await a further letter about the entrance arrangements from Wednesday	Year 3 annex, car park entrance. Drop off from 8.50am – 9.05am Collection from 3.20pm – 3.35pm.  Monday to Friday provision
Reception Red  Keyworker and Vulnerable children	Mrs Burrows / Mrs Reeve & Mrs Jones (Rec)	First School Willow building (old nursery building with ramp from large astroturf area)	Back entrance to Willow building (with the ramp on the large astroturf side of the building) Drop off from 8.50am – 9.05am Collection from 3.20pm – 3.35pm.  Monday to Friday provision
Nursery and Reception Blue  Keyworker and Vulnerable children	Mrs Noden & Miss Ahmed (Nur/Rec)	First School Rowan Building (old nursery building nearest the front gate)	Rowan entrance through the small gated play area at the front of school. Drop off from 8.50am – 9.05am Collection from 3.20pm – 3.35pm.  Monday to Friday provision
Year 6 Purple	Mrs Turner & Miss Mohammed (6T)	Junior School 6T Classroom	Junior playground allocated space. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm





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			Monday to Thursday provision (unless keyworker child)
Year 6 Yellow	Mr Berry & Mrs Khan (6B)	Junior School 6B Classroom	Junior playground allocated space. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Thursday provision (unless keyworker child)
Year 6 Blue	Mr Walsh & Mrs Ahmed / Miss Smart (6W)	Junior School 6W Classroom	Junior playground allocated space. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Thursday provision (unless keyworker child)
Year 6 Green	Mrs Reding & Miss Ulett (6W)	Junior School 5R Classroom	Large hall front entrance. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Thursday provision (unless keyworker child)
Year 6 Red	Mr Haygarth & Mrs Weaver (6T)	Junior School 5B Classroom	Large hall front entrance. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm



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			Monday to Thursday provision (unless keyworker child)
Year 6 Orange	Mrs Jackson / Mrs Green & Miss Sumner		Large hall front entrance. Drop off between 8.30am and 8.45am. Collection from 3.00pm – 3.15pm  Monday to Thursday provision (unless keyworker child)

On Friday, Year 6 key worker children will be in orange bubble with Mrs Green and Miss Sumner for the first week. Each week a different Year 6 bubble staff team will teach the Year 6 key worker bubble.

### School Uniform

- We ask that all children attend school in full school uniform from Monday wherever possible.
- If your children have outgrown some of their uniform, we ask that they attend school in similar alternatives until you are able to replace them.

### Lunches and water bottles

- Children's lunches will be eaten in their classroom.
- All children will be able to order a packed lunch each morning when they register in their bubbles. Live Kitchen is not available currently for ordering school meals, so unless your child attends with their own packed lunch we will ensure they order a school lunch. Their lunch will be delivered to their classroom at lunchtime and you will only be charged for the meals your child receives.
- All children will need to bring their own labelled water bottle every day. The children will have access to these throughout the day. The children will bring these home every day for washing.



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### Classrooms and time outdoors

- Access to classrooms is solely restricted to pupils and staff from their respective bubbles throughout the duration of the school day. Each bubble will be strictly socially distanced from all other bubbles.
- Non-essential furnishings will be removed from all Classrooms.
- Although 2m distancing of tables is not achievable in each bubble classroom, tables and chairs will be spaced apart as much as is practically possible. We cannot guarantee social distancing in each bubble, especially in early years and key stage one.
- Where possible, pupils will be designated a specific chair/table space and will not be permitted to relocate or switch tables.
- Wherever possible, children should have their own learning resources to use. E.g. In key stage 2 children will have their own stationary in a labelled pot or cup.
- Classroom windows will remain open throughout the day to provide increased ventilation.
- Non – hazardous cleaning sanitary spray and microfiber cloths will be provided to each classroom teacher/teaching assistant to allow staff to sanitise tables and chairs throughout the school day where required.
- Lockers outside the classroom will not be use in order to avoid children gathering on the corridors. All children's belongings will be taken into the classroom, including any packed lunches.
- There will be a timetable in place to ensure we maximise the use of the outdoor space. All bubble groups have regular times outside at staggered intervals to ensure bubble groups do not mix.
- Outdoor play equipment allocated to pupils will be cleaned and sanitised after use by each group. The equipment, under no circumstances, will be used by the next group until this process has been completed.

### Hygiene

- Pupils will be required to wash their hands at increased frequencies throughout the day. This will include specific identified times including on arrival each morning, pre-break or outside, post-break or outside, pre-lunch, post lunch, end of school day.





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- Boxes of tissues will be provided to each classroom and pupils encouraged to follow the 'catch it, bin it, kill it' ethos.
- In addition to fixed hand sanitisation units strategically positioned at building entrances, each classroom bubble will be provided a refillable bottle of hand sanitiser designated for their room/bubble only. This will be replenished each evening.

### Toilets

- Each class bubble will be designated one male and one female toilet specifically for their use only on their respective floor/corridor. Under no circumstances are pupils permitted to use any other toilet than is allocated, to this there is no exception.
- Toilets will be colour coded according to class bubbles.
- Pupil toilet breaks will take place on a one or two pupil at a time basis.
- Pupils will be supervised by staff at all times who will travel to and from the designated toilets. They will ensure social distance measures are maintained throughout the school at all times.
- Children MUST wash hands and sanitise immediately after using the toilets.

### Staffing and managing illness

- In the event a pupil or staff member becomes unwell, there is a designated isolation room at both the First School and the Junior School. Any pupils who become unwell while in school will be escorted there immediately. The designated first aider will supervise and wait with the pupil until their parent can collect.
- PPE equipment is available for staff supervising children suspected of being unwell.
- Please remember that if you or anyone you live with experiences COVID-19 symptoms at any time, you must report this immediately to the school. We will arrange testing and ensure that your child and their 'bubble' go into self-isolation immediately.
- As every member of staff is deployed to support our wider reopening as much as we can, we have very little capacity to cover if a member of staff is off school ill and we will not be able to cover in the way we usually would.



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Due to the new 'bubble' system and health and safety precautions, it may mean that your child's 'bubble' cannot come to school if their bubble staff are not well enough to attend school. If this happens, we will let you know as soon as possible.

### Behaviour expectations

- A revised behaviour policy and class bubble expectations will be in place for all children. This will be explained and shared with the children on Monday and reinforced regularly. As always, we will be taking a positive approach to managing the children's behaviour. We understand that some children will find the new routine and expectations in school a huge adjustment. Please be assured that we will do our best to help the children understand that these are essential due to health and safety implications for them and others in school
- If you can, please explain some of the expectations in this letter with your child before they attend on Monday. We appreciate your support in ensuring the children understand the importance of these new procedures and routines in school.

The staff team have planned a lovely week of activities for your children to welcome them back to school. Despite all the new and strict procedures in place to ensure the highest safety standard, we hope the children will enjoy the time they have back with their friends and staff in their bubble.

Thanks again for all your support, understanding and patience while we have been planning for our wider reopening of the school. If there is anything urgent you need to know before your child attends on Monday, I will be available along with Mrs Byrne, Mr Davenport and Ms Smith outside the front of school on Monday morning.

Best wishes,

*Liz Hardy*

Liz Hardy  
Headteacher