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# BEAVER ROAD M20

## Beaver Road Primary School

Beaver Road  
Didsbury  
Manchester  
M20 6SX



Friday 5<sup>th</sup> June 2020

Dear Parents and Carers of Reception Children,

We look forward to welcoming your children back at school from next week. This letter is to explain to all parents and carers of Reception 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 meet with their teacher. Once you have brought your child to their designated entrance, you will be asked to leave your children with their bubble group and leave the school grounds immediately by the nearest exit. Once all the bubble children have arrived, they will be escorted to their classroom one bubble at a time. Due to the numbers of children in Reception, there will be two different staggered time slots for each bubble. You must stay within your allocated time and please do not arrive early to school so there is no waiting on the playground at any time. If you miss your allocated time, your child will not be able to enter school with another bubble and you will need to take your child home.

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
Reception Red Keyworker	Ms Jackson & Miss Payton	First School Tiger Classroom	First school main front entrance. Drop off strictly between 8.45am and 9.00am only. Collection from 3.15pm – 3.25pm  Monday to Friday provision every week
Reception Blue Keyworker	Mrs Burrows and Mrs Jones	First School Owl Classroom	First school main front entrance. Drop off strictly between 9.00am and 9.15am only.



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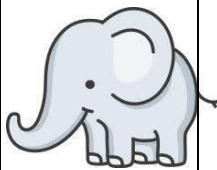


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			Collection from 3.25pm – 3.35pm  Monday to Friday provision every week
Lion  	Mrs Silva and Mrs Rafferty	First School Lion Classroom	Usual Reception entrance next to low green fence (please enter from low green gate at the back of the dining room). Drop off strictly between 9.00am and 9.15am only. Collection from 3.25pm – 3.35pm  Monday to Thursday provision biweekly
Giraffe  	Mrs Moran & Miss Wood	First School Giraffe Classroom	Usual Reception Blue door entrance (please enter from astroturf at Nursery side of the school). Drop off strictly between 9.00am and 9.15am only. Collection from 3.25pm – 3.35pm  Monday to Thursday provision biweekly
Elephant  	Miss Vaughan & Mrs Herbert	First School Elephant Classroom	Usual Reception entrance next to low green fence (please enter from low green gate at the back of the dining room). Drop off strictly between 8.45am and 9.00am only.





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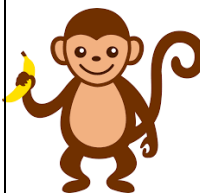


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			Collection from 3.15pm – 3.25pm  Monday to Thursday provision biweekly
Monkey  	Miss Cunningham & Miss Fitzpatrick/Mrs Shaw	First School Monkey Classroom	Reception Blue door entrance (please enter from astroturf at the Nursery side of the school). Drop off strictly between 8.45am and 9.00am only. Collection from 3.15pm – 3.25pm  Monday to Thursday provision biweekly

Due to the high number of keyworker Reception children, these children will remain in two separate Reception keyworker bubbles every day/week. Tiger classroom and Owl classroom will be used for these children. The rest of Tiger class, who are not keyworker children, have been carefully mixed within the other classes who will attend on a biweekly basis.

We are sorry we are unable to accommodate all the Reception children every week. With a limit of 15 children in each bubble and over half of our school children returning, we simply do not have the environments or the staff to accommodate any more bubbles. From Monday, we will have 27 bubbles across our 27 classrooms on both school sites.

### 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.



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### Lunches, water bottles and snack

- Please send your child with a piece of fruit for snack time each day, as free fruit is not currently available to schools.
- 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.
- 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.

### 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 resources is not achievable in each early years bubble classroom, equipment will be spaced apart as much as is practically possible. We cannot guarantee social distancing in each bubble, especially in early years.
- 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 used 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.



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- 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.
- 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 toilets 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





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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. 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 lovely 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.



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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 and Mr Davenport, outside of school on Monday morning.

Best wishes,

*Liz Hardy*

Headteacher