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BEAVER ROAD M20

Beaver Road Primary School

Beaver Road

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Thursday 23rd July 2020

Dear Parents and Carers,

As we come to the end of the most unbelievable school year, I would like to thank you for all of your kind and encouraging messages of support to both myself and many of the staff team. It has been an exhausting time for us all and I hope you manage to enjoy a break with your children over the Summer holidays.

We have really missed many of the children who have not been able to return to school before the Summer holidays and we look forward to welcoming all the children back to school in September. Alongside all the detailed year group transition information and videos sent to you through Seesaw and Tapestry, this letter is to explain to all parents and carers more of the whole school details and arrangements you need to be aware of and must adhere to when your children return to school.

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 all 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 unfortunately we will not be able to work in the flexible way we usually do. 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.

Class Organisation and drop off/collection arrangements for all children

Children will return to their new allocated year group class. As explained in my previous letter and in line with the new guidance, children will be in full class 'bubbles'. In order to minimise contact between individuals and maintain social distancing wherever possible without having a detrimental impact on our curriculum, these class 'bubbles' may mix with their year group 'bubble' where necessary.

The table below clarifies the details that apply to your child. Please note;

- There will be a class sign at each entrance point.
- For health and safety reasons, you must stay within your allocated times.

- In order to keep the number of adults on site to a minimum, please ensure that only one parent or carer brings your child to school and collects them.
- We ask that you do not arrive early to school and ensure you leave the premises as soon as you have dropped off/collected your children, so there is no waiting on the playground at any time.
- We request that you social distance with other parents and carers while you are on school premises at all times.
- We also ask that you do not allow your children to play on any of the outdoor equipment at the beginning or end of the day. This is because the outdoor equipment is strictly allocated to different classes and year groups each week to use, so it is important that other children are not touching and using it during the week.

The school offices will be closed to all parents and carers and the door will not be opened if you are late to school or turn up without an appointment. If you need to contact the school office at any time, please phone or email. If you are late for school and miss your allocated entry time, your child will not be able to enter school with another year group bubble. Please find Mrs Bryne, Mr Davenport, Miss Smith or myself, where one of us will be at the front of each school to discuss your child's late entry arrangements.

First School Arrangements

Due to our school expansion, some classrooms have been moved to accommodate this. The old Monkey classroom will become Year 1C classroom this year and the new Monkey classroom will be relocated to the old music classroom next to Elephant class. Unfortunately, because one of our Year 2 classrooms currently has an unsafe floor, Year 2HS classroom will temporarily be in the Year 3 annex. We have just recently been successful in securing funding to replace all the floors in the main school building. We will write to you in the Autumn Term to explain how these works will be carried out over the year and will try our best to minimise the disruption, as all classrooms will need to move temporarily at some point.

	Class	Time		Entrance
		Drop Off	Collection	
Nursery	Free Runners	9.00am – 9.10am	3.30pm- 3.40pm	First school main front door entrance
	Story Weavers	9.00am – 9.10am	3.30pm- 3.40pm	Nursery classroom door
	Peacemakers	8.50am – 9.00am	3.20pm- 3.30pm	Nursery classroom door
Reception	Lion	8.50am – 9.00am	3.20pm- 3.30pm	Reception Class entrance next to low green fence (please enter from low green gate at the back of the dining room)
	Monkey	9.00am – 9.10am	3.30pm- 3.40pm	Reception Class blue door entrance (please enter from astroturf at Nursery side of the school)
	Tiger	8.50am – 9.00am	3.20pm- 3.30pm	First school main front door entrance

	Giraffe	8.50am – 9.00am	3.20pm- 3.30pm	Reception Class blue door entrance (please enter from astroturf at Nursery side of the school)
	Elephant	9.00am – 9.10am	3.30pm- 3.40pm	Reception Class entrance next to low green fence (please enter from low green gate at the back of the dining room)
Year 1	1OB	9.00am – 9.10am	3.30pm- 3.40pm	Year 1 front entrance
	1W	8.50am – 9.00am	3.20pm- 3.30pm	KS 1 playground, Year 1 side entrance (old Reception entrance near outside toilet block)
	1C	8.50am – 9.00am	3.20pm- 3.30pm	Small astroturf games area, Year 1 side entrance near outside toilet block, (between KS1 playground and Year 3 playground).
	1R	9.00am – 9.10am	3.30pm- 3.40pm	KS 1 playground, Year 1 side entrance (old Reception entrance near outside toilet block)
	1B	8.50am – 9.00am	3.20pm- 3.30pm	Year 1 front entrance
Year 2	2D	9.00am – 9.10am	3.30pm- 3.40pm	Small astroturf games area, Year 2 side (between KS1 playground and Year 3 playground)
	2J	8.50am – 9.00am	3.20pm- 3.30pm	Back of school Year 2 entrance with ramp (Year 3 playground)
	2HS	9.00am – 9.10am	3.30pm- 3.40pm	Year 3 Annex, Back field entrance
	2KL	8.50am – 9.00am	3.20pm- 3.30pm	Small astroturf games area, Year 2 side (between KS1 playground and Year 3 playground)
Year 3	3W	8.50am – 9.00am	3.20pm- 3.30pm	Year 3 annex, Front entrance, Year 3 playground
	3M	8.50am – 9.00am	3.20pm- 3.30pm	Year 3 Annex, Back field entrance
	3JB	9.00am – 9.10am	3.30pm- 3.40pm	Year 3 annex, Front entrance, Year 3 playground

Junior School Arrangements

	Class	Time		Entrance
		Drop Off	Pick Up	
Year 4	4SM	8.30am – 8.40am	3.00pm – 3.10pm	Front of school, small hall entrance
	4M	8.30am – 8.40am	3.00pm – 3.10pm	Front of school, small hall entrance
	4W	8.30am – 8.40am	3.00pm – 3.10pm	Front of school, large hall entrance
Year 5	5R	8.40am – 8.50am	3.10pm – 3.20pm	Junior playground allocated space
	5C	8.40am – 8.50am	3.10pm – 3.20pm	Junior playground allocated space
	5NG	8.40am – 8.50am	3.10pm – 3.20pm	Junior playground allocated space

Year 6	6T	8.30am – 8.40am	3.00pm – 3.10pm	Junior playground allocated space
	6B	8.30am – 8.40am	3.00pm – 3.10pm	Junior playground allocated space
	6H	8.30am – 8.40am	3.00pm – 3.10pm	Junior playground allocated space

At the Junior school, we kindly ask that all pupils and parents/carers use our one way system. Please enter the site using the pedestrian gate next to the vehicle access road to the school and leave via the pedestrian gate next to the medical centre. We ask parents/carers not to pass through the green gates into the playground and that you say goodbye to your children at the front of the school.

School Uniform

- We ask that all children attend school in full school uniform and that they bring a PE kit, which will be stored in their school locker. Please see our website for details of our school uniform expectations.
- <https://www.beaverroad.org.uk/page/uniform/54200>

Lunches, water bottles and snack

- Children's lunches will be eaten in their classroom.
- All children will be able to order a school meal in advance through School Grid. Details of how to order will be on our website ready for September. <https://www.beaverroad.org.uk/page/school-meals/58241>
- Lunches will be delivered to their classroom at lunchtime.
- Children may also bring a packed lunch, which will be stored in the children's lockers until 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.
- Junior school children only – please send your child with a piece of fruit for snack time each day. Alternatively, they will be able to purchase a healthy snack from school.
- First school children only – school will provide fruit for snack time through the free fruit scheme.

Other items children may bring to school

- We will be reintroducing reading books to take home so it may be helpful for children to have a bag to carry these to and from school. We kindly ask that you wipe and clean these with an antibacterial wipe or spray and cloth before using them and returning them to school.
- Please do not allow your children to bring any other toys or items into school. School will provide all other items the children need, unless specifically requested by their teacher.

Classrooms and time outdoors

- Access to classrooms is solely restricted to pupils and staff from their respective class bubble throughout the duration of the school day. Each class bubble may mix with other class bubbles in their year group at certain times such as outdoors. However, they will be strictly socially distanced from all other year group classes and bubbles.
- Non-essential furnishings will be removed from all Classrooms.
- Although 2m distancing of tables is not achievable in each classroom, tables and chairs will be spaced apart as much as is practically possible. We cannot guarantee social distancing in each class and year group 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 be used from September and these will be emptied at the end of each week to ensure they are kept clean.
- There will be a timetable in place to ensure we maximise the use of the outdoor space. All year group bubbles have regular times outside at staggered intervals to ensure year group bubbles do not mix.
- Outdoor play equipment and spaces allocated to year group pupils will be used on a weekly rota basis to ensure equipment is not used by other year group pupils. Where spaces are shared, all equipment 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 have a refillable bottle of hand sanitiser designated for their room only. This will be replenished each evening.
- There is an enhanced cleaning programme in school, including cleaning of high touch areas during the school day.

Toilets

- Each class and year group bubbles will be designated male and female 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.

- Pupil toilet breaks will take place on a one at a time basis.
- 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 with COVID-19 symptoms, 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 stay at home and report this immediately to the school. The symptoms are any of the following;
 - a high temperature,
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste
- We will arrange testing and if a positive result is confirmed, we will ensure that your child and their class or year group bubble go into self-isolation immediately.

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 their first day back. 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 their first day. We appreciate your support in ensuring the children understand the importance of these new procedures and routines in school.
- On our school website we also have additional information and social stories to help support children returning to school, especially if they are feeling anxious about it. <https://www.beaverroad.org.uk/page/covid-19/64176>

Organisation of Teachers Planning Preparation and Assessment Time

- To help minimise the number of adults children will come into contact with in any given week and to prevent the spread of COVID-19 between year group / class bubbles, from September 2020 most teachers at Beaver Road will begin to take their statutory Planning, Preparation and Assessment (PPA) time fortnightly. This will mean that instead of children having a morning or afternoon carousel session of Music, Art and PE with Mrs Myers, Mrs Reeve and Mr Knowles, most year groups will now have one full day every fortnight. The only exception to this is for Year 2 and Year 4, who will continue to have their PPA on a weekly basis.

- The PPA team are excited about these planned changes and are already planning how they can use the extra time they have with the children in each of their sessions. Please note that all children will have a PE session weekly, as class teachers will continue to plan either a Dance or Gymnastics session each week, in addition to Mr Knowles' Games lesson every fortnight. We are also waiting for more details about the resumption of Swimming in Year 4 and will keep this year group updated on this matter.

After School Provision

- Details about this provision was sent to you in my letter last Friday. However, I apologise for not explaining about the provision for Nursery children, which I accidentally omitted. Due to not having enough staffing or space to enable Nursery class after school provision in September, unfortunately we are not able to offer this initially. However, we hope to establish the need for this provision from parents and carers at their child's remote home visit. Once this need is established, we hope to recruit staff and arrange to offer this provision as soon as we can. We apologise for any inconvenience caused in the delay to being able to offer this provision.

Curriculum provision

- Information about our curriculum provision in September is explained in the letter circulated on Monday by Mrs Bryne. There are also many summer activities on offer to you, which we hope you have opportunity to engage with.
- Please be assured that the staff team have planned a lovely welcome for the children as they return to school this September. 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 school.

Finally, thanks again for all your support, understanding and patience while we have been planning for our whole school reopening in September. If there is anything else urgent you need to know before your child attends in September, please contact the school office when it reopens on Tuesday 1st September or Wednesday 2nd September.

Take care and keep safe over the summer.

Best wishes,

Liz Hardy

Mrs Liz Hardy
Headteacher

