

### Reopening of Classes at BESA – Guidance for parents

Uniform/Clothing	<p>Children will need to wear clean clothes each day. They will also enter a clean building so we need to keep yesterday's germs away. We know that this may make it impossible for children to come in their uniform every day, but try to send them in it as often as you can because it is ideal for school activities. On other days, other suitable clothing can be worn. Children should wear footwear appropriate for being outside in the woods or in the outdoor playground and <b>should bring a pair of indoor shoes which can be left in school.</b></p>
Travel to and from school	<ul style="list-style-type: none"> <li>• Parents will need to organise their own transport to and from school</li> <li>• Please follow guidance on social distancing if sharing a car outside your own household</li> <li>• <b>Upper Gate: Cars should be parked away from the ramp below the upper school gate and children should not be dropped off</b></li> <li>• Lower Gate: Children can use the drop off facility at this gate</li> <li>• We would strongly recommend that families do not use drivers to bring the children to school. If you do so, please ensure that they practice effective social distancing and that the same driver is used each day. <b>If you driver is exhibiting any signs of being unwell, please do not use them to transport your child.</b></li> </ul>

#### The school day

Year Group	Drop off period	School Day	Pick up period
<b>Upper (Red Lion) Gate</b>			
N	8.30 – 8.40	<b>8.40 – 2.40</b>	2.40 – 2.50
R	8.20 – 8.30	<b>8.30 – 2.30</b>	2.30 – 2.40
Y1	8.40 – 8.50	<b>8.50 – 2.50</b>	2.50 – 3.00
Y2	8.50 – 9.00	<b>9.00 – 3.00</b>	3.00 – 3.10
Y3	9.00 – 9.10	<b>9.10 – 3.10</b>	3.10 – 3.20

Y9	Lower gate	<b>8.40 – 3.50</b>	3.50 – 4.00
Year Group	Drop off period	School Day	Pick up period
<b>Lower Gate</b>			
Y4	8.30 – 8.40	<b>8.40 – 2.40</b>	2.40 – 2.50
Y9 and Y6	8.40 – 8.50	<b>8.50 – 3.50</b>	3.50 – 4.00
Y7 and Y8	8.50 – 9.00	<b>9.00 – 4.00</b>	4.00 – 4.10
Y5	9.00 – 9.10	<b>9.10 – 3.10</b>	3.10 – 3.20
Start of day and collection		<ul style="list-style-type: none"> <li>• Please do not arrive before the allocated drop off or pick up time for your child</li> <li>• When it is your pick up time, please maintain a safe distance from other parents. You can use the tortoises at the Upper Gate to measure this</li> <li>• Staff will be in position to open the gates for the children so that they can enter the school</li> <li>• Parents are not allowed inside the school gates</li> <li>• Staff from each bubble will be available inside the gate to collect the children</li> <li>• Please note that only one parent will be permitted to drop off or collect at the gate to ensure social distancing (if you need to bring a sibling, please keep them close by). <b>Once you have collected your child, please leave the gate area quickly and avoid social gatherings in the areas around the school.</b></li> <li>• Children who arrive outside of their allotted time will need to wait with their parent away from the gate until one of the staff operating the gate can take them down to the classroom safely</li> <li>• The school nurse will take the temperature of all children and adults arriving at school and will record this</li> </ul>	

<p>The school day</p>	<ul style="list-style-type: none"> <li>• Children will remain in their class group throughout the school day whether in the classroom or outside</li> <li>• Children will need to bring a named water bottle, lunch and a snack box from home – this snack should be something that the child can eat independently: in the current circumstances the staff will not be able to touch the children’s snacks. Staff won’t: <ul style="list-style-type: none"> <li>○ Put food in the fridge</li> <li>○ Peel or cut up fruit</li> <li>○ Open lids on jars or flasks that are too tight</li> <li>○ Provide cutlery</li> </ul> </li> </ul>
<p>Procedures if a child or adult shows or develops Covid-19 symptoms</p>	<ul style="list-style-type: none"> <li>• The first line of defence against COVID 19 in school starts at home. Please check your child’s temperature before coming to school and monitor them for any symptoms.</li> <li>• <b>Please do not send your child to school if anyone in your household is exhibiting any symptoms of COVID 19. If you are concerned that an individual has COVID 19 and are planning to get them tested, please do not send children until this has been done and a negative result has been obtained.</b></li> <li>• Please make the school aware if your child has developed any symptoms of ill health or if they have had contact with someone who has tested positive for COVID 19. The Reopening Risk assessment details our procedures for responding to positive COVID test which could result in your child’s class returning to distance learning for an isolation period.</li> <li>• Your child’s temperature will be taken on entry to the school and if it reads above 37.8C we will ask you to take them straight home and</li> </ul>

	<p>request that you seek medical advice immediately.</p> <ul style="list-style-type: none"> <li>• Your child will be taken to a newly dedicated isolation room if they develop any of the Covid-19 symptoms in school. <b>Any child who is asked to go home with COVID symptoms will be asked to remain at home for 10 days.</b></li> <li>• The school nurse supervising your child will wear PPE equipment and you will be contacted to collect your child immediately. <b>It is important that you have someone available to collect your child within 30 minutes at all times</b></li> <li>• In the event that your child develops symptoms it is essential that you seek medical advice and obtain a test for Covid-19. Please alert the school as soon as a test result becomes available</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• No equipment of any sort should come between home and school apart from lunch boxes, snacks, personal water bottle and coat. If the children bring any work or reading books home from school they will be in a plastic wallet. Please leave these somewhere for 72 hours before taking them out of the wallet.</li> <li>• Each child will have an individual box with their own set of regularly used equipment that won't be shared: pencils, colouring pencils, scissors, etc.</li> <li>• All shared equipment will be cleaned daily or after use</li> <li>• Children will use a toilet allocated to their bubble and sink facilities in their classrooms. All will be cleaned hourly throughout the day</li> </ul>
Social distancing and hygiene	<ul style="list-style-type: none"> <li>• Signs and floor markings will be used to reinforce the social distancing rules where appropriate</li> </ul>

and children will be reminded by their teachers at regular intervals.

- When sat in the 'carpet' area or at a table, the children will remain 1.5 metres from the adults and this will be encouraged at all times.
- From 20<sup>th</sup> July, the UK requirement for 'bubbles' of younger children to remain at a distance from each other has been removed. Whilst effective social distancing is an unrealistic expectation of younger children classrooms have been organised to either maintain a 1m distance between pupils, or a physical barrier is in place, when seated. Children will be taught effective hygiene procedures and regularly reminded to follow them.
- Children will not mix with other classes and break/lunch times will be staggered.
- Unless staff are required to physically interact with children for their safety or wellbeing a distance of 1.5 metres will be rigorously observed
- Children will wash their hands on the way into school and at regular intervals. Hand sanitiser is available in the classrooms in addition to the sinks that children will be allocated
- Children in Nursery to Year 5 will not wear face masks in school. If parents wish to send their child in a mask, it should be placed in a sealed plastic bag upon arrival and the child needs to be able to put it on themselves when they leave. Staff will not assist in placing masks on children's faces although this may be done if necessary by the school nurse.
- Children in Middle Years classes will wear masks throughout the day and will be required to change them at a minimum of every three hours.

	<ul style="list-style-type: none"> <li>• Staff will wear masks.</li> <li>• Each classroom has an allocated cleaner who will be responsible for cleaning regularly used items (door handles, desks etc.)</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• The school will record the attendance of all children confirmed to be attending school.</li> <li>• There is no requirement to send children to school. However, the distance learning program will be limited to the provision of age appropriate activities. Where possible these will be aligned to the work being studied in class but at times it will vary. Our student support team will arrange Google Meets to support children remaining at home and answer any questions about the work.</li> <li>• If parents have indicated that they do not wish their child to attend school they need to inform us of any change to these plans ahead of time (1 working day). We will not allow access to school on an ad hoc basis.</li> <li>• <b>No child with any symptoms of ill health should attend the school.</b> If your child develops any symptoms you should inform the school <b>IMMEDIATELY</b> so we can follow the procedures outlined above.</li> </ul>

School contacts:

Ms. McDonald School Nurse)

[nurse@besaturkey.org](mailto:nurse@besaturkey.org)

Ms. Ertan (Administrative Asst.)

[school@besaturkey.org](mailto:school@besaturkey.org)

Ms. Burton (Administrator)

[mburton@besaturkey.org](mailto:mburton@besaturkey.org)

Ms. Vincent (Deputy Head Teacher with responsibility for EYFS)

[kvincent@besaturkey.org](mailto:kvincent@besaturkey.org)

Mr. Ryan (Head Teacher)

[Aryan@besaturkey.org](mailto:Aryan@besaturkey.org)

Mr. Downing (Assistant Head – Middle Years and Pastoral)

[sdowning@besaturkey.org](mailto:sdowning@besaturkey.org)