

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

Uniform/Clothing	Children should wear their school uniform every day for school. Children in the primary school should, wear their PE kit on days when they have PE. Children in the Middle Years will have the facility to change before and after lessons. Children should wear footwear appropriate for being outside in the woods or in the outdoor playground and <b>Primary children should bring a pair of indoor shoes which can be left in school.</b>
Travel to and from school	<ul style="list-style-type: none"> <li>• Parents can either organise their own transport to and from school or use the school bus service. This needs to be reserved in advance for the term.</li> <li>• Please follow guidance on social distancing if sharing a car outside your own household</li> <li>• Upper Gate: Cars should be parked away from the ramp below the upper school gate and children <b>brought to the gate, not be dropped off</b></li> <li>• Lower Gate: Children can use the drop off facility at this gate</li> <li>• If you use a driver, please ensure that they practice effective social distancing and that the same driver is used each day. If your driver is exhibiting any signs of being unwell, please do not use them to transport your child.</li> </ul>

#### The school day

Year Groups	Drop off period	School Day	Pick up period
<b>Upper (Red Lion) Gate</b>			
N, R, 1, 2	8.35 – 8.45	<b>8.45 – 2.50</b>	2.50 – 3.00
3, 4, 5	8.45 – 8.55	<b>8.55 – 3.00</b>	3.00 – 3.10
Year Groups	Drop off period	School Day	Pick up period
<b>Lower Gate</b>			
6, 7, 8, 9	8.35 – 8.45	<b>8.45 – 4.00</b>	4.00 – 4.10

Start of day and collection

- Please do not arrive before the allocated drop off or pick up time for your child. **Please help to keep everyone safe by following all the instructions on signs outside the gate**
- When it is your pick-up time, please maintain a safe distance from other parents.
- Staff will be in position to open the gates and call for the children so that they can enter the school
- **Parents are not allowed inside the school gates and should not come down to school for any reason unless accompanied by a member of staff to a pre-arranged meeting**
- Staff will be available inside the gate to collect the children
- 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). **Once you have collected your child, please leave the gate area quickly and avoid social gatherings in the areas around the school.**
- **To improve the flow of people, the stairs to the left of the Red Lion Gate are only for exiting the gate area. Please park in good time to bring your child to the bottom of the ramp.**
- 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
- **The school nurse will take the temperature of all children and adults arriving at school and will record any instances where temperatures are above 37.8C.**

<p>The school day</p>	<ul style="list-style-type: none"> <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. Staff are not expected to: <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>● Please do not send your child to school if <b>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. This is available on the school website.</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 request that you seek medical advice immediately.</li> <li>● Your child will be taken to a newly dedicated isolation room if they develop any of the Covid-19</li> </ul>

	<p>symptoms in school. Any child who is asked to go home with COVID symptoms will be asked to remain at home in line with the school risk assessment.</p> <ul style="list-style-type: none"> <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>• Please limit the equipment that comes between home and school to lunch boxes, snacks, personal water bottle, coat and any items requested by the teacher.</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. School will provide these but Middle Years students can bring their own individual pencil case if they wish but should not share these items.</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>• To support these arrangements, classes in the school have been divided up into three main groups.  Group 1 – N, R, 1, 2  Group 2 – 3, 4, 5  Group 3 – 6, 7, 8, 9</li> <li>• Signs and floor markings will be used to reinforce the social distancing rules where appropriate</li> </ul>

	<p>and children will be reminded by their teachers at regular intervals.</p> <ul style="list-style-type: none"><li>• Whilst effective social distancing is an unrealistic expectation of children, classrooms (except EYFS) 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.</li><li>• Children will not come into close contact with other classes inside. Where they do share spaces, appropriate gaps will be kept between groups to avoid close contact. Children may interact within the confines of the three groups at lunch and break times outside.</li><li>• Unless staff are required to physically interact with children for their safety or wellbeing a distance of 1.5 metres will be rigorously observed</li><li>• 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</li><li>• 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.</li><li>• 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.</li></ul>
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	<ul style="list-style-type: none"> <li>• Staff will wear masks in Middle Years and will use their professional judgement when working in close contact with children in the Primary School. Masks will always be worn when working within 1.5 metres of a child/ren.</li> <li>• Staff will wear masks in all shared areas of the school.</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.</li> <li>• From September 2021, there will be no distance learning option for children in classes who are physically open. Children who are not in school for reasons related to any illness, including COVID, can access learning materials on request if they are well enough to complete it. This is limited to sharing the activities that children will be completing in class.</li> <li>• If whole classes are required to return to distance learning for any period of time, learning will be provided in line with the agreed distance learning program. This will cease once the class reopens.</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:

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