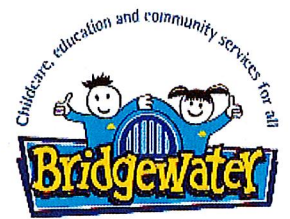


## Information for Parents and Carers



### Re-opening of Bridgewater to all pupils – September 2020

**Monday 7<sup>th</sup> September and Tuesday 8<sup>th</sup> September are training days. All pupils will start on Wednesday 9<sup>th</sup> September 2020.**

We have written this document to help you understand how the school will operate when we re-open to all year groups. We hope this gives you the necessary information and reassurance about the measures the school has put in place to create a safer environment for children and staff, limit the spread of coronavirus and to support your child as they return to school.

We will use a range of measures to create a safer environment in which to reduce the spread of the virus. This will mean that the school day and school environment will look a little different. However, all changes have been put in place to protect children, staff and their families.

Following Government guidelines, Bridgewater has conducted an extremely thorough risk assessment in line with best practice guidance.

Please be aware that these are our re-opening plans for September as of July 2020, but there may need to be additional arrangements or amendments made that we will make you aware of as soon as possible.

### Organisation of classes

We will have a maximum number of 30 children in each class. Classes will work in the same classroom each day with the same staff where possible. Children will be allowed to be taught in the ICT suite and other specialist rooms such as the music room. These rooms will be cleaned by staff after each class has used them. They will not mix with children in other year groups. Movement around the school will be very restricted and children will stay in classrooms where possible throughout the day. All children's tables from Year 1 to Year 6 will be rearranged in rows so that all children are facing forwards to see the teacher and the whiteboard. Children will not sit in groups around tables.

### The School Day

#### Wrap around care

Breakfast club and Wrap around after school will start again September but will be run differently. Reception and Y1 will use the Early Years hall and access via Derwent Street and use the door at the top of the sand and water area. There will be limited numbers for wrap around. Please contact us if you will be needing breakfast club or wrap around.

There will be staggered starts for Breakfast club to help social distancing and different drop off points. Breakfast club buses will not be picking up before October.

Breakfast club in the 0-3 childcare will start at 8am.

Breakfast club – Main Hall and Gym - please follow the arrows.

8.10 – Year 6

8.15 – Year 5 and Year 4

8.20 – Year 3 and Year 2 (must be brought by an adult)

Children must be dropped off by **one** adult and then staff will sign your child in. Parents must queue outside of breakfast club abiding by social distancing queueing similar to supermarkets. Children will eat breakfast in the hall/gym and then staff will supervise activities in classrooms until school starts.

#### Early Years Lunch Hall – Year 1 and Reception children attending breakfast club.

8.10 – Year 1

8.15 Reception

Children must be dropped off at the veranda door next to the sand and water area in Early Years. Children will then eat breakfast in the Early Years lunch hall and then staff will supervise activities in classrooms until school starts.

A small number of after school clubs will start again in September but these will have very limited numbers to maintain social distancing. We will send out letters in September regarding clubs.

### Timings of the school day

We will have staggered drop off and pick up times. The one-way system around the school site is still in place until further notice.

**Only one parent/carer should drop off or pick up children to limit the number of adults on the school site.**

### Drop off

We have one-way systems in and around the building and site for pedestrians. This is to minimise too many people using the same gates. These one-way systems **must** be followed at all times with 2 metre social distance queuing similar to what happens at supermarkets. Children must remain at adult's sides at all times and not run around and play on site. All children will wash their hands immediately on arrival.

### Pick up

As we have one-way systems, please note that the exits may be different from the entrance. Please pick up on time and leave the site quickly to avoid a build up of parents. Also, maintain a distance of 2 metres between other people and other families at all times. Children must remain at adult's sides at all times and not run around and play on site.

### Staggered start and finish times

<u>Year group</u>	<u>Start time</u>	<u>Finish time</u>
Nursery Squirrels/Hedgehogs	9.15am	2.45pm
Reception Polar Bears/Brown Bears	9.05am	2.55pm
Year 1 Pandas/Turtles	8.55am	3.10pm
Year 2 Seals/Penguins	8.45am	2.50pm (Plus siblings in Y3/4/5/6)
Year 3 Elephants/Tigers	8.55am	3.00pm (Plus siblings in Y4/5/6)
Year 4 Honey Bees / Dolphins	8.50am	2.55pm
Year 5 Giraffes / Hippos	9.00am	3.10pm
Year 6 Leopards / Zebras	8.10am	2.45pm
Any children who have permission to walk home alone in Y4,5 or 6		2.45pm



Please note that when In Harmony and swimming start again, finish times will change for some classes and we will inform you of these in September.

Details will follow for 0-3 timings and drop off/ pick up points.

We would appreciate your patience and understanding during these staggered times as these measures are in place for safety. Please arrive and pick up very promptly at these times.

<u>Year group</u>	<u>Drop off point</u>	<u>Pick up point</u>
<b>Nursery Squirrels/Hedgehogs</b>	Enter via Derwent Street and drop off at veranda. Follow one way and exit via lower pedestrian gate on Delaval Road.	Enter site via Derwent Street. Pick up from Veranda and exit via lower pedestrian gate on Delaval Road.
<b>Reception Polar Bears/Brown Bears</b>	Enter via Derwent Street and drop off at veranda. Follow one way and exit via lower pedestrian gate on Delaval Road.	Enter site via Derwent Street. Pick up from Veranda and exit via lower pedestrian gate on Delaval Road.
<b>Year 1 Pandas/Turtles</b>	Enter via Derwent Street and drop off at veranda. Follow one way and exit via lower pedestrian gate on Delaval Road.	Enter site via Derwent Street. Pick up from Veranda and exit via lower pedestrian gate on Delaval Road.
<b>Year 2 Seals/Penguins</b>	Enter via Axwell Park View gate and drop off in main yard	Seals – Gym door Penguins – Hall door <b><u>Year 2 and siblings in Y3/4/5/6 to be collected together.</u></b>
<b>Year 3 Elephants/Tigers</b>	Enter via Axwell Park View gate and drop off in main yard	Tigers – Gym door Elephants – Hall door <b><u>Year 3 and siblings in Y4/5/6 to be collected together</u></b>
<b>Year 4 Honey Bees / Dolphins</b>	Enter via Axwell Park View gate and drop off in main yard	Enter via Axwell Park View gate and pick up in main yard
<b>Year 5 Giraffes / Hippos</b>	Enter via Axwell Park View gate and drop off in main yard	Enter via Axwell Park View gate and pick up in main yard
<b>Year 6 Leopards / Zebras</b>	Enter via the main hall for Leopards & Gym for Zebras at 8.10am	Enter via Axwell Park View gate and pick up in main yard

Please make a socially distanced queue like the supermarkets for drop off and pick up. At pick up, the teacher will hand the children over one at a time to parents in the queue. Please be patient at this time.

### Play time and Lunch time

Play time and lunch time will be staggered so that the children from different year groups don't come into contact with each other and time allocated between each class for cleaning of dining areas to take place. Children will be allowed to bring a packed lunch if they wish from September. The playground will be split into zones and each class will be allocated a time and space to play in. There will only be one year group out in the playground at any one time and the two classes will play in different areas. Children will be asked to wash their hands when they come back into their classroom. The MUGA and trim trail will not be used until further notice.

## Social distancing/PPE

We will minimise the children having contact with other children and staff as much as possible by the measures outlined in this booklet such as staggered start and finish times, all desks being arranged so that children are facing forwards and are not sat in groups in years one to six. Staff and children will be reminded to keep 1m+ apart where possible although in some situations such as sitting side by side at tables in lessons, this will not be possible.

Where First Aid or intimate care such as nappy changing needs to take place, staff will be wearing PPE to protect both the member of staff and the child. Please be aware that the staff may be wearing face shields to protect themselves and the children during lessons and any staff who are serving food such as toast and fruit will be wearing a face shield.

## Movement around the school

Movement around the school will be limited. When children have to move around the school such as lunch time, a one-way system will operate and floor markings will be present to support this. Children and staff will be told to keep to the left.

## Curriculum

We are aiming to provide a broad and balanced curriculum where possible but some curriculum areas will have to be adapted. For example, the children will not be able to take part in partner work or team games in P.E. However, staff will make use of equipment that can be easily cleaned and use the outdoor environment where possible to keep everyone active. Each child has their own P.E. kit in their own P.E. bag which is kept in school and these will be worn again in September and regularly washed as usual.

There will be an emphasis on PSHE, opportunities for plenty of speaking and listening and opportunities to be creative alongside the main curriculum. We appreciate that this is an anxious time for many of our children and we will support them coming back into a different environment, working in different classrooms with different staff.

All children will be given their own stationery such as pencils, glue stick, ruler in a plastic wallet which only they will use. This is to ensure that the children do not share equipment. They will be encouraged not to move around classrooms where possible and will sit in the same seat every day.

The school library will be opening again and children will be able to borrow books again to read at home. They will wash their hands in classrooms after touching books in the library and we encourage you to wash hands after reading library books at home. They will also start to take reading books home in their book bags to read at home every night.

There will be no whole school assemblies or gatherings until further notice. More class assemblies will take place instead to replace whole school assemblies.

## Uniform

We are reinstating our uniform policy from September

.All year groups **except** Year 6.

- Blue jumper
- Yellow polo shirt
- Grey or black trousers or skirt (No jeans please)
- Sensible school shoes (No heels or flip flops )
- Hair should be tightly tied back.



- Jewellery should not be worn.

### **Year 6 ONLY**

- Grey jumper
- White polo shirt
- Grey or black trousers or skirt (No jeans please)
- Sensible school shoes (No heels or flip flops )
- Hair should be tightly tied back.
- Jewellery should not be worn.

Please label all clothing including coats, hats and gloves. We have over 500 children in school all wearing the same uniform and labelled clothing is much easier to return if it gets lost.

The children should bring limited items to school – coat, book bag, packed lunch (if needed), hat, gloves. They must bring their book bags and library books back in September and they will start to take books home to read again. We will be allowing packed lunches to be brought to school in September. Please label your child's packed lunch bag with their name.

### **Sun Cream**

If the weather is warm or forecast for being sunny, please ensure your child has sun cream on before they come to school. We will have sun cream in school but children will have to apply it themselves.

### **Dinner Money**

Dinner money must be sent into school with your child in an envelope clearly marked with your child's name, class name and the words 'Dinner Money'. Your child's class teacher will send it to the office. We are unable to take dinner money direct from parents at the school office at the present time.

### **Cleaning**

We will have cleaning staff on site during the school day to ensure that equipment, toilets and classroom areas are being regularly cleaned throughout the day. This will also include cleaning things like door handles which lots of people touch. Teachers and teaching assistants will also be cleaning items that children touch in the classrooms to minimise the risk to other children. As normal, all areas of the school will continue to be cleaned before and after the school day.

The children will all have their own water bottles as normal in school and every child will be given a new one to use in school when they return to school in September. This water bottle will remain in school and will be washed in the dishwasher every night and filled up each morning by the staff.

### **Behaviour**

We have added a new school rule to our school rules about maintaining social distancing and all children are expected to follow the school rules. Any deliberate breaking of this new social distancing rule could result in exclusion for the child. We will be reminding the children of all school rules after such a long period of time away from school.

## New guidance for the children

We will be focusing on additional points as well as our school rules to help to keep all children safe.

- The importance of telling an adult if they feel unwell at all.
- The importance of catching coughs and sneezes in a tissue or their elbow, binning tissues and then washing their hands without touching anything.
- Washing their hands every 20 - 40 minutes throughout the school day and doing this properly with hot water and soap or hand sanitiser.
- Avoiding touching their face, nose and eyes. This one is tricky with young children!
- The importance of social distancing and not hugging staff and other children.
- The importance of using their own equipment and not sharing anything with other children.
- Making sure they only use their own water bottle and don't allow anyone else to touch it.

## Attendance

We would like to remind you that attendance in September is compulsory and that you will be prosecuted for failing to attend without good reason. Please call the school office if your child is unwell and is unable to attend school.

## Punctuality

Please drop your child off and pick them up on time. Please don't arrive too early. This is especially important for our social distancing arrangements to minimise the number of adults on site at any one time.

## Travel to and from school

We are encouraging all children and parents/carers to walk or cycle to school and avoid public transport. We ask you to respect our neighbours in the surrounding streets when parking if you are travelling by car. Parents **MUST NOT** use the school car park to park in.

If public transport must be used, children must dispose of disposable masks into the bin on arrival at school. If they have a reusable mask, then this must be placed into a bag to be taken home at the end of the day.

## Coronavirus testing

Everyone including the under 5s are now eligible for testing if they become ill with coronavirus symptoms (A high temperature, new continuous cough or loss of taste/smell). It is recommended that adults and children get tested as soon as symptoms occur. To request a test please call 119 or go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

If the test proves negative, this will enable children to get back to school quickly and parents back to work. A positive test will enable us to rapidly protect other children and staff. Please inform us immediately to let us know the results from any coronavirus tests.

If you are contacted by NHS Test and trace, you must self-isolate and follow the directions you are given.

## **What happens if someone becomes unwell at school**

If a child becomes unwell during the school day with coronavirus symptoms, they will be sent home immediately. They will be isolated away from the rest of their bubble with appropriate adult supervision (The adult will be wearing PPE) until a parent or carer arrives. Please make sure we have up to date contact details for you in case of emergency.

## **What happens if there is a confirmed case of coronavirus in school.**

If a child or member of staff tests positive for coronavirus the Health Protection Team for Public Health England will advise us what to do, it may mean the whole class or year group will be sent home and advised to self-isolate for 14 days and will not be allowed to return to school until this period of isolation has finished. The other household members of the child do not need to self-isolate unless the child they live with then develops symptoms.

If a child or member of staff tests positive, they must engage with NHS track and trace to give the names of people they have been in close contact with, who will then be required to self-isolate.

As part of the national track and trace programme, if other cases are detected within the class or school, Public Health England will advise us on the most appropriate action to take.

## **Contacting us**

We will not be allowing visitors and parents into the school building without prior arrangement and this includes the school office. Staff at the doors meeting, greeting and dismissing children will not be able to take messages or chat at this time either. Therefore, to speak to staff you must ring the office staff on 0191 2745290 or email us on [admin@bridgewater.newcastle.sch.uk](mailto:admin@bridgewater.newcastle.sch.uk). Please leave a message for staff and we will call you back as soon as we can. We will not be able to have face to face contact with you at this time without prior arrangement and apologise for any inconvenience that this may cause.