



Bethersden Primary School

Dedicated to Excellence

RECONNECTION PLAN

How we will welcome back all
children and reduce risks

September 2020

Current guidance

The Government guidance released on 2nd July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here](#).

At Bethersden Primary we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our children in their education.

Keeping children, families and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to ‘prevent’ and ‘respond to infection’ which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - ‘catch it, bin it, kill it’
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

Class and phase 'bubbles'

We will group each phase (Foundation, KS1, LKS2 and UKS2) into 'bubbles' which will remain consistent and separate from other 'bubbles'.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff and will only have limited contact with other bubbles when necessary.

This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

Attendance

All children will be welcomed back to Bethersden Primary School from Wednesday 2nd September and attendance is mandatory.

We support the government which notes:

- *parents' have duty to secure that their child attends regularly at school where the child is a registered child at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

Shielding children

Shielding advice for all adults and children will pause on 1 August. Where a child is unable to attend school because they are complying with clinical and/or public health advice, please contact the Headteacher or Family Liaison Officer and we will work with you to support your child the best possible way we can.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident do not send them to school until you have sought advice from school. Please call the school for advice 01233 820479 before 8am.

Government advice must be followed, it can be [found here](#).

Travel to and from school

In accordance with our current risk assessment we encourage parents, staff and children to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Morning Drop Offs

First day back - Wednesday 2nd September

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles. We will also be using two entrances to minimise congestion and to maintain the flow.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site.

Parents will not be allowed on the school site and in the mornings. There will be lots of familiar staff to welcome the children and guide them to their classrooms.

Morning - Drop Off Times

As we welcome all children back to school in September 2020 it is crucial that we ensure social distancing around the school premises at the start and end of the day. As a small school in a rural village community, we have to be vigilant to the number of people waiting outside the school at the same time due to the narrow paths and limited parking. **We will be implementing a strictly controlled Drop off and Collection routine with timings for each class.** We will also be using more than 1 entrance to the school to ensure the most efficient transition for you all. We understand that this may cause you some inconvenience and disruption but thank you for supporting us in reducing risks to you and your family at this time.

The following procedures **must** be followed when dropping off your child:

- Please park safely and responsibly around the village. Cones will be placed along Wissenden Lane and School Road so as to ensure a safe space for families to queue. Please wait by a cone. Please walk wherever possible.
- Fox, Badger and Owl classes must queue on School Road and children will enter through the usual school playground gates. A member of the Leadership Group will be there to welcome you.
The following timings must be observed:
Fox Class 8.30
Badger Class 8.40
Owl Class 8.50
- Bumblebee, Deer and Otter classes must queue on Wissenden Lane, children will enter through the large gates. A member of the Leadership Group will be there to welcome you.
The following timings must be observed:
Otter Class 8.30
Deer Class 8.40
Bumblebee Class 8.50
- One parent and one child should queue using the cones which will be placed out to support safe social distancing. We appreciate this may not be possible for all families but would ask that you support this wherever possible by keeping your children close to you at all times and only bringing siblings when absolutely necessary.
- One child at a time will be invited through the gates, unfortunately at this time the guidance states that parents should not enter the school site. Parents should then move away from the gates as quickly as possible to maintain the flow of children in to the

school. The next family will then be invited forward.

End of the day - Collection

The following procedures **must** be followed when collecting your child:

- Please park safely and responsibly around the village. Cones will be placed along Wissenden Lane and School Road so as to ensure a safe space for families to queue. Please walk wherever possible.
- Fox, Badger and Owl class parents must queue on School Road and children will exit through the usual school playground gates. A member of the Leadership Group will be there to see your child safely to you.

The following timings must be observed:

Fox Class 3.10

Badger Class 3.20

Owl Class 3.30

- Bumblebee, Deer and Otter classes must queue on Wissenden Lane children will enter through the large gates. A member of the Leadership Group will be there to see your child safely to you.

The following timings must be observed:

Otter Class 3.10

Deer Class 3.20

Bumblebee Class 3.30

- One parent should queue using the cones which will be placed out to support safe social distancing.
- One child at a time will be brought to the gates and handed over to you, unfortunately at this time the advice states that parents should not enter the school site. Parents should then move away from the crossing or gate as quickly as possible to maintain the flow of children from the school.

Children must be picked up promptly as we have no shared areas where children can safely wait. If you think you will be late please contact the office as early as possible.

We appreciate that where you have a child or children in more than one class this may present some difficulty however, we are not allowed to mix children from more than one class so strict timings will need to be observed. **Please support us by ensuring you stick to the timings for each class group.**

These arrangements will be reviewed regularly and according to guidance as we know they are disruptive to the children's school day and also families other commitments. We thank you in advance for your understanding, patience and support.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared in their own pencil case. Please do not send pencil cases in from home, children will be provided with everything they need for the school curriculum. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science

equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a class assemblies to enable classes to reconnect with each other. Excellence Assemblies will continue to be held online.

We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

Reading Books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back in September.

Enhanced cleaning regimes

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas team to ensure that much more cleaning goes on during the school day - with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Coats and bags

As children have their own locker facilities in their individual classrooms coats and bags can be left in their normal places. Only items essential to the school day, coats, lunch boxes, water bottles and PE kits should be brought in to school.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities. Classes will take regular outdoor breaks as we know children will be out of the routine of sitting for long periods without breaks.

After School Enrichment Clubs

There will be no clubs in term 1. We apologise as we know many of you rely on these for childcare but we know you will support us in this. We will review what we can do in Term 2 at the end of September and communicate this to you as soon as possible.

School office

The school office will remain closed to visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should

telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air.

All other communication should be done by telephone (01233 820479) or e-mail (families@bethersden.kent.sch.uk) as far as possible.

Communication

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are for urgent and essential matters only and are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email families@bethersdenprimary.co.uk or telephone the office 01233 820479 to support making these arrangements.

Please keep face to face conversations to a minimum at the school gates.

It is essential that we have your up to date contact information so please let us know of any changes by emailing office@bethersden.kent.sch.uk. Please also ensure you up date us with any other contacts for your child who have also changed their number so that we can contact them in a case of an emergency.

Behaviour

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. In the addendum we have had to change some of our expectations around children's behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

Our Bethersden values and ethos remain unchanged, and children are expected to aim to uphold them.

In addition to our Bethersden school rules children must be aware of the new requirements in the addendum namely that they must:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger children);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during

breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we may ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

School lunches.

We intend to have a full school offer for menu again from the Wednesday 7th September provided by Pabulum. **All payments must be made using ParentMail +Pay, at this time no cash or cheques will be accepted.**

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not they should contact the school office or Family Liaison Officer. We are aware that many families' situations may have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands within the classroom before eating. Children in Bumblebee and Owl Classes will eat together in the school hall with distancing measures in place. Children in Key Stage 2 will eat with their class on the field (weather permitting) or in their classroom.

You may wish to send your child with healthy snacks for break times as we know they may be used to grazing throughout the day. Fruit and cereal bars are acceptable however we would ask that you do not send sweets or chocolate.

Packed lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

Availability of water on site

All children should have their own water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles.

School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. Please ensure you send your child in to school in clean uniform, it is vitally important to help minimise the transmission and that uniform is washed regularly. We do have a small supply of pre-owned uniform to buy should you need some, please contact Mrs Henshaw to arrange to buy some.

Uniform Supplier

www.myuniform.co.uk

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September we have planned to begin our updated PSHE curriculum and we have now reconfigured this for autumn 2020 so that work in all year groups centres on health and wellbeing.

Assessment

Our teachers will make adaptations to the curriculum, establishing 'what has to be learned', rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working at the correct pace, especially when children's confidence will be low.

Broad and balanced curriculum.

Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal aspirational and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

Children with additional needs.

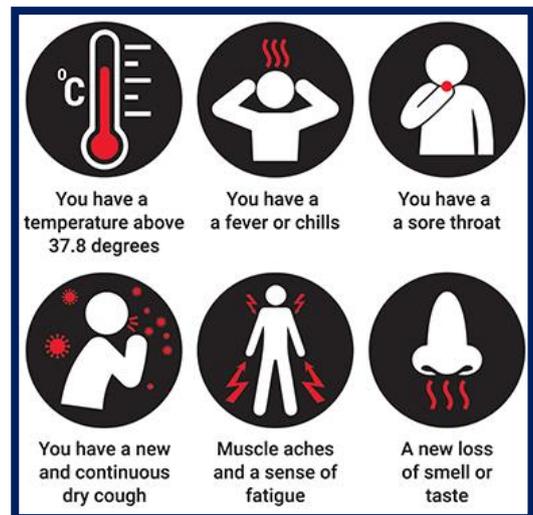
We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by their class team to ensure a smooth transition when returning to school. Mrs Henshaw and Mrs Simmonds have been working with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual children and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and children working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

Children or staff suspected of having COVID-19

In line with DfE guidance in the case of a suspected infection the school will:

- Engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus



- Contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school the child or member of staff will be immediately isolated from other children and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep the school informed about their planned date of return following isolation.

In the event of a local (Ashford/Kent) lockdown similar to that in place in Leicester from Saturday 4th July. The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

Do you have questions?

If so please email families@bethersden.kent.sch.uk and a member of our team will answer them for you.

Thank you in advance

We appreciate that this is not the way that Betersden Primary School has, or wants to operate, but we know you will understand that all the measures and systems that have been put in place are there to reduce the risk to your child, your family and the school community from Covid-19. We want to get back to 'normal' just as soon as scientific advice suggests it is safe. Adaptions will be in place for some time and we will review them regularly based on guidance and feedback. Thank you for supporting us, despite inconveniences caused to your routine, for the sake of our community.