



17<sup>th</sup> July 2020

Dear Parents/Carers,

### **Return to School September 2020**

As from September, the Government has announced that all children are to return to school. We have been issued with guidance from the DfE indicating what measures need to be in place for a safe return. On the following pages, you will find specific guidance that all parents/carers and children must follow, in order to keep all members of the school community safe.

We have also produced an updated risk assessment, a copy of which can be found on the school website.

Therefore, please read the parent/carer protocol below which sets out a way forward, when dropping off and collecting children from school. I have also included the child's protocol, which sets out clear guidance as to how we will be working in school. This is based on the latest Government guidance.

As you can appreciate this is not ideal, and none of this is what any of us wants. Writing these arrangements has been very hard and upsetting. However, given the current circumstances, this is the best way forward. I long for the day when we can all get back to normal but these arrangements are necessary. Therefore, I cannot stress enough that the protocol **MUST** be followed by all parents/carers and children to ensure the safety and wellbeing of our school community.

I have also written a protocol for staff to follow.

Many thanks,

Jon Stevens

Headteacher

# Parent/Carer Protocol

Parents MUST adhere to the following arrangements when children return to school, in order to ensure the wellbeing of all stakeholders:

## **On Arrival/Departure:**

- At the end of this letter, you will find specific arrival windows for each class - It is essential that you ensure you keep to your dedicated arrival and collection time, through your allocated entrance and exits in order to minimise the spread of infection;
- No parents will be allowed onto the playground or into school, in order to minimise the number of adults in school;
- When waiting at the beginning and end of the day, on the pavement outside the school gates, employ social distancing rules i.e. stand 2 metres apart from others. The fence is marked at 2 metres intervals;
- Whilst waiting, children will be sent to you for collection – when dropping off in the morning, siblings can come into school through their allocated doors. However, at the end of the day, siblings will leave at the allotted times and will not be able to leave early.
- Staff must not be approached either in the morning or at the end of the day. If there is important information to be passed to the class teacher, please phone the school office on 01384 816940;
- Children to be brought to the school gate, where staff will supervise children going into classrooms.
- Parents must wait, with their child, outside the school gates/fence. Pre-School children will enter via the side door into Pre-School. Foundation Stage children, and Years 1,2,3 and 4 children will enter via the lower playground entrance (on Bromley Lane) and Years 5&6 children will enter the playground via the upper playground gates (on Granville Drive).
- **Parents of Pre-School** children will not be allowed into the Pre-School building. You must wait along the pavement by the fence (using The Brier school pavement). When you are called by a member of staff, bring your child to the gate opening and let the child walk to the member of staff.

- **Reception Parents** – To queue along the fence surrounding the reception playground. You will be called forward, one at a time, to the top of the Reception playground slope, where you drop off your child so that they can walk to their teacher. The teacher will not be able to physically take your child from you. They must walk down the slope by themselves. If your child refuses to walk down the slope by themselves to meet their teacher and is upset, you can bring them to the school office, where a member of staff will meet them. However, staff cannot physically take children off parents.
- **Year 1 - 4 Parents** - To queue along the fence by the lower playground. Please ensure that you maintain social distancing when queuing (tape on the fence will assist with this). When instructed release your child to the teacher, who will be waiting for them. The teacher will not be able to physically take your child from you. They must walk by themselves.
- **Years 5&6 Parents** – All children to enter via the upper playground gates, during their allocated time. The teachers will be stood by their allocated entrances. Please queue around the upper playground fence and keep to the social distancing rules. If your child walks to and from school, ensure that they arrive only during their allocated times, as the school gates will not be open prior to this. We recommend that children do not bring phones into school. If you feel that your child will need their phone (i.e. is walking home from school) then please inform the class teacher.
- Children to bring a packed lunch, or book a lunch using the online ordering system. Monday to Thursday will be a grab bag and Friday there will be a pizza and chips option to book. Universal and Free School Meals must be booked online.

### **In Class:**

- Children will be in phase bubbles in school. This means that KS1 children will be taught by their own class teachers in the first instance and KS2 children will be taught by their English and maths teachers in the morning and their class teachers in the afternoon. In school, there will be 4 bubbles – Foundation Stage, Years 1&2, Years 3&4 and Years 5&6.
- All children to wear school uniform.
- Children can bring bags into school, containing their lunch.
- Children to bring their own water bottles (filled with water only) into school and must be filled at home. These will not be filled in school. Those without water bottles will be provided with a plastic cup.

- Children in KS1&2 will be sat in rows, facing the teacher, as directed by Government guidance.
- Children to bring in a PE kit for outdoor lessons.
- All children will be provided with equipment e.g. pencils, rulers etc, so no equipment to be brought from home.
- Children will be provided with a school reading book each week. These can be taken home and returned to school on Friday, where they will be 'quarantined' over the weekend.
- Children may, if they wish, wear face masks in school. Staff also have PPE provided and it is their choice if they wish to use it.
- Regular handwashing will take place throughout the day.
- Lunchtimes – children will eat in their classrooms and will have outdoor breaks, but not with other groups. Children will exercise each day, using the daily mile track.

### **Communication:**

- When communicating with school, this **must** be as an email to the class teacher in the first instance or phone call to the school office;
- Should you wish to speak to the head or deputy, you must send an email to [jstevens@bromhills.dudley.sch.uk](mailto:jstevens@bromhills.dudley.sch.uk) or [jrogers@bromhills.dudley.sch.uk](mailto:jrogers@bromhills.dudley.sch.uk)

### **What happens if your child shows signs of Covid19?**

- If your child shows any symptoms, they must book be tested and remain at home for 7 days. (Tests can be booked online @ <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or ordered by telephone via NHS 119.)
- Parents/Carers to inform school immediately the results of the test. If someone tests negative, return to school when well. If positive, follow the 'stay at home' guidance.
- If anyone in your household or anyone your child has been in contact with has the virus, your child must be kept off school for 14 days.
- If your child is unwell during the school day, they will be removed from the group and you will be contacted to come and collect them.

### **What happens if a case of Covid19 is in school?**

- If anyone in your child's bubble in school is diagnosed with the virus, the whole bubble will need to isolate and you will be contacted by school.

### **Childcare Provision – Breakfast & Afterschool Clubs**

- This will resume from the 7<sup>th</sup> September in the upper hall.
- Following the DfE guidance, groups need to be consistent each week. Therefore, when booking a place for your child online, you must book by 4pm on the Friday before.
- These clubs will now be limited to 20 places per club. Once this is reached, no further bookings will be taken.
- School will not accept bookings on the day. They must be booked on the previous Friday.

### **Food**

- Food available to book for morning breaktimes will be bagels only.
- Bagels will cost 50p a day.
- Children can also buy a juice at breaktimes.
- Children who are entitled to Free School Meals will have these provided without charge.
- School lunches will be a grab bag Monday to Thursday and pizza & chips on Fridays.
- Parents/carers must still book children's lunches on the online ordering system and pay online.

### **Sports Clubs**

- A limited number will be available. We will let you know in September.

***This protocol is non-negotiable and must be adhered to by all parents/carers and pupils of Bromley Hills to ensure the health and wellbeing of all our stakeholders.***

# Child's Protocol

To help you stay safe and well in school, we have created some rules to follow whilst in school. We know this will be different, but your teachers will help you and remind you of the important rules. Don't be worried or afraid, as we have made it as safe as we possibly can.

- You must come to school every day and you must wear school uniform.
- If you are waiting for the school gates to open, please keep 2 metres apart from others.
- If you walk to school on your own, you must arrive during the specific time that we have given you. You will not be allowed to wait on the playground.
- You can bring a water bottle to school, but it must be filled with water at home. You won't be able to go to the water fountains. Don't worry if you don't have a water bottle – we will give you a plastic cup for the day.
- Equipment will be provided in school for you to use, so you don't bring a pencil case.
- If you are having school lunches, a 'grab bag' will be provided for you. If you are having your own lunch, please remember to bring your sandwiches.
- You will be asked to wash your hands regularly every day, including when you first arrive in school and before/after lunch.
- Keep your distance from other children and staff. Staff will help you by reminding you of this.
- KS 1 and 2 children will be sitting in rows in your classrooms, facing the teacher.
- You may pass people in the corridor – try not to stop and chat to them.
- You will not be able to play on the outdoor equipment including the tyres, trim trail or the climbing wall.
- If you feel unwell, you must tell your parents/carers before coming into school. If you feel unwell in school, there will be a first aider to look after you.
- At breaktimes and lunchtimes, the tyre park area will be available to use, but no sitting on the tyres. Unfortunately, the Trim Trail and climbing wall cannot be used.

All children **MUST** follow these school rules in school so that everyone stays safe and well. Anyone who doesn't follow these rules, will not be able to stay in school.

## Arrival / Departure Times

Arrival Time	Departure Time	Classes
<b>8.30am – 8.45am</b>	<b>2.45pm – 3.00pm</b>	Pre-School Ms Holtham's Class (RH) Ms Lees' Class (2L) Miss Barlow's Class (3/4B) Miss Collins' Class (5/6C)
<b>8.45am – 9.00am</b>	<b>3.00pm – 3.15pm</b>	Mr Lees' Class (RL) Mrs Jennings Class (1/2J) Mr Farmer's Class (3/4F) Miss Lloyd's Class (5/6L)
<b>9.00am – 9.15am</b>	<b>3.15pm – 3.30pm</b>	Mrs Morris' Class (1M) Miss Norwood's Class (3/4N) Mr Kelly's Class (5/6K)

## Teacher Email Addresses

Class Teacher	Email Address
Miss Powis	<a href="mailto:epowis@bromhills.dudley.sch.uk">epowis@bromhills.dudley.sch.uk</a>
Ms Holtham	kholtham@bromhills.dudley.sch.uk
Mr Lees	mlees@bromhills.dudley.sch.uk
Mrs Morris	cmorris@bromhills.dudley.sch.uk
Mrs Botfield	ebotfield1@bromhills.dudley.sch.uk
Mrs Jennings	ljennings@bromhills.dudley.sch.uk
Ms Lees	clees@bromhills.dudley.sch.uk
Mrs Lewis	rlewis@bromhills.dudley.sch.uk
Miss Rubery	hrubery@bromhills.dudley.sch.uk
Miss Barlow	nbarlow1@bromhills.dudley.sch.uk
Mr Farmer	afarmer@bromhills.dudley.sch.uk
Miss Norwood	knorwood@bromhills.dudley.sch.uk
Mr Lock	alock@bromhills.dudley.sch.uk
Miss Lloyd	elloyd@bromhills.dudley.sch.uk
Miss Collins	lcollins@bromhills.dudley.sch.uk
Mr Kelly	rkelly@bromhills.dudley.sch.uk
Mrs Rogers	jr Rogers@bromhills.dudley.sch.uk
Mr Stevens	jstevens@bromhills.dudley.sch.uk