



Thursday 21<sup>st</sup> May 2020

## RE: School Specific Plan for Covid-19 Reopening

Dear Parents/Carers,

Here is our plan for reopening the school on June 1<sup>st</sup>. This should be read alongside our detailed risk assessment, which will be sent to parents tomorrow. As a school, the safety and wellbeing of both children and staff is our main priority. All practice will be reviewed over the next few weeks, and may be subject to change. Parents will be informed of any significant changes, as and when appropriate. All arrangements are subject to staff availability.

### **Which children are allowed to attend from June 1<sup>st</sup>?**

From Monday 1<sup>st</sup> June, children from Nursery, Reception, Year 1 and Year 6 as well as 'Key Worker' and 'Vulnerable children' have been invited to attend school.

### **Do parents have to send their children to school?**

This plan has been designed to inform parents of the actions we will be taking to safeguard pupils and enable them to make an informed decision. We understand that this is a very difficult time for parents, and we realise that it is important that we give you all the information that you need.

### **Parents are NOT legally required to bring their children to school.**

### **Should children come to school if they are unwell?**

*Please remember that no child, or staff member, should come to school if they are displaying any of the COVID-19 symptoms.*

These symptoms are:

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

### **How will children be grouped?**

- If your child is in Nursery, Reception, Year 1 or Year 6 they will now be attending in a small group of no more than 15 with children from their year group (a 'bubble').
- There will be one "bubble" for 'Key worker' and vulnerable children' in Years 2-3
- There will be one 'bubble' for 'Key worker' and vulnerable children' in Years 3-4
- If they are 'Key worker' or vulnerable children' in Year 5 they will join a year 6 'bubble'

### **What days will they be able to come to school?**

- So that we are able to ensure the safety of both children and staff, we will only be opening the school for children in Nursery, Reception, Year 1 and Year 6 from Monday to Thursday.

- ‘Key Worker’ and ‘Vulnerable children’ are invited to attend from Monday to Friday, should parents choose to do so

**If parents have chosen not to return their child to school, can they change their minds?**

Yes. However, parents must inform us at least one day in advance. We will adjust the ‘bubbles’ accordingly, and will contact parents with the necessary information, before the child returns to school. A child cannot return to school without the parent contacting the school in advance.

If your child has an EHCP, and you are considering changing your mind, we will need to do an individual risk assessment. We will require more time to prepare, to ensure reasonable adjustments can be made to your child’s statutory provision. Therefore, we are asking for a week’s notice.

**Why is the school closed on Friday for most children?**

- We will be carrying out a thorough and rigorous ‘deep cleaning’ of the school
- Teachers will have time to plan and prepare for the following week
- We will be reviewing our risk assessment of the school
- We will be communicating with parents if any changes need to be made
- We will conduct any necessary ongoing training with staff in response to the latest guidance

**Will children be in their usual classes?**

No. Following government safety guidelines, the children will be grouped into ‘bubbles’ of 15 (maximum). Where possible, children will remain with the children in their class and friendship groups. Class teachers have been involved in creating groups that will ensure the children are happy and safe at school.

**Will children be social distancing within their bubble?**

Where possible, we will be following social distancing measures to keep the children safe within their ‘bubbles’. As you are all aware, it is much easier to enforce social distancing measures with older children, therefore the routines will be much stricter. We will do our best to sanitize the school and reduce the sharing of resources **but we CANNOT guarantee social distancing within school.**

**Will children be mixing with the other ‘bubbles’?**

No. we will be enforcing strict social distancing measures between the different ‘bubbles’. The children will only work, play, eat and socialise with children and adults in their ‘bubble’.

All bubbles will have different:

- Starting times in the morning
- Home times
- Play times
- Lunch times

**Will children be with their usual teacher or teaching assistant?**

Maybe. Teachers in Nursery, Reception, Year 1 and Year 6 will be able to work with children from their classes, but because the ‘bubbles’ are smaller they are unable to work with all of them. When organising the ‘bubbles’, we have taken into consideration the social, emotional and health needs of the children. As much as possible, the children will be with at least one familiar adult.

**How many adults will be working with each ‘bubble’?**

There will be two adults allocated to each ‘bubble’. Within the ‘bubble’, they will follow social distancing measures as much as possible.

If another adult has to communicate with the group, they follow strict social distancing guidelines and remain at least 2ms away from the children and adults. This includes the headteacher, the deputy and assistant head teachers, the office staff and anyone who may be asked to support play times.

### **When will parents be told about their ‘bubbles’ and teachers?**

On Friday 22<sup>nd</sup> May, we will send you an email with:

- The name of your ‘bubble’ (this will be a year group and a colour e.g. Y1 Red)
- The names of the adults they will be working with
- The start and finish time for each day
- Which school gate to come to at the start and end of the day

We will not be able to send you the names of the children in the bubble because this is subject to change before school reopens.

### **How will the school ensure that children remain within the ‘bubbles’?**

We will be introducing these measures:

- All children will be allocated a coloured bib (Red, Orange, Yellow, Green or Blue) that represents their ‘bubble’
- Each ‘bubble’ will have a designated outdoor play area
- Each ‘bubble’ will only be allowed to use a designated classroom and floor
- Each year group will have a separate point of entry to the school

### **Will the children be wearing uniform?**

Yes. We would like children to wear the ‘summer’ school uniform from June 1<sup>st</sup>. It is important that they wear light clothes and not too many layers. Over their uniform, they will be wearing a coloured bib to help identify them within their ‘bubble’; therefore we do not want the children to get too warm.

We ask that, where possible, uniforms are washed daily to minimise the spread of germs.

The bibs will be kept and washed in school.

### **Will children be arriving at the same time?**

No. Drop off and pick up times will be staggered in the morning and at home time. It is very important that families stick to these times in order to maintain social distancing with other ‘bubbles’. Where possible, we have tried to ensure that families with siblings are at the same time, or similar times.

**Children must arrive promptly at their allocated start time – there will not be a “window” of time to arrive one by one as we are used to at Beckford.**

Times	8:30-3:00	8:45-3:15	9:00-3:30	9:15-3:45
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### **Will there be breakfast club or after school clubs?**

No. there will initially be no out-of-hours provision. This will be reviewed regularly as part of the school’s risk assessment and parents will be kept informed.

### **How will the classrooms be set up?**

#### ***Nursery and Reception Classrooms:***

- 2m areas will be marked out for the class teacher to social distance
- 2m areas will be marked out, where this is considered necessary e.g. carpet spaces

- Windows and doors will be kept open to maximize ventilation
- Unnecessary furniture has been removed to support social distancing
- Resources have been audited to see what can be easily cleaned
- Soft furnishings (cushions, comfy chairs etc.) and soft toys have been removed
- Sand trays have been removed
- Any shared resources (e.g. lego, small plastic animals), that are difficult to clean regularly have been removed
- Shared resources that can be cleaned, will be set out in individual trays and washed between the use of each child
- Children will be provided with a personal bag of resources that includes: pencil, pen, books, colouring pencils and pens. They will also have a bag with separate whiteboards and pens. Children will not share these resources with others
- **Children MUST bring a water bottle to school clearly labelled with their name. This will be kept at school**
- **Children will not be allowed to access the water fountains**

#### *Nursery and Reception Outdoor Space:*

- Daily opportunities for outdoor learning to be maximised
- Hand washing before and after use of all outdoor equipment
- Water trays to include soapy washing up liquid
- Large construction to be used.
- Bicycles and tricycles to be used

#### *Year 1 and Year 6:*

- Tables will be arranged to enable the children to sit 2m apart from each other
- 2m areas will be marked out for the class teacher to social distance
- 2m areas will be marked out where this is considered necessary e.g. carpet spaces
- Windows and doors will be kept open to maximize ventilation
- Soft furnishings (cushions, comfy chairs etc.) and soft toys have been removed
- Children will not share books
- Children will not share tables
- Children will not share resources.
- Children will be provided with a personal bag of resources that includes: pencil, pen, glue, scissors, books, colouring pencils and pens. Also separate whiteboards and pens
- Children will not be working in groups
- **Children MUST bring a water bottle to school clearly labelled with their name. This will be kept at school**
- **Children will not be allowed to access the water fountains**
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#### **Will the children be washing their hands regularly?**

Yes.

- Specific hand washing times will be on 'bubble' timetables
- Children will be instructed to wash their hands regularly throughout the day
- Hand soap and hand sanitiser will be available within the classrooms and encouraged to be used

**How will the children go to the toilet safely?**

- Each floor has a designated toilet to minimize risk
- Each coloured 'bubble' has a designated toilet cubicle to minimize risk
- Children will be escorted to the toilet by a member of staff from their 'bubble'
- Children will socially distant when lining up
- Toilet doors to be wiped after a child has used the toilet

**Will there be assemblies at school?**

Yes, but they will only take place in class or remotely through 'Google Classroom'. The 'bubbles' will never be asked to sit in a large group with other bubbles.

**Will 'bubbles' mix during playtime?**

No. Each 'bubble' will be given a specific play area every week. This is likely to change on a weekly rota. This allows germs to subside over the three day period of Friday-Sunday at the end of each week and 'deep cleaning' to take place where needed. Playtimes will also be staggered to avoid congestion on the stairs. The children will be supervised by the staff from their 'bubble'. If any other staff are required to supervise play, they will do so from a 2m distance.

**What will be the lunchtime provision?**

Caterlink will initially be providing a packed lunch service. We are strongly encouraging children to have school lunch, but this is not compulsory. Children will eat lunch within their classrooms in a designated place. Tables will be cleaned before and after lunch.

**Will there be first aid provision?**

Yes. Should a child require first aid to be administered, the trained member of staff will be wearing PPE. Following government guidance, staff are not required to wear PPE at any other time. However, they will be following the same hygiene principles as the children.

**Will the school be cleaned regularly?**

Yes.

- All class-based members of staff will have anti-bacterial wipes and disinfecting cleaning spray in every classroom. They will be ensuring that classrooms remain clean. Year 6 children will support with cleaning within their classroom where appropriate
- The school will be cleaned by our regular cleaning staff at regular opportunities throughout the day, including before and after the children have been at school
- Every Friday there will be a 'deep clean' of the school
- Nearly all resources will not be used for 72 hours over Friday, Saturday and Sunday

**What will happen if a member of staff displays symptoms in school?**

- The staff member will be sent home
- The staff member will be tested for COVID-19
- Should they test positive, parents will be informed immediately and provided with guidance. All children and staff in their 'bubble' will be required to self-isolate for 14 days. Should they test negative, they will be able to return if there are no other signs of illness. Tests are now available for everyone aged 5 or over should they wish to be tested.

### **What will happen if a child displays symptoms in school?**

- The child will be escorted to a designated first aid room where they can be isolated until their parents arrive
- Any adults supporting will be wearing PPE
- We will ask parents to arrange for the child to be tested for COVID-19
- Should they test positive, all children and staff in their 'bubble' will be required to self-isolate for 14 days. Should they test negative, they will be able to return if there are no other signs of illness.

### **What provision will there be for children who have been invited to attend, but have chosen not to?**

All children who are not attending from the designated years and groups will continue to receive the same 'lessons' on 'Google Classroom'

### **What provision will there be for children from other year groups who have not been invited to attend?**

All children from the other year groups (Year 2, 3, 4 and 5) will continue to receive the same 'lessons' on 'Google Classroom'. All children will have a group 'Google Meet' assembly on Fridays with their class teacher. This will help them stay connected and feel part of the Beckford community.

### **Will 'Google Classroom' continue in the same way for children who are not at school?**

All children who are not attending school will receive the same provision in terms of teaching and learning. We will be covering the same curriculum areas that we would have covered if school was open. However, every single teacher in school will now be teaching a 'bubble' from Monday to Thursday. This means that they will not always be available to respond to questions or comments throughout the day. We will provide specific times for parents and children to get feedback at the beginning and end of the day. This may not be from their class teacher.

### **How will the school be organised?**

#### **Top floor - Year 6 children and top floor staff only**

Children enter and leave school via Glastonbury gate and big staircase

**Floor Leader** – Miss Hannah Bones

<b>Bubble</b>	<b>Y6 Red</b>	<b>Y6 Yellow</b>	<b>Y6 Green</b>	<b>Y6 Blue</b>
Times	8:30-3:00	8:45-3:15	9:00-3:30	9:15-3:45
<i>Room</i>	<i>Congo classroom</i>	<i>Nile classroom</i>	<i>Yangtze classroom</i>	<i>Mississippi classroom</i>

*Top floor rooms:*

<i>Amazon</i>	storage
<i>Staffroom</i>	staffroom
<i>Beech</i>	First aid/PPE room
<i>Ganges</i>	Behaviour breakout space

### **Middle floor - Year 1 children and middle floor staff only**

Children enter and leave school via Main gate and small staircase

**Floor Leader** – Mr Aran Husejin

<b>Bubble</b>	<b>Y1 Red</b>	<b>Y1 Yellow</b>	<b>Y1 Green</b>	<b>Y1 Blue</b>
Times	8:30-3:00	8:45-3:15	9:00-3:30	9:15-3:45
<b>Room</b>	<b>Mersey classroom</b>	<b>Seine classroom</b>	<b>Thames classroom</b>	<b>Danube classroom</b>

*Middle floor rooms:*

<b>Trent</b>	storage
<b>Rhine room</b>	staffroom
<b>Oak room</b>	First aid/PPE room
<b>Behaviour breakout space</b>	Music room

### **Ground floor – EYFS and Y2-5 children and ground floor staff only**

Children enter via entrances below

**Floor Leaders** – Mr Jim Roebuck (EYFS) and Miss Anna Middleton (Y2-5) –

<b>Y2-3 Red</b>	<b>Y4-5 Yellow</b>	<b>EYFS Orange</b>
8:30-3:00	8:45-3:15	9:00-3:30
<b>Clyde classroom (Y2/3)</b>	<b>Shannon classroom (Y4/5)</b>	<b>Nursery classroom</b>
Office entrance, Ground floor hall	Office entrance, Ground floor hall	Nursery gate

<b>EYFS Red</b>	<b>EYFS Yellow</b>	<b>EYFS Green</b>	<b>EYFS Blue</b>
8:30-3:00	8:45-3:15	9:00-3:30	9:15-3:45
<b>Avon classroom</b>	<b>Tyne classroom</b>	<b>Severn classroom</b>	<b>Lily classroom</b>
EYFS gate	EYFS gate, ground floor hall	EYFS gate, ground floor hall	EYFS gate, Lily class

*Ground floor rooms:*

<b>Black Hole</b>	storage
<b>Dining hall</b>	staffroom
<b>First Aid room</b>	First aid/PPE room
<b>Behaviour breakout space</b>	HT office

*Staff working across the school (outside all bubbles):*

**Overall oversight and Designated Safeguarding Lead** – Mr Sam Drake

**Inclusion oversight and SENDCO** – Miss Karen Filiz

**Site management** – Mr John Taylor

**Admin/office** – Mrs Amanda Martin, Miss Furtuna Hatipi (*based in foyer office*);

Mr Paul Dougan (*based in DHT office*)

**Hygiene/support** – Miss Jackie O’Keefe

**IT** – Mr James Beynon (*based in PPA area*)

If you have any further questions, please email the office on: [admin@beckford.camden.sch.uk](mailto:admin@beckford.camden.sch.uk) OR call us on **020 7435 8646**

We thank you for your continued support at this time and we will continue to support you as much as we can. Together, as a whole community, we will get through this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Drake', enclosed within a thin black rectangular border.

Sam Drake, Headteacher