

Welcome back to school!

September 2020

A guide for returning to school
following the COVID-19 pandemic.



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We can't wait to welcome everyone back to school on Thursday 3rd September, but the day-to-day running of school has to be different for a while. The procedures in this booklet are based on the Government guidance and our own health and safety risk assessments. Please familiarise yourself with this guide and talk to your child about the new routines, so they know what to expect when they get to school and they know what is expected of them during the hours they are with us. Whilst the risks presented by coronavirus cannot be fully eliminated, they can be mitigated as far as is humanly possible. We hope the measures that are in place reassure you that the safety of your child is our highest priority.

Attendance expectations

- The Government have made it clear that attendance at school is vital from September, now that the circumstances surrounding the pandemic have changed.
- Usual rules regarding attendance will apply, including parents' duty to ensure that their child attends school regularly and schools' responsibilities to follow up absences and report any issues to the local authority.
- Where children are not able to attend school because parents are following clinical and/or public health advice regarding COVID-19, absence will not be penalised. Children will be provided with daily work to complete at home, which will be monitored by teachers.

Before you leave the house

- If your child, or anyone in the household, is poorly with symptoms of COVID-19 (a new continuous cough, high temperature, loss/change in your normal sense of smell and/or taste) you must remain at home and arrange a COVID-19 test.
- Please telephone school if your child is going to be absent.
- Ensure your child wears their full school uniform every day.
- If your child cannot tie their own shoelaces, please avoid laced shoes where possible.
- Only bring a bottle of water and a packed lunch bag/box (if applicable).
- Do not send your child with a bag or anything else from home, except for a coat, scarf, gloves and hat if required.
- On PE days, your child can bring their PE kit in a bag, which must be taken home the same day and washed before the next week. PE days to be confirmed in September.
- EVERY item of clothing, bottle, lunch box and bag must have your child's name on.
- Wash hands for 20 seconds with soap before leaving the house.

Travelling to school

- It is recommended that you and your child walk to school.
- Your child may also cycle or 'scoot' and leave their bike or scooter in the racks on the Year 3 and 4 yard.
- Public transport should be avoided where possible.
- You may wish to drive to school, then park in an appropriate place without causing an obstruction. Please do not park or drop off your child at the main school gates, or drive into the school car park.
- The Scholars' bus will be re-starting on 3rd September (timetable attached at the end of this guide). Numbers have been passed to Nexus based on the survey we sent you in July.

Arrival at school

- Arrive during your 5-minute time slot, as detailed in the 'Arrival and Departure Arrangements' letter that we sent you in July:

Class 1 – Mr McCabe	8:30 – 8:35am	Cortina Avenue gate
Class 2 – Mrs Gardiner	8:40 – 8:45am	Cortina Avenue gate
Class 3 – Mr Scott	8:50 – 8:55am	Cortina Avenue gate
Class 4 – Miss Smith	9:00 – 9:05am	Cortina Avenue gate
Class 5 – Mr Lindstedt	8:30 – 8:35am	Springwell Road gate
Class 6 – Mr Gowland	9:00 – 9:05am	Springwell Road gate
Class 7 – Mrs Page	8:40 – 8:45am	Springwell Road gate
Class 8 – Mrs Hastie	9:00 – 9:05am	Springwell Road gate
Class 9 – Mrs Walker/Mrs Giles	8:50 – 8:55am	Springwell Road gate

- Only one adult can accompany each child (or siblings) into the school grounds.
- In order to make these arrangements as safe as possible for everyone on site, it is vital that you adhere to the time slot that your child's class has been allocated.
- Please leave your child at their allocated school gate if they can manage this.
- Parents must not stand in groups on the yard or gate – social distance at all times.
- If you have more than one child in school, please follow the arrival arrangements for your youngest child.
- Children who travel to school alone on the Scholars' bus should enter the school grounds through the Springwell Road gate as soon as they get off the bus.
- Children who travel to school with a parent/carer on the Scholars' bus should enter the school grounds through their allocated gate at their allocated time slot.
- We know these arrangements will not work out perfectly for everyone, due to several factors such as: siblings in other classes/schools, but we must follow these rules where possible. We hope that we can resume our normal times at some point soon, but this can only be when the Government informs us that it is safe to do so.
- There will be staff at the gates/doors to assist with the new routines where needed.
- Face masks are not to be worn in school. Any masks should be safely removed (by the ear loops) at the school gates and taken home by a parent, or put in a disposable bag to bin or take home.

Start of the school day

Children will:

- Sanitise their hands immediately upon entering the building.
- Make their way to their classroom, staying on the left side of the corridor (signs and floor markings indicate which side to walk along, staying 2 metres apart if possible).
- Leave their coat (and bag on a PE day) on their designated peg.

'Bubbles'

- Each class is an individual bubble.
- This bubble will not mix with any other bubbles.
- Two bubbles from the same year group may have their breaks on the yard at the same time, but will stay in their own area.
- Children will be supported to maintain distance between themselves and others, and not touch staff and their peers where possible.

During lessons

- Each child has been allocated their own pencil case of resources, which will remain in school. No other resources are to be brought in from home.
- Children will be seated side by side, facing the front of the class.
- The outdoor space will be used as much as possible.
- Staff will maintain 2 metres from each other and children where possible.
- In PE lessons, contact sports will not take place.
- The first few weeks of term will involve lots of PSHE and wellbeing activities, as well as finding out where children are at with their reading, vocabulary, writing and basic maths skills.
- Teachers will not be giving out printed homework, unless requested by parents. Homework will include reading and practising basic maths skills, as well as work on our online programmes: TT Rockstars, Sumdog, Reading Plus and Purple Mash.

Break time – 15 minutes

- Break times will be staggered for each class.
- Toilet visits will be monitored to ensure minimal children in the bathrooms at any one time.
- We expect children to adhere to social distancing rules inside the bathrooms, especially if they happen to meet another child from a different class.
- No games equipment, footballs, etc. can be brought in from home. School will provide equipment to play with, which will be cleaned before another class uses it.
- As with PE, contact games/sports should not take place.
- No snacks are to be brought in from home.
- Fruit tuck shop will not be running for the time being, however, we will endeavour to provide fruit free of charge as often as we can.

Lunch time – 45 minutes

- Lunch time will be staggered for each class.
- If your child stays for school dinners, they will be given a packed lunch of handheld hot and cold items until it is safe for the normal lunch service to resume.
- For the time being, lunch will be eaten in classrooms, or in a designated area outside if the weather allows.
- Children can bring their own packed lunch if this has been arranged in advance with the school office.
- Toilets and play – as 'Break time' above.

Behaviour expectations

- The attached Behaviour Policy addition for COVID-19 highlights the new rules set by the Government that all children must adhere to.
- In the current circumstances, where the safety of all children is of the highest priority, we need to strictly enforce these rules.
- Please ensure that your child understands the rules and knows they have to follow them.
- If you think your child may need extra support to follow the rules, or adhere to anything set out in this guide, please call us to discuss how we can help.

Hygiene throughout the day

- Children will wash their hands frequently and be reminded not to touch their mouth, eyes and nose, etc.
- Children must not touch anyone else's water bottle, packed lunch, resources, etc.
- The 'Catch it, Bin it, Kill it' procedure will be promoted, as well as sneezing into the inside of elbows.
- Sanitiser and tissues are available in every room. Children should not bring their own.
- Forearms or elbows should be used to push open doors if possible, rather than hands.
- Please reinforce these points at home and ensure your child can wash their hands properly, with soap, for 20 seconds.
- Enhanced cleaning will be happening throughout the day, particularly of frequently touched areas.
- Classroom doors and windows will be left open, where possible, to increase ventilation and minimise the use of door handles.



Staff

Children will see staff:

- Being role models for all social distancing measures and hygiene routines.
- Reinforcing the new rules.
- Occasionally wearing PPE (including masks, visors, apron and gloves) for certain tasks, such as first aid, etc.
- Trying to make school as happy and fun as possible, within the parameters of the Government guidance.



Illness at school

- If your child, or member of staff, becomes ill with symptoms of COVID-19 whilst at school, they will be sent home immediately to self-isolate for at least 10 days and get a test. It is therefore essential that we have your up-to-date contact details.
- Whilst awaiting collection, unwell children will be isolated in a separate room, supervised by a member of staff wearing PPE.
- Siblings of the unwell child will also be sent home. They will self-isolate for 14 days, along with the rest of their household.
- If a child, or member of staff, tests positive, the rest of their class may be sent home to self-isolate for 14 days. Advice will be taken from the authorities.
- If the test is negative, the child, or member of staff, can return to school.
- Please telephone school to inform us of any test results as soon as you can.

End of the day

- One parent/carer only to collect their child from their designated exit door during their five-minute time slot, as detailed in the 'Arrival and Departure Arrangements' letter that we sent you in July:

Class 1 – Mr McCabe	2:35 – 2:40pm	Cortina Avenue gate (Y3/4 yard) 'Class 1 fire exit' DOOR A
Class 2 – Mrs Gardiner	2:45 – 2:50pm	Cortina Avenue gate (Y3/4 yard) 'Y3 door' DOOR B
Class 3 – Mr Scott	2:55 – 3:00pm	Cortina Avenue gate (Y3/4 yard) 'Y4 door' DOOR C
Class 4 – Miss Smith	3:05 – 3:10pm	Cortina Avenue gate (Y3/4 yard) 'Y4 door' DOOR C
Class 5 – Mr Lindstedt	2:35 – 2:40pm	Springwell Road gate (Y5/6 yard) 'Decking door' DOOR D
Class 6 – Mr Gowland	3:05 – 3:10pm	Springwell Road gate (Y5/6 yard) 'Bottom door' DOOR E
Class 7 – Mrs Page	2:45 – 2:50pm	Springwell Road gate (Y5/6 yard) 'Bottom door' DOOR E
Class 8 – Mrs Hastie	3:05 – 3:10pm	Springwell Road gate (Y5/6 yard) 'Decking door' DOOR D
Class 9 – Mrs Walker/ Mrs Giles	2:55 – 3:00pm	Springwell Road gate (Y5/6 yard) 'Decking door' DOOR D

- Teachers will bring their class to the yard at their collection time.
- Collect your child on the yard during your five-minute slot and leave the premises immediately.
- Parents must not stand in groups on the yard or at the gate – please social distance at all times.
- If your child gets the Scholars' bus home alone, they will leave school at 3:00pm.
- If you travel home on the Scholars' bus with your child, they will leave school at their allocated time.
- Children in Classes 4, 6 and 8 who travel home on the Scholars' bus (as highlighted in the survey you completed in July) will leave school at 3:00pm.
- If you wish for your child to make their own way home unaccompanied, you must complete the permission form we sent you in July and return it to school on or before 3rd September.

Speaking to staff

- Parents are unfortunately not allowed in the school building at this time and any face-to-face meetings must be kept to an absolute minimum. If you wish to speak to a member of staff, please telephone school after 3:15pm and we will be more than happy to talk to you.
- If you need to speak to the school office, please telephone where possible.

Breakfast Club and after school clubs

- Due to the fact that different bubbles are not allowed to mix, we are unable to run Breakfast Club for the time being, due to a lack of space and staff. We are following the Government guidance to 'build this up over time' and are working hard to get this up and running again as soon as possible.
- Similarly, we will aim to get after-school clubs set up again once we ensure that all of the new arrangements are running safely and smoothly.

After school

- Please adhere to the Government's social distancing and safety measures outside of school, including the guidance around visiting other households, in order to keep our school community as safe as possible.
- If anyone in your household is ill, please stay at home and arrange a COVID-19 test.
- Ensure your child continues to practise robust hand and respiratory hygiene at home.
- Encourage your child to read daily – it is the most important thing they can do to support their learning in all areas of the curriculum.
- And finally... Give your child lots of cuddles and praise for getting through the 'new' school day – they are doing amazingly well throughout this unusual time and we are so proud of them.

If you have any questions about anything in this guide, or would like to discuss anything that we haven't covered, please do not hesitate to give us a call on 0191 5283058. Please remember that this is a new way of working for all of us and we are trying our best to make sure everything runs safely and smoothly. We thoroughly appreciate your patience and understanding over the past six months and also through the challenging term ahead.

Thank you.

Mrs Johnson and Staff ☺

Behaviour Policy – COVID-19 Addition

In light of the need for children to behave differently when they return to school, and the new systems we have put in place to support that, we have made some additions to our behaviour policy.

Children must:

- follow the altered routines for arrival and departure
- follow instructions on hygiene, such as handwashing and sanitising
- follow instructions on who they can and cannot mix with at school
- move around the school as per specific instructions (left hand side in the corridors, queuing on ground markings, not leaving classrooms or wandering around corridors)
- understand expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoid touching their mouth, nose and eyes with hands
- tell an adult if they are experiencing symptoms of coronavirus
- do not share any equipment or other items, including drinking bottles
- do not remove any signs or posters that are on display
- remain in designated areas at break and lunch times
- remain 2 metres from children from other classes in the bathrooms
- do not cough or spit at, or towards, any other person.

(1st September 2020)

BROADWAY JUNIOR SCHOOL

SCHOLARS SERVICES

SEPTEMBER 2020-21



A.M. SERVICE

423 SERVICE DEPARTS – 08:15 GRINDON (GLENEAGLES ROAD)

VIA: Gleneagles Road, Gartland Road, Sevenoaks Drive (anticlockwise), HASTINGS HILL ESTATE (0820), Chester Road, Springwell Road, BROADWAY JUNIOR SCHOOL (0830)

ARRIVES BROADWAY JUNIOR SCHOOL 08:30

P.M. SERVICE

422 SERVICE DEPARTS – 15:05 BROADWAY JUNIORS

VIA: Springwell Road, Somerset Road, Grindon Lane, Gleneagles Road, Gartland Road, Sevenoaks Drive

ARRIVES HASTINGS HILL 15:15