

## Guide to Returning to School – September 2020

This guide aims to answer the four questions below and is based on the government guidance which you can find here: [Guidance](#). We hope this gives enough information to answer the range of specific questions and concerns about the return to school – actions that will or may be needed by parents and carers are highlighted in **green**.

1. Who cannot come onto the school site (including playgrounds)?
2. What will it be like to be in school?
3. What is being done in school to reduce the risk of infections?
4. What will happen if someone has symptoms or if there is a confirmed case?

### **1. Who cannot come onto the school site (including playgrounds)?**

**Children should not attend school and adults should not come onto the school sites (including playgrounds) if the following apply:**

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| Families returning from countries on the quarantine list                   | <p><b>Children, staff and other adults who have travelled abroad should check whether any self-isolation requirements are in place on their return and are expected to follow these for the health of the school and wider community.</b></p> <p>The guidance and current lists can be found here: <a href="#">Travel corridors</a>.</p> <p>Please be aware that countries and territories can be taken off or added to this travel corridor list at any time. We will ask about travel and liaise with the local health protection team as necessary.</p>  |
| Children or others living in the house have symptoms/ have tested positive | <p>Children, staff and other adults <b>must not come onto the school sites</b> if they have coronavirus (COVID-19) symptoms, someone in their household has symptoms or have tested positive in at least the last 10 days.</p> <p>The symptoms are:</p> <ul style="list-style-type: none"><li>• a new and persistent cough</li><li>• or a high temperature</li><li>• or a loss of, or change in, their normal sense of taste or smell (anosmia)</li></ul>   |
| Adults or staff start to show symptoms when they are at school             | <p>Anyone developing these symptoms during the school day will be sent home immediately. <b>It is essential that we have at least 2 telephone contacts that we can reach you on during the school day and that you collect your child as quickly as possible.</b></p> <p>If children are showing symptoms, they will need to be supervised in an isolated space with appropriate use of PPE until they are collected.</p> <p>You will be advised to follow <a href="#">Stay at home guidance for households with a possible COVID 19 infection</a>, which sets out that they should self-isolate for at least 10 days, should arrange to have a test and other members of their household (including any siblings) should self-isolate for 14 days.</p> |

## 2. What will it be like to be in school?

| <p>Start and end of the day</p>   | <p>To reduce the number of people on the playgrounds and around the sites, we will be having a staggered start and end time for the day as below.</p> <p>We will write to you next week with more details of exactly where to bring and collect your child.</p> <table border="1" data-bbox="640 277 1543 663"> <thead> <tr> <th></th> <th style="text-align: center;">Start of day</th> <th style="text-align: center;">End of day</th> </tr> </thead> <tbody> <tr> <td>Years 4 – 6</td> <td style="text-align: center;">8.30am</td> <td style="text-align: center;">3.05pm<br/><i>*and siblings from Y1-3</i></td> </tr> <tr> <td>Years 1 – 3</td> <td style="text-align: center;">8.40am<br/><i>*and siblings from Y4 - 6</i></td> <td style="text-align: center;">3.15pm</td> </tr> <tr> <td>Reception</td> <td style="text-align: center;">8.50am</td> <td style="text-align: center;">3.25pm</td> </tr> <tr> <td>Nursery am</td> <td style="text-align: center;">9.00am</td> <td style="text-align: center;">12.00pm</td> </tr> <tr> <td>Nursery pm</td> <td style="text-align: center;">12.30pm</td> <td style="text-align: center;">3.30pm</td> </tr> </tbody> </table> <p style="text-align: center;"><i>*You can choose whether to send/collect siblings together or separately at their year group times – we will ask you to let us know about your decision next week</i></p> |  | Start of day | End of day | Years 4 – 6 | 8.30am | 3.05pm<br><i>*and siblings from Y1-3</i> | Years 1 – 3 | 8.40am<br><i>*and siblings from Y4 - 6</i> | 3.15pm | Reception | 8.50am | 3.25pm | Nursery am | 9.00am | 12.00pm | Nursery pm | 12.30pm | 3.30pm |
|-----------------------------------|--|--|--------------|------------|-------------|--------|--|-------------|--|--------|-----------|--------|--------|------------|--------|---------|------------|---------|--------|
|                                   | Start of day   | End of day                               |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| Years 4 – 6                       | 8.30am   | 3.05pm<br><i>*and siblings from Y1-3</i> |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| Years 1 – 3                       | 8.40am<br><i>*and siblings from Y4 - 6</i>   | 3.15pm                                   |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| Reception                         | 8.50am   | 3.25pm                                   |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| Nursery am                        | 9.00am   | 12.00pm                                  |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| Nursery pm                        | 12.30pm  | 3.30pm                                   |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| <p>Attendance and punctuality</p> | <p>All children are required to attend school as previously and will work with you to support you in bringing your child to school regularly and on time. If your child is absent, you need to call the school offices by 9.30am and may be required to provide a doctor’s note for prolonged absence.</p>   |  |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| <p>Uniform</p>                    | <p>Children should wear and follow the school uniform rules as normal. The guidance says that normal washing of uniform is all that is needed. <b>On the days your child has PE, please send them to school in their PE kit with a jumper/trousers to keep warm during the day as needed as they will not be getting changed.</b></p> <p>You can now order uniform online and have this delivered to your home – further details to follow.</p> <p>There will be nearly new uniform available, free of charge to any parent/carer, which you can collect from the playground on the Webb’s Road site between <b>11am and 1pm on Tuesday 1<sup>st</sup> September.</b></p>  |  |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |
| <p>Lessons and learning</p>       | <p>The children will be receiving their full curriculum offer with all subjects. We have been working on making sure this is as interesting, engaging, relevant and representative as possible.</p> <p>There have been some adjustments to how this is delivered as below:</p> <ul style="list-style-type: none"> <li>- Indoor PE lessons (dance and gymnastics) will be for 30 minutes with the class split into two groups of up to 15 due to hall space and distancing requirements</li> <li>- Year 4 - arrangements for swimming lessons are to be confirmed; instrumental music lessons are due to go ahead in groups of 10 thanks to generous funding from the PTA</li> <li>- As specialist teachers will be working with different bubbles, some lessons will be delivered in class with a 2 metre distance between the teacher and the children and some via Zoom video conferencing to their classroom with an adult supervising in the room</li> <li>- Additional time has been set aside for children to consolidate learning in English and maths each week – we will be delivering some subjects as whole days rather than weekly as a result e.g. Design and Technology, some ICT units.</li> </ul>  |  |              |            |             |        |  |             |  |        |           |        |        |            |        |         |            |         |        |

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|                                 | <ul style="list-style-type: none"> <li>- A 25 minute session of 'Study time' has been put into the timetable to allow time to support children's varied needs without them missing any other lessons or shortening their playtimes</li> <li>- Homework will continue to be set each week – your year group teachers will write to you with details</li> <li>- Assemblies will be delivered in class by the teacher or via Zoom video conferencing rather than in the hall</li> </ul>  |
| Playtimes                       | <p>We have increased the length of playtime in the morning from 15 minutes to 25 minutes. Each year group bubble will be allocated to a separate playground space and taught fun games to play that avoid touch.</p> <p>They will also have a 30 minute outside playtime during the lunch break, with each year group allocated to separate spaces as at playtime. This is in addition to PE lessons.</p>   |
| Lunches                         | <p>Children can bring a packed lunch from home (no nuts or sweets please) or can order a hot lunch from the school caterers. This is free of charge for all children in Reception, Year 1 and Year 2 and costs £2.50 per day in Years 3 – 6 unless you are registered for free school meals. The menu and further details and arrangements for ordering a hot school lunch will be sent later this week.</p> <p>As the distancing rules mean that we can have fewer catering staff in the kitchens and the length of time needed to clean between different bubbles to using the halls, children will eat their lunches together in their classroom. We will work to make this a positive social experience for them.</p>   |
| Wellbeing                       | <p>We are aware that children will have had a wide range of experiences during the pandemic and have a range of feelings about coming back to school and they need to feel secure and safe before they can learn well.</p> <p>We will be sending a link to a video for parents and carers and a social story for children later this week that you may find useful to help you prepare your child before they come back.</p> <p>We have made sure that there is time to address children's emotional and social development through PSCHE and circle time and 44 of our staff have trained as Mental Health First Aiders. We will be using surveys, circle time, discussion with children and also conversations with yourselves to make sure we are supporting your children as they return and in the coming months.</p> <p>We will be contacting families who may wish to talk through their concerns from the survey we sent to you in July from tomorrow. <b>If you want us to contact you individually to discuss your child's wellbeing, please indicate this on the survey linked to the email.</b></p> |
| Extra-curricular clubs          | <p>There will be limited extra-curricular clubs when we initially return due to requirements for cleaning between bubbles, reducing contact and mixing and also staggered start and end times.</p> <p>We will not be having any external providers on site during the week initially and will review this at the end of September and during the year.</p>  |
| Breakfast and after school care | <p>Breakfast and after school care is provided by Balham Community Centre. Please contact them by email as soon as possible if you are interested in a place <a href="mailto:susannahbcc@btconnect.com">susannahbcc@btconnect.com</a>. We will be finalising arrangements with them when they return from furlough on 1<sup>st</sup> September.</p>   |
| Learning from home              | <p>We are developing and planning our support for children who may need to learn at home in a range of circumstances e.g. because they are self-isolating as an individual/family, if a class or year group has a confirmed case and needs to self-isolate or should we have another local or national lockdown.</p> <p>We thank you for your feedback on how you found the provision in the spring and summer this year on the survey in July and are taking this on board in our planning.</p>  |

### 3. What is being done in school to reduce the risk of infections?

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| <p>Cleaning hands, coughs and sneezes</p>  | <p>We will ensure that pupils clean their hands regularly, including when they enter and leave the buildings, when they sneeze or wipe their nose, when they change rooms and before and after eating. The hand driers in the school toilets have been switched off and paper towels and lidded bins provided for drying hands.</p> <p>The 'catch it, bin it, kill it' approach to coughs and sneezes continues to be very important, each room has enough tissues and lidded bins available to support pupils and staff to follow this routine. All children will be taught to understand that this is now part of how school operates. Younger children and those with complex needs will be helped to get this right.</p> <p><b>We will be using hand sanitiser in most instances, if your child cannot use this due to a skin condition, please provide them with a suitable alternative.</b></p>  |
| <p>Increased cleaning of the school</p>    | <p>The daily cleaning of the school in the early morning has been enhanced to include more areas and ensuring suitable cleaning products to remove coronavirus are used.</p> <p>During the day, we have significantly increased the amount of cleaning repeated throughout the day of the toilets, all high touch areas (e.g. handrails, door handles, bin lids) and any communal rooms that are being used by different year groups.</p>  |
| <p>Personal Protective Equipment (PPE)</p> | <p>PPE is only required to be used in a very small number of cases:</p> <ul style="list-style-type: none"> <li>- Children whose care routinely already involves the use of PPE due to their intimate care needs</li> <li>- PPE will be worn if a distance of 2 metres cannot be maintained from any child, or adult displaying coronavirus symptoms</li> </ul> <p>We have a good stock of a range of PPE and adults have had additional training on safe and hygienic use of PPE equipment.</p>  |
| <p>Face masks or coverings</p>             | <p>Wearing of face coverings/masks is <b>not</b> currently required of staff for most of their roles. Staff may choose to wear a face covering/mask and are required to follow safe practices to do so.</p> <p>Children are <b>not</b> currently required or encouraged to use facemasks or coverings as incorrect use can actually increase the risk of transmission.</p> <p>You may choose for your child to wear face coverings/masks – if so you will need to provide suitable masks for the entire day, plastic bags for storage/disposal and training for your child. Adults in school will not be able to assist children with face coverings or face masks. If a child cannot use a face covering/mask safely as described below, they will be required to remove it and will no longer be permitted to use these in school.</p> <p>To safely use a face mask/covering, it must:</p> <ul style="list-style-type: none"> <li>- cover both nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before throwing it away into a lidded bin or put into a sealed bag to take home for washing</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then thrown away or washed</li> <li>- hands must be cleaned after removal</li> </ul> <p>If your child is using public transport and is under the age of 11, they <u>do not</u> need to wear a face covering. Please find the guidance here: <a href="#">Travel Guidance</a></p> |

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| <p>Minimise contact between individuals and maintain social distancing wherever possible</p> | <p>Schools are required to do everything possible to reducing the number of contacts between children and staff while also delivering a broad and balanced curriculum. Both the approaches of separating groups (into 'bubbles') and maintaining distance between individuals are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.</p> <p>In summary, the children will spend most of their day with the rest of their class and in their own classroom as they would have done previously - their class 'bubble'. The classroom layout will have most children seated in pairs and facing forwards from Years 1 – 6. When they go outside for playtimes, each year group will be assigned to a separate playground space in a year group 'bubble'.</p> <p>For children who are capable of understanding social distancing (most children from Year 1 upwards), they will be supported to maintain distance and not touch other children or staff where possible. We will teach and encourage playground games and activities that support this.</p> <p>Adults in school will either be allocated to work with one class or year group bubble or if they are working with multiple year groups, they will maintain a 2 metre distance between themselves and children. Adults, including parents and carers, are also required to maintain a 2 metre distance between each other.</p> <p><b>We ask that parents and carers do not come inside the school building other than by appointment. The school office phones are answered between 7.30am and 5pm or you can email <a href="mailto:enquiries@bellevilleschool.org">enquiries@bellevilleschool.org</a></b></p> |
| <p>Use and cleaning of shared resources</p>  | <p>Resources will be able to be used within the class/year group bubbles. Resources that are shared between bubbles will be thoroughly cleaned, or left unused and out of reach for a period of 48 hours (72 hours for plastics).</p> <p>Each child will have a pencil case provided by school with all of the stationery they frequently need to use.</p>  |
| <p>Resources and equipment going between home and school</p>                                 | <p>It is still recommended that pupils limit the amount of equipment they bring into school each day.</p> <p>Children can bring coats/hats and lunch boxes. Bags are allowed if needed and they will not need to bring a separate PE bag (see 'Uniform' below). Children who bring a mobile phone to school must have it switched off on site and hand it in to the teacher at the start of the day. Children will keep their belongings with them at their desk space.</p> <p><b>As water fountains have been switched off, your child must bring a labelled water bottle with plain water each day – this can be refilled from classroom taps or water stations in school if needed. They will also need to take this home for cleaning each night.</b></p> <p>Children will be able to take reading books, their guided reading records and any other resources they need home with them – when they return to school they will be cleaned or left unused and out of reach for 48 hours (72 hours for plastics) before another bubble uses them.</p> <p><b>Unfortunately, we do not have enough space for bikes and scooters to be stored separately on site and these must not be left in school during the day. Unnecessary sharing should be avoided, and we ask that other objects that children may share e.g. toys, trading cards, cakes/treats for birthdays are not brought into school at this time.</b></p>  |

#### 4. What will happen if someone has symptoms or if there is a confirmed case?

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| <p>NHS Test and Trace process</p>       | <p><b>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</b></p> <ul style="list-style-type: none"> <li>- <b>Book a test if they or their child are displaying symptoms.</b> All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> <li>- <b>Provide details of anyone they or their child have been in close contact with</b> if they were to test positive for coronavirus or if asked by NHS Test and Trace</li> <li>- <b>Self-isolate</b> if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus</li> <li>- <b>Inform the school</b> immediately of the results of a test</li> </ul> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they and other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the stay at home guidance <a href="#">Stay at home guidance for households with a possible COVID 19 infection</a> and must continue to self-isolate for at least 10 days. Other members of their household (including siblings) should self-isolate for 14 days.</p> |
| <p>Confirmed case(s) of coronavirus</p> | <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Our local Health Protection team is South London HPT, they can be contacted on:</p> <p><u>Email</u><br/> <a href="mailto:phe.slhpt@nhs.net">phe.slhpt@nhs.net</a><br/> <a href="mailto:slhpt.oncall@phe.gov.uk">slhpt.oncall@phe.gov.uk</a></p> <p><u>Telephone</u><br/> 0344 326 2052</p> <p><u>Out of hours advice</u><br/> 0344 326 2052</p> <p>The health protection team:</p> <ul style="list-style-type: none"> <li>- will carry out a rapid risk assessment to confirm who has been in close contact and who school should send home to self-isolate</li> <li>- may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group – if there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected</li> <li>- may send a mobile testing unit to the school</li> </ul>   |