

# Bishop Bronescombe C of E School



## Covid-19 School Return

Autumn 2020

Start Date: 7th September

If you are unable to read this document in full, please call the office and we will be able to answer any queries.

Please note that the information detailed here is subject to change should guidance from the Department for Education change.

Publication date: [Wednesday, 15th July 2020](#)

Dear Parent/Carer,

The purpose of this document is to publish the school's 'full opening plan' providing instruction on how Bishop Bronescombe CofE School will open to all pupils in all year groups from the beginning of the autumn term.

This plan links specifically to the 'Guidance for full opening - schools' published by the Department for Education on 2nd July 2020 and specific wording from this document is included in *italics* for your reference.

Before publishing to parents, this document has been analysed and amended by school staff, Celtic Cross Education Senior Leaders and approved by Trust Directors.

As you are aware, the government originally made the decision to open schools to only key workers and vulnerable children with the aim of reducing the transmission of coronavirus. On the 1st June, this extended to prioritised year groups and children of key workers, with school leaders given some autonomy in allocating remaining spaces based on their knowledge of families. From the beginning of the autumn term, attendance at school will become compulsory for all children in all year groups.

Before looking at school arrangements for the autumn term, we wish to praise the combined efforts of the school community. This was an unpredictable period of absence for many children with little warning; we thank parents for prioritising children's emotional well-being and engagement in home-learning platforms, especially those 'juggling' additional work commitments and staff for altering their working times, hours and reducing their lunch break to facilitate a 'full school day' both in school and at home.

This plan condenses the 'DFE Guidance for full opening—schools' and draws on its specific implications and procedures in place for Bishop Bronescombe School, beginning in the autumn term.

Although this is intended to be the final school plan, advice remains subject to change. Should this be the case, an amended document will be sent with all adaptations in blue to your primary email address, through ClassDojo and a reminder by notification of the change via text message.

We hope you all have a lovely summer holiday. Class teachers will send out brief reminders along with photos or videos of classrooms at the beginning of September so you can share with your children before they start on Monday, 7th September.

With kind regards,

**Debbie Carmichael**  
Head of School

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## Attendance

From March to end of this academic school year, it was made clear that parents would not be penalised or sanctioned for their child's non-attendance at school.

This guidance is now being changed and, from September, attendance for children from reception to year six is compulsory.

*"Missing out on more time in the classroom risks pupils falling further behind. Those with higher over-all absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil 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."*

## Attendance for pupils who are shielding

Shielding advice for all adults and children will pause on the 1st August, subject to a decline in rates of transmission.

Children who remain under the care of a specialist health professional should discuss their care before returning to school in September and any specific medical information impacting their attendance should be emailed to: [bishopbronescombe.secretary@celticcross.education](mailto:bishopbronescombe.secretary@celticcross.education)

## Authorised Absences

Alongside authorised absence relating to our current school policy, absences will be authorised if Public Health England (PHE) advice recommends non-attendance at school. This medical advice could include:

- Self-isolation
- Covid-19 symptoms
- Positive test result
- Localised lockdown

Should this be the case for an individual/group of individuals/bubble, or the whole school, we will immediately switch to a remote learning system through Class Dojo. Details of this are included in the 'remote learning' section of this guide.

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## Pupils and families who are anxious about returning to school

It is understandable, and to be expected, that children and families will be anxious, nervous or reluctant about a return to school for a variety of different reasons. If you haven't already completed our Wellbeing survey, please do so to enable us to plan for the provision of appropriate advice and support, on a school and individual basis. Responses will be confidential and only shared with staff working within class bubbles to help and support children.

*"Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this."*

[Click Here](#) to complete our Wellbeing survey to enable us to gain useful and important information about your child's wellbeing prior to September.

### Staff and Classrooms

All children are placed into classes and 'bubbles' identified. These strict bubbles enable us to take appropriate action, in line with DfE and Public Health England Guidance, should the need arise.

*"Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission."*

BBeebies	Mrs Hawk-Vango	Pelicans	Mr Nicholas
Nursery	Daisy, Chloe and Beth	Year 3	Mrs Carnell
Rainbows	Miss Oliver	Peacocks	Miss Nagy
Reception	Miss Franklin	Year 3/4	Miss Freight
Stars	Miss Burr	Phoenix	Mr Hobbs and Mrs Bray
Reception	Mrs Jackson and Mrs Biggers	Year 4	Mrs Manton and Mr Quinney
Little Doves	Mr Deadman	Angels	Miss Edney
	Mrs Cunningham	Year 5	Miss Dwan and Mrs Provis
Little Fish	Miss Jane and Mrs Horwell	Faith	Miss Moore
Year 1/2	Mrs Slade and Miss Hefford	Year 5/6	Mrs Warne
Little Lambs	Mrs Lowe	Hope	Miss Mewton
Year 2	Mrs Pascoe and Mrs Allen-Trevarton	Year 6	Miss Roworth

*Our bubbles are: Nursery & Reception, Years 1 & 2, Years 3 & 4 and Years 5 & 6.*

*We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.*

## School Timings

*“Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.”*

*“Staggered start and finish times should not reduce the amount of overall teaching time.”*

### Parent Arrangements for Drop Off and Collection

#### Drop-off times and locations

	EYFS	Main reception	KS1	Main car park
<b>8.30</b>	Nursery		Doves	Pelicans
<b>8.45</b>	Stars		Fish	Hope
<b>9.00</b>			Lambs & Angels	Phoenix
<b>9.15</b>	Rainbows		Peacocks	Faith
<b>12.15</b>	Nursery			

#### Siblings

To limit the impact on families with multiple children and to reduce the number of people waiting around the school, siblings may be dropped off at the earlier time. Where a class is not due to start lessons, early morning reading and maths activities will be provided until lessons start.

The sibling due to start later can be dropped off at their designated entry point at the same time, ie if you have two children, one in Doves and one in Faith, drop off the Faith child at the Main car park gate before proceeding to KS1 entry point with the Doves child.

Children in EYFS (Nursery, Stars and Rainbows) should be dropped off by their parent / carer at the allocated time at their classroom door.

#### Collection times and locations

	EYFS	Main reception	KS1	Main car park
<b>11.30</b>	Nursery			
<b>2.45</b>			Doves	Pelicans
<b>3.00</b>	Stars		Fish	Hope
<b>3.15</b>	Nursery		Lambs & Angels	Phoenix
<b>3.30</b>	Rainbows		Peacocks	Faith

#### Siblings

Siblings in the earlier classes can stay with their class teacher until the sibling in the later class is due to be collected. All pupils to be collected from their designated class pick-up area.

Please be advised that we must be informed in advance if you wish for your Ks2 pupil to walk home. Please call the office to enable us to make a note of this on their record.

## Parent Arrangements for Drop Off and Pickup

### KS1 entrance for Doves, Fish, Lambs and Peacocks

Please use the path that runs down to the KS1 playground and drop off your child next to the cycle shelter. Please follow the one way system to exit through Boldventure gate. If necessary, please queue using the markings on the walkways.



**Go down sloped path.**



**Enter playground gates  
and drop off / collect.**



**Exit out Boldventure Gate.**

### Car park entrance for Pelicans, Hope, Phoenix and Faith

Please drop off your child at the entrance gate to the staff car park, nearest reception. Please do not enter the car park. If necessary, please queue using the markings on the walkways.



**Drop off / collect at main  
car park gate.**



**Children will go with staff along  
back of school building to class.**



## Parent Arrangements for Drop Off and Pickup

### Main Reception entrance for Angels

Please use the path that runs alongside nursery garden and drop off your child at Main Reception. Please follow the one way system to exit through car park gates. If necessary, please queue using the markings on the walkways.



**Go down sloped path.**



**Drop off / collect at  
main reception door**



**Exit out main car park gate.**

### Entrance for Nursery, Rainbows and Stars

Please use the path that runs alongside nursery garden, down and drop off your child at the either Nursery garden gate for Nursery or the entrance door to Rainbows for Reception classes. Please follow the one way system to exit through car park gates. If necessary, please queue using the markings on the walkways.



**Go down sloped path.**



**Nursery gate.**



**Reception door**



**Exit out main car park gate.**

## Break time/lunchtime timings

### Break times

*“Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”*

*“Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. “*

Each class has a dedicated outdoor space to use each day. In case of wet weather, when pupils would not be able to access grassed areas, playground space is strictly timetabled to ensure classes do not mix at playtimes.

### Lunchtimes

*“We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.”*

The school kitchen will open but will only be providing packed lunches for children until at least the October half term. An autumn menu will be sent out via the school newsletter and viewable on ParentPay. Parents should continue to book via ParentPay. Universal free school meals for children in KS1 and free school meals will continue to be provided free of charge through booking.

These packed lunches will be delivered to the classrooms, where pupils will eat at their own tables. Pupils must eat their own packed lunches and should not share items. Pupils must bring in their own water bottles, which should be taken home daily to be cleaned.

Pupils will wash their hands before and after eating.

**REMINDER: we are a ‘nut-free’ school so any products containing nuts are not permitted.**

## Behaviour

*“Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.”*

In preparation for our wider opening to certain groups at the beginning of June, our behaviour policy was reviewed, encompassing new ‘Rules for Health’. These rules are displayed throughout the school and will be explained to all children upon their return in September. They are important to follow and consequences will be utilised if a child deliberately contravenes these rules.

You can read our revised Behaviour Policy in full on our website. Please [click here](#)

*“Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions.”*



# Rules for Health



- \* I will wash my hands when I arrive at school, after playtimes, before and after eating and after using the toilet. I will wash them with soap and warm water for 20 seconds.
- \* I will stay with my bubble with my designated group and adults.
- \* I will try my best to stay away from and not touch other children and adults.
- \* When instructed by an adult, I will sit facing forward, next to others.
- \* I will not cough or spit towards anyone else. If I need to cough or sneeze, I will use a tissue to ‘catch it, bin it, kill it.’
- \* If I need to use the toilet, I must ask an adult and wait. I must only use my bubble’s toilet.
- \* I will try my best not to touch my eyes, nose and mouth. If I do, I will wash my hands.
- \* I will tell an adult if I feel poorly.
- \* I will move around and stay in the areas I am told to.
- \* I will not share ANY equipment or food/drink.

*“It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. “*

Our staff have been trained in understanding the varying anxieties and traumas children may have experienced and ways in which to support these needs. Our Wellbeing survey will enable us to appraise initial need and our curriculum will be designed to account for and support the range of experiences and feelings children have encountered. Our team of TIS (Trauma Informed Schools) practitioners and our PSA will also support pupils and families.

## PPA (Planning and Preparation Time)

School will not be closed on Friday afternoons, as it has been from the 1st June, based on the advice below.

*“Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.”*

*“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. “*

We are therefore able to use our Higher Level Teaching Assistants to cover classes for teacher PPA time (1 afternoon per week). Where possible, the class TA will cover. At times an HLTA from another class will cover. These staff members will be particularly careful to adhere to the recommended 2m social distancing.

Our cover TAs are:

Mrs Herring, Miss Cunningham, Mrs Slade, Mrs Pascoe, Mrs Manton, Miss Freight and Mrs Warne.



## Social Distancing

*‘Within their groups, primary schools do not need to keep children 2 metres apart from each other – this has been the case throughout the outbreak.’*

*‘It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups.’*

*‘Schools should aim to minimise contact between individuals and maintain social distancing where possible.’*

*We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.’*

We will promote social distancing for children in KS2 throughout the school but recognise the challenge of this from experiences from 1st June.

Children will minimise contact with others by staying in their protective bubbles where possible.

Staff must maintain 2m social distancing with other adults in the school and aim to maintain the same distance, wherever possible, with children. We understand that this is not always possible and there may be instances where they will need to support children and ‘break’ 2m distance. They should keep contact within 1m to a minimum and for short times.

Staff are particularly aware that, in the younger year groups, social distancing is extremely difficult and will therefore be even more rigorous with hygiene procedures.

## Classroom Environments

*“Schools should make small adaptations to the classroom to support distancing where possible.”*

Small changes will be made to classrooms to enable distancing between pupils and staff in KS2. Children will be seated side by side and facing forwards to front of the room.



## Resources

*‘Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education .’*

Frequently used equipment, such as pencils and pens will not be shared with other children. Other items may be shared between bubbles. Other resources will be cleaned after use before, or quarantined for 72 hours, before being used by another bubble.

In addition, each bubble will have their own playtime equipment.

*It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.*

Children should bring their bags into school, if required, to enable them to store a lunchbox, water bottle, reading book/record and sun hat / sun cream only. No other items should be brought to school. Toys are not permitted.

## PE/Swimming

PE will continue from the beginning of the academic year within class bubbles.

*“Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.”*

Our PE lesson plans have been reviewed to ensure they are in line with coronavirus control measures. Outdoor PE will be the preferred option at all times. Children will be asked to wear their PE kits to school on days when PE is planned. Children can wear school jumpers and leggings/ jogging trousers in addition to the usual t-shirt, shorts and plimsolls/ trainers.

All classes have allocated outdoor spaces each day to allow for outdoor learning to take place regularly.

Swimming—we look to continue with swimming sessions in the year but do not plan for these to take place in the autumn term.

## Wraparound Club

*“Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care.”*

*“Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.”*

- We are only able to offer provision for 2 groups of 15 per session – Breakfast and After School Club.
- These sessions will run from the main hall and the Key Stage 1 kitchen area.
- Children will be supervised by current Wraparound staff and will be provided with a range of activities.
- Sessions are strictly book and pay in advance only. No child can attend without a prior booking.
- Payments for sessions attended must be completed for each period. Any outstanding debts will result in the offer of wraparound provision being withdrawn.
- If a child is not collected after school, they will remain with their teacher and the parent called to collect. If this is repeated, we will refer to our safeguarding team.
- All children attending Breakfast club must be brought to main reception by a parent and wait for a member of staff to admit the child/ren.
- All children must be collected from main reception.
- We are hoping to provide a limited breakfast and cold snack service only.
- Children must follow the school’s Rules for Life and Rules for Health. If they do not follow these rules, and their behaviour puts others at risk, their place may be at risk.
- Children will be asked to wash their hands before entering the provision, and before and after eating.
- Resources will not be shared between ‘bubbles’ and will be cleaned or quarantined for 72 hours after use.

## School Visitors

*“Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.”*

*“School leaders will want to consider how to minimise the number of visitors to the school where possible.”*

### School Maintenance

School contractors (Reef Water, CCE maintenance team, school cleaners) will be permitted on the school site, preferably outside of school hours. Hand washing and physical distancing will be explained prior/on arrival to the school site. The school will keep contact information of all external visitors.

### Parents

Parents will not be admitted on the school premises (unless this is an exceptional circumstance, where a telephone conversation/Zoom video call is not possible).

### Extra Curricular Clubs

Excluding wraparound care, there will not be any extra curricular clubs until further notice. Future plans are to look at the possibility of clubs run by staff members within bubbles and external coaches/clubs. Parents will be notified about this through the school newsletter.

*“Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.”*

### Collective Worship Visitors

Ms Carmichael’s weekly collective worship and Achievers’ Collective Worship will be undertaken via Zoom. With current guidance in place, it will not be possible to have whole school collective worship so class teachers will lead class collective worship each day.

## Curriculum

Our school curriculum will be 'needs assessed' and modified at the beginning of the school year weighted on the emotional well-being/mental health of children with an aim to re-establish the school routine from the onset.

*"Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression."*

Planning will be on the basis of the educational need of pupils, informed initially by formative assessment with the aim to address gaps in children's knowledge as a result of schooling missed.

*"Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021."*

Teaching staff will continue to teach through our school's 'Be Bold Curriculum' but focus reading and writing in the context of our planned topics. Maths will focus on ensuring likely missing content is covered and secure and with a renewed focus on recall of key number facts, such as times tables.

*"Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content ."*

## Catch-up Support Funding

*"£650 million will be spent on ensuring all pupils have the chance to catch up and supporting schools to rise to the challenge. This one-off grant funding will be paid to all state-funded primary, secondary and special schools in the 2020 to 2021 academic year. Whilst headteachers will decide how the money is spent, the Education Endowment Foundation has published [guidance on effective interventions to support schools](#). For pupils with complex needs, we strongly encourage schools to spend this funding on catch-up support to address their individual needs. We will set out how this funding will be distributed between individual schools shortly."*

The school awaits further information about this funding and will use assessment as well as knowledge of individual needs for its distribution.

## Localised Lockdown

In the event of a localised lockdown, Bishop Bronescombe School will follow the remote learning alternate plan explained below. We will operate a childcare provision for identified vulnerable children and those key worker children that have attended in the summer term.

## Remote Learning Alternate Plan

### How will remote learning be delivered?

Following the closure of the school or bubble, Bishop Bronescombe School will, in-line with Government requirements, provide 'immediate' remote learning resources of a high quality based on the class learning at that point in time. These will be available through the Class Dojo 'Class Story' and our website in the manner we have employed throughout the summer term.

For individuals who are self-isolating, learning resources will also be available through Class Dojo but via the personalised 'messages' section. As these will be for individuals, they may not be presented in exactly the same format as a whole class resource in order for them to be 'personalised' to the individual concerned.

### Accessing Class Dojo

The school will ensure that all parents have access to Class Dojo by 'inviting' them to join via email. It is essential that parents respond to this invitation in order to activate their account. If anyone is unable to access Class Dojo because of technical problems or the lack of electronic equipment, they must contact the school who will ensure that a solution is found.

### What will learning resources look like?

Whole class resources will be posted in 'weekly home learning grids'. These will look similar to those which have been used across the school in the Summer term. Each daily resource will include reading, writing, maths and 'topic' subjects eg history, geography, science, which are part of the class topic for that term. They will include links to online lessons, provided by trusted sources, and follow-up activities.

If necessary, printed materials will be made available for collection from school.

## Remote Learning Alternate Plan

Parents must also ensure their child reads on a daily basis. Staff will also provide links to Times Table Rockstars and the 99 club maths materials. Relevant logins will be sent home at the beginning of term and these should be saved and easily accessible for use in a 'lockdown' scenario.

### Enabling teachers to assess progress and adjust materials to support or extend learning

It is essential that parents and staff work together to ensure the best possible outcomes when using remote learning. Staff need to be able to *'gauge how well pupils are progressing through the curriculum'*(DfE) in order to support or extend learning for each individual child, and can only do this if the child's work is posted regularly for them to view. Ideally, this should be done by posting completed pieces of work to the child's portfolio where the teacher can then view and comment and the child can respond. This enables both pupils and parents to feel supported, valued and 'connected'. Should parents encounter any difficulties in posting work, they should message or email their child's teacher immediately or phone the school, and help will be given.

This method of setting and sharing work / gaining feedback will be reviewed and we may turn to an alternative method. This will be communicated in advance of it being implemented.

## Remote Learning Alternate Plan

### Class Dojo – who has access to the various areas?

The whole Dojo system is ‘closed’ and cannot be accessed by anyone other than those who are registered and registration is only possible if the school has sent an invitation.

#### Portfolios

When parents and children post a picture/work sample, the teacher can comment and save it to the child’s portfolio. The parent/child who has posted is able to see this, so are the teachers and TAs from Bishop Bronescombe who are registered to that class. No one else has access to this unless a child’s other parent also has a dojo account in which case, they have access in the same way. Staff respond to a child’s work but know that the parent will see this first and will be able to pass it on to the child.

#### Messages

When sending a ‘message’ to a member of staff, they are the only person with access to that message apart from the sender.

#### Class story

Class story can be accessed by everyone within the class and the registered teachers. Only the registered teachers can post anything onto class story so any posts sent in, will not appear for other parents and children to see unless the teachers select it and post it. If parents do not wish any of their child’s posts to be shared and celebrated on class story, they need to inform the class teacher before the end of the Summer term.



## School Uniform

With a change in guidance around the daily changing/washing of clothes, children should wear school uniform from the beginning of the academic year.

*Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.*

*“We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.”*

If there are any personal circumstances that may impact the wearing of school uniform, please contact:

bishopbronescombe.secretary@celticcross.education

*“Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.”*



# Cleaning and Hygiene

## Handwashing

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, using hand sanitiser, tissue disposal and toilet flushing. Children will be asked to wash their hands with soap and dry them properly before eating, after toileting and after sneezing or coughing. At other times, hand sanitiser will be used. Help will be available for children who have trouble cleaning their hands independently. Your help in preparing children to wash their hands thoroughly for 20 seconds will be appreciated. All bubbles have allocated sinks and toilets but some can be shared in line with DfE guidance.

## Hygiene Management

Each group will have their own cleaning materials that adults in the group can use to clean frequently-touched surfaces, such as IT equipment, learning resources, books, desks, chairs, doors, sinks, light switches, toilet flushes etc.

Children will be actively encouraged not to touch their mouth, eyes and noses. Children will regularly be reminded of 'catch it, bin it, kill it' procedures. All classrooms are equipped with lidded, swing bins and these bins will be emptied every day.

All rooms will be well ventilated by opening windows and wherever possible doors will be propped open to aid ventilation and limit the use of door handles. Children will avoid using school corridors; they will use their allocated room and enter and exit this via their own external doors, if available. At the end of each day, each room will be thoroughly cleaned.

*'Schools should ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.'*

*'Essential measures include robust hand and respiratory hygiene.'*

## Symptoms Response

Parents and carers must be ready to:

- book a test for their child if they are displaying symptoms; not come to school during that period of time and self isolate. If the test result is negative, they may return to the school and their period of self isolation ends.

[Click Here for the test booking website](#) or book by calling NHS 119.

- Inform the school of the test results (positive or negative) immediately.

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## Child/adult shows symptoms of Covid-19

If anyone becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change in, normal sense or smell (anosmia), they will be sent home.

Any child that develops symptoms will be brought to main reception to await collection. Staff members developing symptoms will be sent home. If a child/adult is symptomatic outside of school hours they should remain at home and contact the school.

PPE will be worn by staff caring for the child while they await collection if direct personal care is needed and a suitable distance cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, the school will call 999 if a child is seriously ill or injured or their life is at risk.

Schools will not visit the GP, pharmacy, urgent care centre or a hospital.

The child/staff member should then follow the COVID-19: guidance for households with possible coronavirus infection, available in the link below.

School will contact Public Health to advise of a suspected case and to communicate results. PHE will provide the school with advice on further actions.

[Click Here](#)

All children will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow guidance on implementing protective measures in education and childcare settings.

When a child or adult develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Fellow household members should self-isolate for 14 days.

## Child/Staff Member tests positive for Covid-19

Where a child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days.

The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.