

# Welcoming back your children to Bishop Bronescombe C of E School

Dear Parents and Carers,

We understand that sending your children back into school can generate some anxieties. We want to reassure you that, as always, we will do our best to look after your children. We have been very busy working to make school a safer place for the children and have followed all government guidance.

To ensure that our systems are robust, we will be staggering our welcoming back to school of children in different groups on the following days:

Key worker and vulnerable children – Monday 1st June  
Nursery – Tuesday, 2nd June  
Reception – Wednesday, 3<sup>rd</sup> June  
Year 1 – Thursday, 4<sup>th</sup> June

**Important:**

We request that places for Key Worker/vulnerable children places are booked via the school office with at least 24 hours notice.

We have provided some key information for you in this booklet so that you can be ready for the 'new normal' at Bishop Bronescombe.

Please be aware that this guidance will be updated regularly in line with any new Government guidance.

Kind regards,

Ms Debbie Carmichael

# Beginning and end of day

To help reduce the number of people on the playground, we are staggering the beginning and end of the days for different groups.

## Nursery

| Group / Lead adults   | Entry/exit point                       | Drop-off time                     | Collection time                   | Friday arrangements                    |
|---|--|-----------------------------------|-----------------------------------|--|
| Nursery 1<br>Mrs Tracey Hawk-Vango<br>Mrs Tracey Manton               | Rainbows door<br>(near main reception) | Morning: 8:30<br>Afternoon: 12:15 | Morning: 11:30<br>Afternoon: 3:15 | Morning: 11:30<br>No afternoon session |
| Nursery 2<br>Ms Beth Herring<br>Miss Chloe Attis/Miss Daisy Middleton | Nursery gate                           | Morning: 9:00<br>Afternoon: 12:30 | Morning: 12:00<br>Afternoon: 3:30 | Morning: 12:00<br>No afternoon session |

## Reception

| Group / Lead adult                                       | Entry/exit point   | Drop-off time | Collection time | Friday collection time |
|--|--|---------------|-----------------|------------------------|
| Reception 1<br>Miss Burr<br>Miss Routledge / Mrs Biggers | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 8:45          | 2:15            | Collection at 12:15    |
| Reception 2<br>Miss Oliver<br>Mrs Cunningham / Mrs Bray  | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 9:15          | 2:45            | Collection at 12:45    |
| Reception 3<br>Miss Munson<br>Mrs Jackson                | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 9:45          | 3:15            | Collection at 1:15     |

| Group / Lead adult  | Entry/exit point   | Drop-off time | Collection time | Friday collection time |
|---|--|---------------|-----------------|------------------------|
| Little Doves 1<br>Mr Deadman<br>Mrs Slade / Mrs Allen-Trevarton | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 8:30          | 2:30            | Collection at 12:30    |
| Little Doves 2<br>Mr Nicholas<br>Mrs Carnell / Miss Hefford     | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 9:00          | 3:00            | Collection at 1:00     |
| Little Fish<br>Mrs Horwell / Mrs Lowe<br>Miss Gray              | Entry – sloped path, next to Nursery garden<br>Exit - Boldventure gate | 9:30          | 3:30            | Collection at 1:30     |

Key worker / vulnerable pupils

| Group / Lead adult                                  | Entry/exit point                           | Drop-off time | Collection time | Friday collection time |
|---|--|---------------|-----------------|------------------------|
| K – 1<br>Miss Mewton<br>Miss Roworth / Miss Freight | Staff car park gate<br>Main reception door | 8:30          | 2:30            | Fridays – 12:30        |
| K – 2<br>Miss Nagy<br>Miss Parker / Mrs Pascoe      | Staff car park gate<br>Main reception door | 9:00          | 3:00            | Fridays – 1:00         |
| K – 3<br>Miss Moore<br>Mrs Warne / Miss Franklin    | Staff car park gate<br>Main reception door | 9:15          | 3:15            | Fridays – 1:15         |
| K- 4<br>Miss Edney<br>Miss Dwan                     | Staff car park gate<br>Main reception door | 9:30          | 3:30            | Fridays – 1:30         |

- Only one parent/ carer per child will be allowed onto the premises.
- Please observe the 2 metre distance rules at all times.
- Please be aware that there will be no BB Kids Breakfast Club or After School Club available.
- When you arrive at school, you will need to enter via the entry and exit points shown. Please carefully follow the signs. There will be a strict one-way system. You will wait in a line, just like at the supermarkets.





- The teachers will welcome children in to school one at a time and the line will move as this happens. You will exit via the green gates closest to the office. Remember follow signs and social distancing at all times.
- At the end of the day only 1 parent/carer must collect and stand well clear of exits from the school building. You will collect your child from the same place you dropped them off. If you have a child in any other year groups, they will be called to make their way down to you so you can collect all your children in one go / you will be asked to wait in the waiting area of the playground. Please ensure you adhere to social distancing guidelines.
- It is vital that you are on time at both ends of the day.
- Please note the change to collection time on a Friday.

## Contact with school staff

To keep everybody safe, you will not be able to talk to / meet your child's teacher on the playground at the start or end of each day.

If you need to speak to an adult in school, please do so via telephone: 01726 64322, contact your class teacher via Class Dojo or email [bishopbronescombe.secretary@celticcross.education](mailto:bishopbronescombe.secretary@celticcross.education)



If you need to speak to the office staff, we request that you telephone 01726 64322.

## What to wear

Children should wear clean school uniform each day. However, we understand that some items may be outgrown or you may not be able to provide clean uniform daily. In this instance, clean home clothes will be acceptable. It is not advisable for children to wear the same unwashed clothes for multiple days. Sensible footwear must be worn.

Class teachers will let you know as and when PE kit is required.

# Hygiene

Staff and children will wash their hands upon entry and exit to school.

There will be regular points through-out each day, but particularly beginnings and end of play and lunchtimes, when children and staff will wash their hands.

Hand sanitizers are available in every classroom and at key locations around school.



It would be helpful if you could check and ensure that your child/children know/s how to wash their hands effectively.

# 'Bubbles'

In line with government guidance and to help aid social distancing:

- Children will be in a group 'bubble' (maximum of 15 children) with the same staff member/s each day. They will stay in this bubble for the whole day. This may not be their current class teacher.
- Staff members will not move between bubbles or mix with staff out-side of their bubble.
- We have organised classrooms so that the children have individual spaces to encourage social distancing where possible. The children will have the same desk and chair each day.
- The children will use their own stationery (provided by the school) each day.
- The children will put their coats on the back of chairs and their packed lunch will be stored under their desk.
- All soft furnishings and soft toys will be removed from the classrooms.



# Classroom and staff

As we need to group children into smaller groups, your child is likely to spend their day in a different classroom and possibly not with their usual teacher or TA. The environment will look different in order to adhere to government guidance but staff have tried to make the rooms as welcoming as possible, with some familiar resources.

The classroom will look like:



Here are photos of the teachers and TAs.



# Lunchtimes and playtimes

- Packed lunches will be eaten in the classrooms (all children to bring packed lunches to school).
- Children will need to bring in their own water bottle.





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- Play and lunchtimes will be staggered and in different parts of the school grounds so that children stay in their own bubble.
- They will be with the same members of staff who will form part of their bubble.

## Social distancing

- Although we will remind children about trying to ensure social distance during the day, it would be helpful if you could do similar before children arrive at school and at the end of the day.
- It is important all adults adhere to Government Guidance outside of school premises.

## Cleaning



- Door handles, taps and toilets will be regularly cleaned at points during the day.
- Once children and staff have left for the day, a team of cleaners will ensure that areas used are thoroughly cleaned.

## First Aid and intimate care



- Parents with children that may require inhalers and EpiPens must ensure that this medication is returned to school and that it is in date.
- First aiders, if required, will treat injuries wearing appropriate PPE if necessary.
- Staff members, who support children requiring intimate care (i.e. children who soil themselves), will wear PPE when carrying out this duty.
- If a child becomes unwell in school and shows any symptoms of COVID 19 they will be put into isolation in our meeting room. Their temperature will be taken using a digital thermometer by a member of staff who will wear PPE.



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- Parents will be called immediately. It is extremely important we have up to date contact numbers.

- It will then recommended that the child accesses a coronavirus test. It is very important that the outcome of this test is communicated to the school as soon as possible.
- The child will only be allowed back into school once you can provide written confirmation that they have tested negatively or completed the necessary isolation period.
- The same will apply to any staff member developing symptoms.
- Face covering: if your child would like to wear a face covering the child will be need to be responsible for ensuring it is worn correctly, staff members will not be able to assist children with their face coverings.



Bishop Bronescombe C of E School will take all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school cannot 100% guarantee that the school site, or persons on-site are COVID 19 free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.

