

Bishop Bronescombe C of E School



School Procedures 2021-22

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, 21st July 2021](#)

Dear Parent/Carer,

The purpose of this document is to share with you our operating procedures from September 2021. We have seen an inordinate amount of change over the last two years but we are now in the position, in accordance with the government's 'Step 4' guidance for schools, to plan for even more 'normality'. That said, there are still some very important measures we must have in place to reduce risk and to protect our children and our community. In addition, we have also found that some new ways have worked better than the old!

This booklet links to the updated version of 'Schools COVID-19 operational guidance' (updated 19 July 2021) and some specific wording from this document is included in italics for your reference. Our plan and related risk assessments remain live documents and are continually under review.

Although this is intended to be the final school plan for 2021-22, advice remains subject to change. Should this be the case, an amended document will be sent with all adaptations to your primary email address and through Class Dojo.

As always, if you have anything you are not sure about or any worry, please make contact with your child's classteacher via Class Dojo or via the school office.

We are very much looking forward to seeing you in September and resuming as normal a school experience as possible. Have a lovely summer holiday!

With kind regards,

Debbie Carmichael
Head of School

Attendance

Attendance for children from Reception to year 6 is compulsory.

'School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.'

Children should not attend if they display symptoms of coronavirus or if they are identified as a close contact of someone that has tested positive for Covid-19.

Attendance for pupils who were shielding

Any children that were previously shielding are expected to attend school.

"All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend."

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, a group of individuals or the whole school, we will immediately switch to our Remote Education Plan via Class Dojo. Details of this can be found on our website by clicking [here](#).

What to do if your child develop symptoms

When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If your child test positive, you must inform the school office on 01726 64322. NHS Test and Trace will liaise with you to identify close contacts and advise them of the need to self-isolate and access a PCR test.

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Staff and Classrooms

There are no bubbles! Classes will be able to mix but will primarily be educated in their usual classes, as indicated below.

Class	Teacher	Class TA	SEN TAs
BBeebies Nursery	Mrs Prince (née Miss Oliver!)	Ms Herring Miss Attis Miss Middleton	
Stars Reception	Mrs Hawk-Vango	Mrs Jackson	
Rainbows Reception	Miss Burr		
Little Doves Year 1	Mr Deadman	Miss Franklin	Miss Routledge
Little Fish Year 1/2	Miss Jane Mrs Horwell	Mrs Slade	
Little Lambs Year 2	Mrs Lowe	Mrs Cunningham	
Pelicans Year 3	Mr Nicholas	Mrs Pascoe	Mrs Allen-Trevarton
Peacocks Year 3/4	Miss Nagy	Miss Freight	Mrs Biggers Mrs Carnell
Phoenix Year 4	Mr Hobbs Mr Keyes	Mrs Manton	
Angels Year 5	Miss Edney	Mrs Provis	Supply TA (covering vacant position)
Faith Year 5/6	Miss Moore	Mrs Warne	Miss Dwan
Hope Year 6	Miss Mewton	Supply TA (covering vacant position)	

School Timings

Drop-off times and locations

	Gates / Doors open	Drop off location	Collection time	Collection location
Nursery	8:45am / 12:15	Nursery gate	11:45 / 3:15	Nursery - gate
YR	8:45am	Reception door	3:00	Reception door
KS1	8:45am	KS1 playground	3:15	KS1—playground
LKS2	8:45am	KS1 playground	3:15	KS2—playground
UKS2	8:45am	Car park	3:15	Car park

As you will see, we are keeping one or two things that we have found to have worked well over the past year or so.

From 8:45am, children in years 5 and 6 can be dropped off at the car park gates where they can make their way to the classroom. Teachers will also bring them here to be collected at the end of the day.

Children in Years 1-4 will enter school from 8:45am via the KS1 playground and go directly to their classrooms. We ask that parents drop off their children at the edge of the playground as has been the case for the past year.

Reception and Y1-4 children will be released from classrooms by teachers to parents in the locations named above. We will only release children to parents or a named carer. Please call the office in advance to let us know if a different adult is collecting. Please ensure they know your child's password!

At both locations, Senior Leaders will be on hand each morning to monitor safe entry to school.

In all cases, children should be in class by 9am when we will register the children. Anyone arriving after this time must enter via the school office and will be marked as late.

KS1 entrance for Doves, Fish, Lambs, Pelicans, Peacocks and Phoenix

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. You may enter the KS1 or KS2 playground to collect your child when they are released from the classroom.



Go down sloped path.



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



Exit out Boldventure Gate.

Car park entrance for Angels, Faith and Hope

Please drop off your child at the entrance gate to the staff car park, nearest reception. Please do not enter the car park.



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



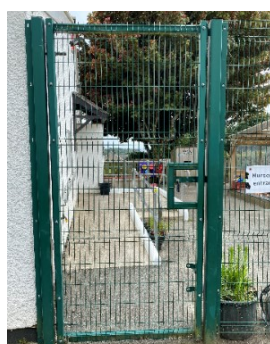
**Children will go along the back of
The school building to class.**

Entrance for Nursery, Rainbows and Stars

Please use the path that runs alongside nursery garden 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.



Go down sloped path.



Nursery gate.



Reception door



Exit out main car park gate.

Communication

Communication is vital to ensure we can support your child and keep them safe.

We will communicate to you via whole school or class Dojo messages. This helps you keep up-to-date with events in school and also gives you a snapshot of our days!
We will also send out our weekly newsletter via Class Dojo and email.

We may also email you with important letters or booking information.

We will resume our bi-annual parents' evenings in the Autumn Term. However, we also encourage you to get in touch if you have any questions or concerns.

We have many avenues of communication with staff. Please refer to the grid below to determine the best means of communication:

What	How	Extra info
Absence reporting, Covid symptom reporting, issues with nursery or wraparound bookings, lunch order queries, urgent messages, notifying of alternative adult collecting or permission for child to walk home.	School office ONLY—please call 01726 64322	Lines open: Mon-Thurs: 8:30am-4:30pm Fri: 8:30am-4:00pm
Information for class teacher, minor queries or concerns.	Contact classteacher via Class Dojo or call the school office 01726 64322	Classteachers will respond within 24 hours of receiving the message; however they cannot respond during teaching hours, 8:45am-3:30pm or over the weekend.
Welfare concern or complaint	Contact the school office—01726 64322 or email bishop-bronescombe.secretary@celticcross.education for a telephone call or appointment with the PSA, Head of School or Assistant Head	A Senior Leader or PSA will respond within 24 hours of receiving the message, during normal working hours 8am-5:30pm.

Break times

As there is no longer the need to operate a bubble system, all year 1-6 classes will have the same morning break time. Each phase will have their own playground, meaning Year 1 and 2 classes will play together, Year 3 and 4s together and Year 5 and 6s together. This will enable us to ensure children are supervised by familiar adults as well as providing a safe environment for all.

Tuck

Children in Reception and Key Stage 1 will be able to choose from a selection of fruit for morning snack as we will continue to access the School Fruit and Vegetable Scheme, which provides a free piece of fruit or veg to every 4-6 year-old who attends primary school.

A healthy morning snack will be available for children in years 3-6 to purchase from our kitchens for a small charge. This will be communicated to parents in the Autumn Term.

Lunchtimes

Our school kitchen will continue to provide hot meals for all pupils and we can once again accommodate all meals in the hall.

Our meal provider will be Chartwells from September 2021. The menu will be viewable on ParentPay before the start of the Autumn term and parents should continue to book meals in advance on this system. Universal free school meals for children in Reception and KS1 and Free School Meals will continue to be provided free of charge but must be booked in advance.

For all children in years 3-6 not entitled to Free School Meals, payment of £2.34 should be made at the time on booking on ParentPay.

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.

Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn. Your child may be eligible for free school meals if you are in receipt of benefits.

Registering for free school meals is easy. You can apply online at:

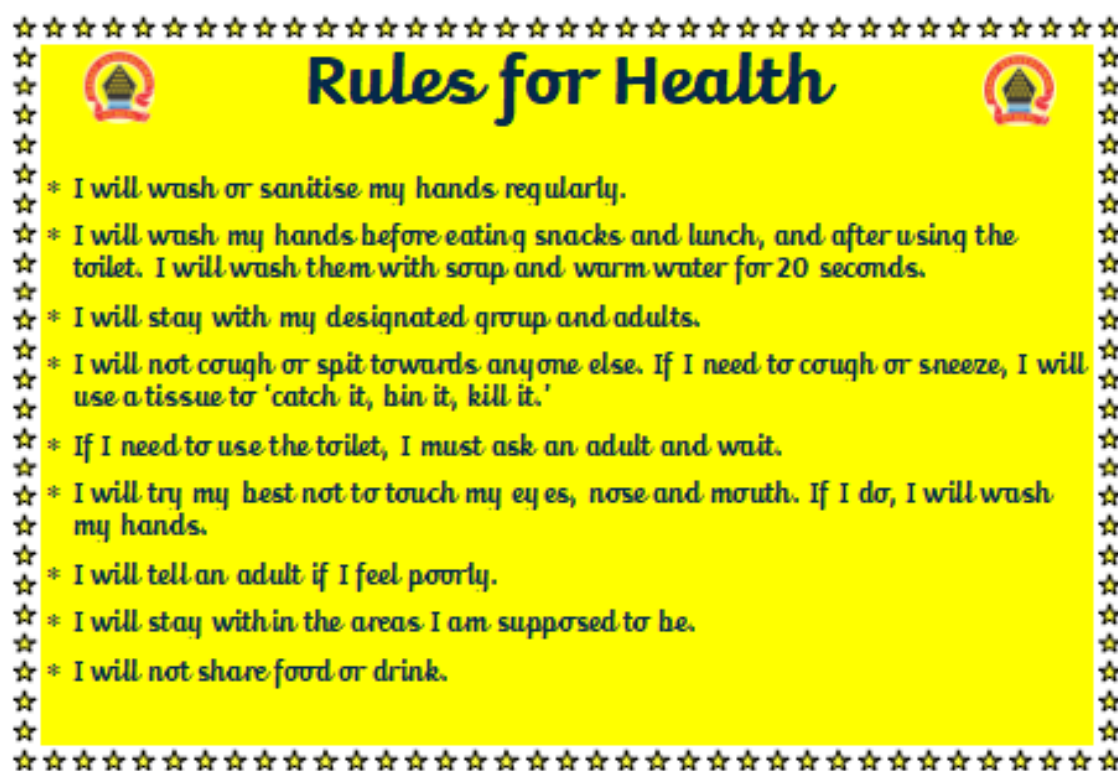
<https://www.cornwall.gov.uk/schoolmeals>

Or contact the school office for further advice.

Behaviour

Our 'Rules for Life' and 'Rules for Health' still continue to be applied and will be reiterated with all children upon their return in September. They are important to follow and consequences will be applied if a child deliberately contravenes these rules.

You can read our Relationships and Behaviour Policy in full on our website. Please [click here](#). It would be very helpful if parents can reiterate these rules with their children prior to their return.



School Uniform

We are expecting all children to wear smart, full school uniform. This is detailed below. Please note that there is a need to maintain good ventilation in school as this helps reduce the risk of transmission. It is therefore recommended that pupils wear an extra layer under their usual polo shirt and jumpers when the weather is cold.

If there are any personal circumstances that may impact the wearing of school uniform or if you are experiencing financial difficulties, please contact:

bishopbronescombe.secretary@celticcross.education

PE Kit

On days on which children have PE, they can come to school wearing PE kit. This should only be the items below (black leggings or joggers can also be worn). Please note shorts should be an appropriate length and coloured, patterned t-shirts or leggings are not permitted.

School Uniform
Standard Uniform

- School sweatshirt / navy cardigan
- Red polo shirt
- Dark grey (or black) trousers, skirt or pinafore dress
- Black, grey or white socks or tights
- Black shoes

Summer

During the summer children may wear

- Grey shorts
- Summer dresses in red and white gingham or stripes

P.E. Kit

- White tee-shirt
- Black shorts
- Black plimsolls or trainers for outdoor use

Swimming Kit

- Boys: Swimming trunks
- Girls: One piece swimming costume

Jewellery

Watches are permitted, but are brought to school at the owner's risk. For Ear piercings: only studs are accepted, these should be removed or covered for PE. No other jewellery.



Curriculum

We will continue to offer a broad and balanced curriculum for all pupils. Further information can be found on our website:

[Maths](#)

[English](#)

[Reading](#)

[Foundation subjects](#)

We will continue to prioritise the emotional well-being/mental health of children. When we return in September, classteachers will prioritise time to get to know one another and to build relationships with old friends and new! Opportunities for outdoor play and outdoor learning will be utilised as this promotes good mental health.

Our usual class check-in boards, time to talk, emotionally-available adults and social, emotional wellbeing interventions will also continue.

'Catch-up' Support

We have identified pupils in need of further support to 'catch up'. We will employ whole school approaches as well as targeted support for individuals to promote accelerated progress for all. Our plan detailing how we will utilise the 'Recovery Premium' will be published on our website in the Autumn Term.

Pupil Wellbeing and Support

Our staff have been trained in understanding the varying anxieties and traumas children may experience and ways in which to support these needs. Our staff are trained in Emotion Coaching, Trauma-informed Schools and Draw and Talk intervention. We will continue to ensure we provide opportunities for children to talk about their feelings and experiences. Our team of TIS (Trauma Informed Schools) practitioners and our PSA will also support pupils and families. Please contact your child's classteacher, the school office or our PSA if you are worried about your child's wellbeing.

Collective Worship

We can resume whole school collective worship, which will take place four times per week in the hall and once per week in class. We are looking forward to getting back to this important part of our school day and really looking forward to singing altogether again!

Extra Curricular Clubs

We will offer a range of extra curricular clubs from the Autumn Term. Go Active clubs will be funded for the first term and reviewed thereafter. In addition, we will offer a range of teacher-led clubs. More information about how to book these clubs will be issued at the beginning of the Autumn term.

Music Lessons

We are aiming to be able to offer a range of music instrument lessons, including keyboard, guitar, singing and more! Information regarding what will be on offer will be issued in the Autumn term.

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Wraparound Club

- We are able to continue to offer places in our Breakfast and After School Club—BBKids.
- These sessions will run from the main school hall.
- Children will be supervised by 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 will provide breakfast and cold snack service after school. This is will be reviewed in the winter months.
- 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 sanitise their hands before entering the provision, and wash hands before and after eating.

Control measures

We will:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Hand hygiene

"Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser."

Staff will explicitly remind children of 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 reminding children to wash their hands thoroughly for 20 seconds will be appreciated.

"The 'catch it, bin it, kill it' approach continues to be very important. "

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.

Cleaning

Each class / area will have their own cleaning materials that adults can use to clean frequently-touched surfaces, such as IT equipment, learning resources, desks, chairs, doors handles, sinks, light switches, toilet flushes etc. Cleaning will take place halfway through the day and at the end of every school day.

"You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. "

Ventilation

"it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. "

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. At the end of each day, each room will be thoroughly cleaned.

Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. There will be no expectation for staff to wear face coverings but some may opt to do so in communal areas.

If we experience an outbreak in our school, public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). This will be detailed in our outbreak management plans.

Child/adult shows symptoms of Covid-19

Symptoms Response at home

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.
- Engage with NHS Test & Trace to enable them to inform close contacts.

Symptoms Response at school

If anyone becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change in, normal sense or smell (anosmia), we will call the parent or carer and request that they are collected immediately.

Any child that develops symptoms will be brought to our isolation room to await collection. Staff members developing symptoms will be sent home.

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.

All children will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested and self-isolate pending test results. If they test negative, they can return to school.

Child/Staff Member tests positive for Covid-19

Where a child or staff member tests positive, NHS Test and Trace will work with you to identify close contacts so they can be informed of the need to access a PCR test and, in the case of adults over the age of 18 that have not received 2 Covid vaccinations, self-isolate for 10 days.

“From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.

Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.”

We will continue to work with health protection teams in case of a local outbreak. If there is an outbreak within our school or if government decides, Public Health may advise to reintroduce some additional control measures.

Lateral Flow Device testing

Testing remains important in reducing the risk of transmission of infection within schools as the tests identify people that are infectious but do not display any symptoms. Staff will continue to voluntarily test twice-weekly using lateral flow devices until at least the end of September when we will be advised of the need to continue or cease testing. We would also advise family members over 11 test twice-weekly with LFD tests.

If a member of staff tests positive, they will immediately self-isolate and access a PCR test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. If the result is positive, the staff member will inform us and engage with NHS Test and Trace who will identify and inform all close contacts. They will not attend school during this time.

Please see letter at the end of this guidance, which details full information about Step 4 guidance from 19/7/21.

Contingency plans

“You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. “

“You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.”

In the event of a local outbreak or further national lockdown or Bishop Bronescombe School will follow the Remote Education plan as detailed [here](#). In the event of outbreak within school, we will liaise with local Public Health officials to determine if we need to implement our outbreak management plan.

Remote Education will be provided for any child needing to self-isolate due to Covid-19 restrictions.

Bishop Bronescombe C of E School
Boscoppa Road, St Austell, Cornwall, PL25 3DT
bishopbronescombe.secretary@celticcross.education
01726 64322 | www.bishopbronescombe.co.uk

Dear parents / carers,

Re: Changes to contact tracing in schools and colleges

As you know, the Prime Minister announced on 12 July that Step 4 of the roadmap would go ahead on 19 July.

One of the key changes that will take place from 19 July is that education and childcare settings will no longer be asked to conduct routine contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with either the positive case – or in the case of children – the parents, carers or guardian of the positive case to identify close contacts.

NHS Test and Trace already manages the contact tracing process for the rest of society – including children who have recorded a positive PCR test – and has expertise in supporting people to identify close contacts.

This letter sets out in more detail below how that process will work and what you need to do if your child tests positive for COVID-19.

Self-isolating and taking a test

1. If your child has symptoms, they and other members of the household should self-isolate – and you should inform their education or childcare setting. You should immediately order a PCR test for them. If the PCR result is negative, they and other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the PCR result is positive, they, other members of their household and any close contacts identified by NHS Test and Trace must self-isolate until 10 days after the onset of symptoms.

2. If your child has a positive result from a lateral flow device (LFD) test, they and other members of the household should self-isolate – and you should inform their education or childcare setting. You should immediately order a confirmatory PCR test. If the confirmatory test is taken within two days and the result is negative, they and other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the confirmatory PCR test is positive (or is taken more than two days after the LFD), other members of their household and any close contacts identified by NHS Test and Trace must self-isolate until 10 days after the LFD test.

3. PCR tests can be booked online through the NHS Test & Trace website or by calling 119.

Celtic Cross Education

Company Number: 08269215

Registered Office: Unit 15, Victoria Trading Estate, Victoria Business Park, Roche, St. Austell, Cornwall PL26 8LX

www.celticcross.education enquiries@celticcross.education

4. PCR test results will be recorded with NHS Test and Trace automatically, but you should also communicate the result to the education or childcare setting during term time or summer provision.

Contact tracing

5. If your child gets a positive PCR test result, NHS Test and Trace will contact you, using the details you registered when ordering the PCR test. You and/or your child will be asked a series of specific questions designed to identify who your child has been in close contact with. Being in an education or childcare setting with someone who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact.

6. You will be asked to provide the contact details, if you know them, of any of the individuals – or their parents or guardians – who have been identified as close contacts. NHS Test and Trace will then get in touch with these close contacts and provide appropriate instructions or advice (see below).

Self-isolation and/or testing of close contacts

7. At present, anyone identified as a close contact is legally required to self-isolate and must not attend their education or childcare setting (the only exception is if they are participating in a daily contact testing trial). Anyone identified as a non-household close contact by NHS Test and Trace must self-isolate until 10 days after the date of their most recent contact with that person. If they live in the same household, they must self-isolate until 10 days after the date of that person developing symptoms (see point 1 above) or, if that person was asymptomatic, the date of their test (see point 2 above). NHS Test and Trace will notify you of the day on which the self-isolation period ends.

8. Close contacts are also advised to take a PCR test. If the test result is negative, they must still complete the full self-isolation period, as the test will not detect all positive cases. If the result is positive, they will need to self-isolate for a further 10 days – and NHS Test and Trace will contact them to identify any close contacts.

9. From 16 August, if the close contact is under 18, they will not have to self-isolate (in line with the policy for fully vaccinated adults) but will be asked to take a PCR test immediately, other than for very young children identified as non-household contacts, and they will not need to self-isolate while awaiting the results of the test. If the PCR test is positive, they will be required to self-isolate for 10 days from the date of the test. NHS Test and Trace will then get in touch to identify close contacts (see points 5 and 6 above). Further guidance on these changes to self-isolation will be provided shortly.

We recognise how difficult the past 18 months have been and the sacrifices that all families, education and childcare settings have had to make. This has been an enormously challenging time for everyone, and we would like to take the opportunity to thank you for everything you have done.

Kind regards,

Debbie Carmichael
Head of School

Celtic Cross Education

Company Number: 08269215

Registered Office: Unit 15, Victoria Trading Estate, Victoria Business Park, Roche, St. Austell, Cornwall PL26 8LX

www.celticcross.education enquiries@celticcross.education