

# Great Barford Church of England Primary Academy

*'Growing together through learning, friendship and worship'*



## School arrangements for September 2020

### ALL PLANS ARE SUBJECT TO CHANGE DUE TO RISK LEVELS AND GOVERNMENT GUIDANCE

School will be open for nursery to Year 6 from Monday 7<sup>th</sup> September. Reception and nursery children have a staggered start. For nursery and reception please see previous correspondence for start date and times.

### Before and After School Care Clubs

From 7<sup>th</sup> September we will be offering before and after school care. Please see the arrangements below:

For the first 7 weeks we envisage:

- A maximum of 16 places will be offered each day for both breakfast and after school club.
- The children will be nominally separated in to 2 groups.
- The clubs will run from the usual ASC room.
- There will be 2 members of staff working with the children.
- The morning session will run from 7.45am-8.45am – breakfast will be available.
- The afternoon session will run from end of school day -5.00pm – snack will be available.
- As with the school day, social distancing cannot be guaranteed.
- Hygiene will be key and children will wash their hands immediately on entering the ASC room and at regular intervals throughout the session.
- The children are expected to follow our revised COVID-19 code of conduct, September 2020. Anyone who persistently chooses not to comply will be asked to leave. There will be no refund.
- **All previous bookings are null and void and new bookings must be made via new booking forms**
- Breakfast club bookings require a minimum of 3 sessions per week
- After school club bookings require a minimum of 3 sessions per week
- Booking forms for breakfast and afterschool club must be completed and returned to [I\\_shuttleworth@gbpa.org.uk](mailto:I_shuttleworth@gbpa.org.uk)
- Bookings will not be secure until payment has been received.
- Charging – Breakfast club £5 for each session (minimum 3 session/week)  
After School club £8.75 per session (minimum of 3 sessions/week)

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## Distancing

- Children will be working and socialising in their whole class groups.
- Contact with other groups will be restricted.
- All children will be supported to keep their distance from each other and to not touch staff where possible.
- All teachers and school staff can operate across different class groups and year groups in order to facilitate the delivery of the school timetable.
- Each class group will have their own staggered entry and exit time (see table below).
- Break times, lunch times and areas used will be staggered.
- Whole school worship time will be suspended and will take place either via zoom or will be class teacher led.

## When will my child attend?

All children will be expected to attend school as normal. Usual attendance regulations will resume. Please see current guidance regarding children considered clinically vulnerable and extremely clinically vulnerable.

[COVID-19 - 'shielding' guidance for children and young people.](#)

## Staggered start and end to the day

	Arrival time	School day begins	Where to drop off children	Where parents /carers exit	End of school/pick up time	Where to pick up from	Where to exit with child
YN	8.30am – 8.45am	8.45am	Nursery gate	Across field	3.10pm	Nursery gate	Across field
YR	8.45am – 8.55am	8.55am	YR playground	Across field	3.20pm	YR playground	Across field
Y1	8.30am – 8.45am	8.45am	Main playground	Main gate	3.10pm	Main back playground near canopy	Main school driveway
Y2 Swallows	8.45am – 8.55am	8.55am	Main playground	Main gate	3.20pm	Main back playground near canopy	Main school driveway
Y2 Larks	8.30am – 8.45pm	8.45am	Main playground	Main gate	3.10pm	Main playground near canopy	Main school driveway
Y3	8.45am – 8.55am	8.55am	Top of the school drive	N/A	3.20pm	Main playground near long passageway	Main school driveway
Y4	8.30am – 8.45am	8.45am	Top of the school drive	N/A	3.10pm	Main playground near long passageway	Main school driveway
Y5	8.45am – 8.55am	8.55am	Top of the school drive	N/A	3.20pm	Top of the school drive	N/A
Y6	8.30am – 8.45am	8.45am	Top of the school drive	N/A	3.10pm	Top of the school drive	N/A

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## Dropping off and Collecting Pupils

- There will be staggered start and end times. (see grid above)
- Class groups will enter and leave through allocated doors.
- Please ensure that only one parent drops off/picks up children and that you remain distanced from staff and other families.
- You will be given a time slot to arrive at school. It is important that you keep to the allocated slot.
- Please could you stand back from the main gate and opposite the door where your child will exit.
- As soon as you drop off or pick up your child, please leave the school site.
- No parents will be admitted into the school building.
- If you need to talk to a teacher or a member of staff, please phone or e-mail to make an appointment.
- Please arrive on site just before your allocated time to pick up. There will be a system similar to supermarket queues, with markings on the floor.
- It is the responsibility of the parent or carer to ensure that other adults including child minders are made aware of the arrangements in place for dropping off and picking up their children.

## Communication with staff

There will be times when you need to talk to your child's class teacher. Please contact the school office either by phone 01234 870342 or via email [admin@gbpa.org.uk](mailto:admin@gbpa.org.uk) to organise a phone appointment.

Please do not send paper written messages, only emails will be accepted.

## Break Times and Lunch

- Breaks and lunchtime will be staggered.
- Children will play in designated outside spaces and remain in their class group.
- Children will be reminded regularly about social distancing. However, please be aware that children may find this difficult to maintain.
- **Only** fruit and vegetable snacks are permitted at break time.
- There be no football or close contact games.

## Resources and Equipment

### Resources

- We will be unable to share resources in the same way as we would normally do in the classroom. We will only use equipment that can be cleaned.
- Children will be reading at school and expected to read at home. Children will bring school reading books home. We will not be sending home school record books to begin with.
- Children are **not** to bring their own pencil cases.
- Please do not send your child with any other items from home, such as toys or balls.

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## Clothing

- All children will wear their school uniform. YR –Y6 will need their PE kit in a named PE bag (trainers/plimsolls are essential as PE will take place outside as much as possible).
- Children will need to come to school wearing **clean** uniform. All clothes need to be washed each day before wearing again.
- All children will need to wear dark school shoes (Please see uniform tab on the school website)
- We will be learning outside far more often than normal. Your child will be going outside even in poor weather.
- Your child will need to bring a named book bag and a named draw string bag with a waterproof and sun hat as appropriate. Please put sun cream on your child each morning before school and if they can apply cream themselves give them some to remain in school. **Please label everything.**

**Rucksacks and large school bags must not be brought into school**

## Drinks

A named drinks bottle containing water to be brought daily and washed and filled at home. The bottle may be refilled during the day at school.

## Lunch

Hot meals will have a staggered start in September. If children are not on the rota for hot school meals, they may still order a grab bag or bring a packed lunch from home.

All children that are entitled to Universal Free School Meals or Free School Meals will be entitled to a grab bag until they appear on the hot school meal rota.

7<sup>th</sup> Sept, 14<sup>th</sup> Sept – hot meals for nursery and reception children only

21<sup>st</sup> Sept – hot meals for nursery, reception and Y1 only

28<sup>th</sup> Sept – hot meals for nursery, reception, Y1 and Y2 only

5<sup>th</sup> Oct – hot meals for nursery, reception, Y1, Y2, Y3 and Y4 only

12<sup>th</sup> Oct – hot meals for nursery, reception, Y1, Y2, Y3, Y4, Y5 and Y6

**Hot school meals will be available for all from 12<sup>th</sup> October**

## What will my child be learning?

We will be providing a broad and balanced curriculum for all children across the school. However, we have adjusted the timetable in line with government guidance to ensure that we are able to implement catch up programmes in the core subject areas. We will also have an emphasis on personal well-being and mental health. We cannot underestimate the impact that the last few months will have had on our children.

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## **What safety measures will be in place?**

### **Cleaning**

We continue to implement an increased cleaning and disinfecting routine within school.

- Surfaces will be disinfected throughout the school day.
- Classroom will have resources removed from them if they cannot be regularly cleaned and disinfected. Other resources will be disinfected regularly.

### **The School Grounds**

- We will have a queuing system and distancing procedures in place within the school grounds and building.
- The school grounds will be set up with a walkway system. Parents will be asked to follow this strictly.
- Floor markings will be used to ensure families are keeping well apart at all times.

### **If a child is ill with COVID symptoms?**

- If a child is ill and displays symptoms of COVID-19, they will be removed from class, and parents/carers will be called to take them, and any siblings home.
- We will advise parents that they should follow government guidelines and not bring their child to school for 7 days, and their siblings for 14 days as guidelines state. Staff who are with your child will use PPE equipment.
- We will ask that you take your child to have a COVID test (if they are over 5 years old), which will be available to children attending school. In the event of a positive test, ALL children and staff in that bubble group will be asked to self-isolate for 14 days. You will also be encouraged to engage with Track and Trace. As a school we are required to inform the local authority of individual cases and Public Health England of multiple cases.

### **What if my child is clinically vulnerable or extremely clinically?**

If you believe your child falls into one of these categories, please contact the school for more information.

[COVID-19 - 'shielding' guidance for children and young people.](#)

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## What if I am worried about my child returning to school?

We have worked really hard to ensure that our school is a safe place for your children to return to but we do understand that you may be worried especially as September gets closer. Please don't suffer in silence, please email [admin@gbpa.org.uk](mailto:admin@gbpa.org.uk) and we will get back in touch with you to help reassure you.

### Lastly...

I hope this information has clarified our plan for returning to school. We have done our very best to mitigate risks.

I will keep you updated about any changes that might occur over the summer. Please bear in mind that we don't receive guidance any earlier than the general public so changes could happen very late in the day and arrangements will have to be amended. Please watch your emails for updates.

Thank you once again for all of your support over this difficult time. Have a lovely summer and we're really looking forward to getting back to some form of normal in September.

Kind regards,  
Sarah Evans and the GBPA team

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