



BEESTON HALL SCHOOL

Reintegration Plan and Guidance for Parents – COVID-19

This is intended, for parents, as a supplement to the Pre-prep 'Return to School' video and for the wider parent body. **Parents please ensure you read this which reflects in detail the protocols we have in place.**

We have put this information together to explain the measures that are being put in place at Beeston Hall School to allow for the Reception, Year 1, Year 6 and any key worker children to return safely to school, possibly from the 1st of June. Our strategy has been to thoroughly risk assess each aspect of Beeston life to keep the children, their families and staff as safe as we can. The government has acknowledged in their guidance;

'CORONAVIRUS (COVID-19) Protective measures in child care and education settings' (<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>), that the idea of perfect social distancing with small children is unrealistic. What we can do is implement a hierarchy of controls where the risk of infection is substantially reduced. These controls include:

- minimising contact with individuals who are unwell
- cleaning hands more often than usual
- ensuring good respiratory hygiene
- cleaning frequently touched surfaces often
- minimising contact and mixing

We have applied this guidance to our school day and will be implementing the following if we are allowed to open to those children on the first of June.

The first control is that we must minimise contact with those who are unwell. If your child or anybody in your household displays any symptoms of the coronavirus (a new persistent cough, high temperature or loss or change of smell/taste) you must stay at home and the person displaying symptoms should isolate for 7 days, whilst anyone else in the household should isolate for 14 days from when the first person in your home started showing symptoms (**More info can be found on NHS website or by calling 111**) text on screen. You can find information about applying for a coronavirus test online

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/> or search for 'Coronavirus test' in your web browser or call 111 for advice. Text on screen.

The test is currently not suitable for under 5s and priority for testing is for key workers and their families. If your child develops symptoms during the day, they will be isolated in a

room in Deterdings away from the rest of the group and the member of staff supervising them and checking their temperature will be in full PPE. We will phone you to alert you to their symptoms and you must come and pick them up as soon as possible. We have Paediatric First Aiders on site and should your child require first aid or administration of medication this will happen in the classroom to minimise movement around the school and avoid mixing between groups. **Staff will wear full PPE whilst conducting any first aid or intimate care for any of the little ones if they have any toileting accidents.**

Children and staff will remain in what we are terming 'social bubbles'. That is, **there will be no mixing between the groups of children.** Staff who supervise Year 6 cannot supervise any other year groups and children will not sit together at lunch or be out for break times at the same time. This is to reduce 'mixing' and help us to contact trace, were we have any confirmed cases at school.

You must **let us know your intentions about sending your child in** or not so that we can prepare the classrooms and meet our staff : child ratios. Each part of the school day has been carefully planned and managed to minimize risk so you must not just simply turn up without warning us. At present it looks as if we will have one mixed class of Reception and Year 1 and one class of Year 6 children, possibly with key worker children. We are not allowed to have groups larger than 15 which is another reason that it is imperative that you communicate your plans to us. Reception and Year 1 children will be using the main Pre-Prep classroom and Year 6 will be in the Marsham Room.

Reception and Year 1

These are the drop off procedures for Reception and Year 1 children. Once you have let us know that you intend for your child to return to school, we will give you a drop off time between 8am and 9am. This is to avoid a gathering of adults on site at the same time. Pre-prep children will still need you to walk them over to the classroom as you normally would. Only one parent should be dropping off in case we need to do any contact tracing, so please stick to your slot. If your slot does not work for you, please contact Mrs Grieves directly to arrange another slot. We want to be flexible but hope you understand the need for this procedure. We must not have groups of adults on our site. This area of grass by the Dean Courts has been designated as parking for Reception and Year 1 parents. Please park here and then proceed to this white marking on the field by our new gate to our playground. Please do not come beyond this line. **The play area and swings are out of bounds, for now, as it is not possible to clean this large piece of equipment on a daily basis and we cannot mix the children on site to share it. Please make this expectation clear to your children as they enter and leave the school site as we are relying on you to help us be vigilant with this.** For Reception and Year 1 children you will see Mrs Grieves on Monday and Thursday and Mrs Spice on Tuesday, Wednesday morning and Friday. Wednesday afternoon will be games run by Lillie Tyler and Sophie Newby who will also be helping us during the week with supervision.

I would encourage you to watch the video and talk to your children about the procedures daily over the half term break and answer any questions they have to try and set them at ease. There are some lovely books to **support children with separation anxiety** which we can advise you on. If your child becomes upset or distressed at your drop off time please follow these steps:

Reassure and encourage them by coming down to their level and remind them that you will pick them up at your designated time at the end of the day. The member of staff will not be able to come forward and scoop them up as we normally would but we can also verbally encourage your child.

If your child becomes upset or angry please take them for a walk to calm down around the field. Other children may become upset if they see their friend crying. You can then wait for another opportunity to drop them off once other families have left in their car.

If your child is still upset we will support you to make a decision about whether they will come into the classroom. We will look for signs of real distress: running off, screaming, uncontrollable sobs, vomiting and may advise that you take them home. If you feel comfortable and feel they will settle after a few minutes of being with their friends, the teacher will step back and you can come forward to the gate and place them in the bark area and close the gate behind them or lift them over the fence if you would prefer. You can then walk away back to the car. We will call you to update you as to whether your child has settled. If they have not, we may ask you to collect them if we feel the experience will have a negative impact on their mental health and if they are upsetting other children.

Classroom layout

Year R and 1 parents, you will have seen from the children's video how we have set up the classroom. To observe social distancing whilst in the classroom we have spaced the children out with **their own bench and resources to use**. Please can Reception bring back their *numicon* in a sealed sandwich bag so that we can sterilise them and use them in the classroom. The **children will not need their bookbags** and they are only allowed to bring in one toy which will be a nice comfort for them. This toy is not to be shared with others.

The children at school will access the **same learning as any children who are at home**. The teacher will play the clips and they must follow the instructions as they have at home and everything they need to complete the task will be available to them in their personal resources box. The children will complete their lessons and may access some continuous provision resources at a designated table and then spend time outside. Any continuous provision items will be sterilised at the end of the day and will be given three days off rotation to allow for any trace of the virus on the surface to die.

Children will have a set toilet cubicle and sink to use and this will be cleaned regularly throughout the day. Only one child in the Reception and Year 1 can enter the toilet area at a time. Children will be taught **new fire drill practices and given a safeguarding update** on the first day so they know who they can speak to if they are upset or having a tricky day. As this

is a completely new set up we are prepared that there will be a lot of focus on the wellbeing of the children. The RULER assemblies and all subject specific lessons will be completed but with regular outdoor breaks between. Our focus is to make sure the children feel safe and happy otherwise they will not be ready to learn. We will also be even more vigilant in teaching the children good respiratory hygiene and to **catch it, bin it, kill it**. They will wash their hands and use antibacterial gel throughout the day and bins will be emptied twice a day. If your child's hands become sore, please provide some hand cream for them to keep at their designated space.

In the classrooms, **windows and doors will be kept open** as much as weather allows. There is strong evidence that well ventilated rooms can help stop the spread of Coronavirus. In the Pre Prep the main gate and fire door at the rear of the classroom will remain closed for safety and two members of staff are there to supervise the children at all times.

The Reception and Year 1 children have had an **extra play area** marked out on the field as our playground is too small to encourage the children to space out. We will teach them some games that they can play whilst remaining at a safe distance from their peers. We are providing each child with their own foam tile to sit on which has been named. Staff will space these out whilst the children are eating their snack or lunch. Whilst the children are out of the classroom, surfaces such as the toilet doors, sinks, tables and chairs, door handles and light switches will be cleaned. If the weather is poor, the children will eat at their designated places and this will be cleaned afterwards whilst the children play.

End of the day pick up is very similar to drop off. In Reception and Year 1 you will be given a set pick up slot. You must park on the grass by the Dean Courts and then walk over towards our play area and wait by the white line. A member of staff will sign out your child and you must exit the school site promptly. We must avoid gatherings of adults from different households. It should be the same adult picking up who dropped them off in the morning and again the children must not play on the swings. There is/will be red tape to remind them of this.

Year 6 and key workers

Though aimed at a Reception and Year 1 audience, parents and children from wider groups would benefit from watching our video, in its explanation of changes and special measures. We understand there may be anxieties as the familiar drop off routine has changed.

For Year 6 and any children of key workers, drop off will be between 8.30am and 8.45am. Only one parent should be dropping off and you must enter the site down the main driveway and drop your child off in front of the Link doors which will be held open. Parents must remain in their cars. **Staggered drop off times** will be communicated to you once final numbers are confirmed. There will be a matron on site who can support and comfort your child if they are feeling upset or anxious. **They will, however, need to keep a 2m distance in order to follow social distancing guidelines.** Should your child refuse to get out of the car, you may park in the school car park and walk them up to the Link doors. However, you may

not enter the building. The member of staff on duty will do all they can to help and will verbally encourage your child to enter the Link independently.

For the Year 6 and any children of key workers coming into school, you can support your child to prepare for this transition back into school by talking to them during the Half term and answer any questions they may have to ease any anxieties. There are resources to support children with separation anxiety which your child's tutor and Mrs Watson can advise you on.

Year 6 and any children of key workers will be in the Marsham Room. Another room will be allocated if the number of children exceeds the recommended 15 and a new 'social bubble' created with further staffing. The children will walk from the link up to the Marsham Room. The door to the Swindells building will be open and the Marsham Room door will be opened to reduce the number of people touching surfaces. **The doors to the boys and girls changing rooms will be open and pupils will only be allowed to go to the toilets, one at a time.** Staff will ensure this happens. In the Marsham Room, all desks will be set up 2m apart and windows and doors will be kept open to allow for good ventilation. **The desk will be each child's 'base'** and there will always be at least one member of staff in the room ensuring that social distancing is adhered to. The children will be supervised by a member of staff whilst **continuing to access their remote learning provision.**

The kitchen will be preparing food and snacks, in the kitchen, with staff wearing PPE and then this will be delivered to the classrooms. Weather permitting, we are hoping to eat outside.

The Year 6 and key worker children will **eat their lunch outside** on the Putting Lawn. If the weather is poor they will eat it at their desks in the Marsham Room. After lunch the children can play on the astro or at the front of the school. This will be supervised by at least one member of staff. Year 6 children may not play in the area of the field marked out for the Pre Prep children. The swings and timber trail at the front of the school may not be used.

For Year 6 and children of key workers, pick up will be at 4.30pm. At 4.25pm the children will wash their hands and go to the front of the school to be collected. Pupils will spread out on the grass or in the Hall depending on the weather. A member of staff will be supervising at all times. Parents should drive up the driveway and park their cars in front of the school. Parents should wait in their cars for their child to be dismissed by the supervising member of staff.

We are aware that this has been a lot of information to take in and process with a number of new procedures which we will all have to adapt to. Please remember that all of the steps we are taking are based on government recommendations and are there to keep your children, families and our Beeston Hall staff safe. Hopefully this has been informative and gives you a clear picture of what we are offering on site to the children coming into school.