



15<sup>th</sup> October 2020

Dear Parents/Carers,

As you know we are continually reviewing our risk assessment and our arrangements to keep Badgerbrook as COVID-19-secure as possible.

We have to recognise that it will not be possible to reduce the risk of transmission to zero whilst there is any circulation of the virus within the community. The purpose of our plan is to reduce the risk of transmission as far as it is practically possible. It has been shared with staff and the governing body and is supported by the Local Authority.

In light of the recent positive test affecting the school we thought it would be helpful to reassure you of the measures we have in place and to ask for your continued support.

### Staying at home when you are ill

Throughout this pandemic we all have a part to play in reducing the risk of transmission and ensuring that people who are ill stay at home is the most essential measure to be taken.

Please may we remind all pupils, staff and other adults that you must not come into school if you have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days.

We will ensure that anyone developing these symptoms during the school day will be sent home and advised to follow the current guidance on self-isolating and arranging a test.

According to the NHS guidance (checked on 12.10.2020) the main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

#### **If you have any of the main symptoms of coronavirus:**

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
3. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result

Please inform us immediately of the results of a test and follow this guidance.

1. If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Below are the main arrangements in place for all pupils and staff

### **Attendance**

- All children are expected to attend school unless unwell, showing symptoms of coronavirus or if they have been asked to self-isolate.
- The office staff will continue to call home if the teacher has not marked attendance in the class register.

### **'Bubbles' - Safe learning groups**

- The children are in year group bubbles to enable them to share break times and lunchtimes with others in their year.
- However, at other times they will remain in class bubbles to limit the number of staff or adults in school they have close contact with.
- This is taken in to account by Public Health England when risk assessing who needs to isolate in the event of a child or adult in school testing positive.
- Wherever possible, staff will remain with their assigned children throughout the school day.
- Bubbles will remain as socially distant from other bubbles as possible.

### **Changing classroom layouts and adapting teaching and outdoor provision**

- Our classrooms are arranged to accommodate the children safely with social distancing where possible.
  - In Key Stage 2 classes the children are seated in forward facing rows
  - Key Stage 2 pupils are actively encouraged to social distance whenever possible
  - Pupils in Key Stage 1 & EYFS are not expected to social distance so group tables may still be used
  - Any furniture etc not required has been removed from the classrooms to provide more space
  - We are trying to reduce clutter to make regular cleaning easier for our cleaning staff
  - Staff remain at the front of the class, as far as is reasonably practical and 2m apart from pupils and colleagues (in some classrooms the 2m distancing space is marked out using yellow & black hazard tape)
- Wherever possible children use their own sets of resources and do not share with others.
- Where this is not possible ie in the Early Years and Key Stage 1, regular cleaning of resources takes place.
- It is helpful if the Key Stage 2 children bring in their own pencil cases (*but see the point below*).
- We ask that pupils only bring essentials in to school ie lunch boxes, coats, books, stationery, pencil cases etc.
- Bags, water bottles and lunch boxes are allowed
- Where books and resources are shared pupils and staff take particular care with the handwashing regime and are reminded to avoid touching mouths, eyes etc
- Where possible teachers use live marking, self-marking, whole class feedback, discussion etc to avoid taking in and returning books
- Homework is set via Seesaw and responded to through whole class feedback.
- The home school communication diary is not being used. Please communicate with the class teacher using the class email address.
- At the moment it is not possible for singing to take place in school. There will not be a school choir or recorder group this term.
- We are delivering a curriculum with a focus on well-being and taking advantage of all the resources signposted by the government guidance
- Whole school assemblies take place via Microsoft Teams and pupils participate from within their classrooms
- There will not be any off site educational visits (trips) during the Autumn term.

- Pupils should wear school uniform, except on PE days when they should come to school in their PE Kits – which they will then stay in all day. Please send a change of footwear on these days as all PE is outdoors.
- As the weather gets colder please make sure your child has a warm coat in school. It will also be a good idea to have a jumper or cardigan as we will be trying to keep the classroom windows and doors open for ventilation
- Break times and lunch times are staggered to reduce contact between bubbles
- There are separate zoned areas for the bubbles to use at break times and lunchtimes. The year group bubbles do not mix.
- Football and Fitness continue to organise activities at lunchtimes. They have their own risk mitigation procedures and keep our bubbles separate, sanitising all equipment between uses. They also deliver some PE lessons – again following all our procedures.
- The outdoor adventure playground equipment is not in use as it cannot be sanitised between bubbles. However, some outdoor play equipment is organised into Bubble Bags which can only be used by the children in that bubble.
- We continue to follow our behaviour policy as amended in May 2020.
- Our normal Safeguarding/child protection procedures continue to be in place and the policy has been updated to reflect the current situation.

## Communication

- Communication between home and school continues to be readily available. However we ask you not to come in to the school office but to telephone or email the school admin team with any queries or information 0116 2752353 [office@badgerbrook.leics.sch.uk](mailto:office@badgerbrook.leics.sch.uk)
- The class email addresses are available to support home learning and for you to contact your child's class teacher.
- We use email and telephone calls to contact parents.
- Unfortunately parents are not able to meet within the school building except in exceptional circumstances. If a face to face meeting is agreed we will provide a COVID-19 secure environment to protect you and our staff
- Parent Evenings will be held virtually this term. We will give you more information after half term

## Face coverings

- Since 16.9.2020 parents/carers have been asked to wear a face covering at drop off and collection times - as the layout of the paths round school make it particularly difficult to maintain social distancing at these times
- Visitors & contractors must wear a mask while in any communal areas round school or where 2m social distancing is not possible
- Parents coming in to school for any reason must wear a face covering)
- Staff working in classrooms – teachers and support staff - are now advised to wear a visor whenever they are not able to maintain the 2m social distancing from each other or from pupils indoors ie when circulating among children for live marking, group work, hearing readers etc.
- Wearing face coverings by staff for personal reassurance is permitted and supported.
- There are times when staff are required to wear PPE – ie visors, aprons, gloves ie when dealing with first aid or sickness

*We are aware that some individuals are exempt from wearing face coverings. This applies to those who:*

- *cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability*
- *speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate*

## Hygiene procedures

- Adults in each bubble have ensured that good hygiene routines are established. Parents can support us by regularly explaining the importance of this, and the social distancing procedures, to your child
- Soap and water is available in each area of school and children are reminded to wash their hands for at least 20 seconds with soap and water regularly – including when arriving and leaving school, before and after breaks, before and after eating etc
- Hand sanitiser is available in every classroom. If your child brings in their own smaller bottle to keep on their table that is appreciated.
- Classroom windows and internal doors are kept open whenever possible to improve ventilation
- Pupils are reminded to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.
- There are swing lidded bins and a supply of tissues in all classrooms

## Out of hours provision – Breakfast and After School Clubs

- Mrs Buck's Breakfast and After School Club restarted on 5<sup>th</sup> October and we were pleased to work with her to put her risk assessment in place:
  - The main Hall is being used for both Breakfast Club and the After School Club
  - Small, consistent groups are being maintained as far as is reasonably practical
  - The main playground can be used but the adventure play area is not in use.
  - The clubs have their own resources and their staff are responsible for cleaning them between sessions
  - Pupils attending the clubs are using the Year 5/6 toilets which are being cleaned between use by the school and the clubs
- As the Hall is being used by After School Club it is not possible for other after school provision to take place.
- The government advice to parents is to limit the number of different wraparound providers they access, as far as possible
- Where you are using other childcare providers or out of school activities for your children, we would encourage you to seek assurance that the providers are carefully considering their protective measures

## Remote Learning

- We are constantly reviewing our plans for remote learning for when any individual or bubble is required to self-isolate
- Class teachers will use SeeSaw and the class emails to deliver remote learning to their classes
- We have set up individual pupil email addresses so that we can use Microsoft Teams to add to our remote learning resources
- We will provide more details shortly
- As soon as we are able we will give pupils the opportunity to share work they completed during the partial lockdown with their class teachers. We are very aware of how much work was completed by our pupils during this time.

## School Meals

- Since Monday 14<sup>th</sup> September LTS Catering have been providing hot meals to Badgerbrook pupils
- The organisation is overseen by our Midday Supervisors and the kitchen team
- Years 2, 4 & 6 eat hot lunches in the Hall
- FS & Years 1,3 & 5 have hot lunches in take-out boxes in their classrooms
- Hall arrangements:

- All children sit facing one way towards the servery doors in rows.
- Tables and chairs are disinfected and wiped between sittings.
- Classroom arrangement:
  - Takeout boxes are collected from the kitchen by the Midday Supervisors and taken to the classrooms
  - Cutlery is transported to and from the kitchen in a class cutlery container. All cutlery is washed and sanitised after use.
  - The Midday Supervisors collect all the rubbish and bring it back for the kitchen staff to dispose of
  - The Midday Supervisors wipe down the tables in the classrooms after the children have finished eating.
- School meals are provided free of charge to pupils in Foundation Stage, Year 1 and Year 2 and to other children who are eligible for Free School Meals. Meals for children in Years 3 to 6 must be paid for in advance via ParentPay.
- Children are still welcome to bring their own packed lunches in to school
- The class bubbles eat together in a classroom
- Children should only handle their own lunch boxes and we ask you to make sure the boxes are taken home and washed before being brought back into school the next day.
- Please help to make packed lunches easier for your child by making sure they are able to open packets (crisps, yogurts etc) themselves so that they do not have to be handled by adults in school.

### **Self-isolating**

- If any child becomes unwell during the school day with symptoms of coronavirus we will phone parents to collect immediately. While they are awaiting collection, your child will be taken to a room where they can be isolated behind a closed door.
- A member of staff wearing PPE will wait with your child until you collect them.
- Parents will be advised to follow the latest staying at home guidance and request a COVID-19 test.
- Please inform us of the test result as soon as possible (whether it is negative or positive)
- Following a positive result, we will follow the guidance from the Department for Education advisors or the Public England local health protection team regarding the classes or bubbles who are required to self-isolate.

### **Site safety, cleaning and maintenance arrangements**

- A detailed cleaning schedule has been implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps, etc. are all thoroughly cleaned and disinfected regularly throughout the day
- We have employed additional cleaning staff so that we can carry this out effectively
- Only visitors or contractors with pre-arranged appointments are allowed on site and are requested to follow all safe, and social distancing, procedures.
- Where visits can be made after the children have gone home we request this.
- Our VisitorPod collects contact details from all visitors which we keep for 21 days in case it is required by NHS Test and Trace
- Evacuation procedures have been modified so that each bubble follows the procedures from their classroom. The usual evacuation exit doors will be used.
- We have had a walk-through of all procedures, followed by a fire drill with the alarms sounding.

### **Social Distancing**

- We all need to continue to avoid close contact and remain socially distant from anyone we do not live with or who is not in our support bubble
- To minimise contact, and keep social distancing possible, year groups have been given specific arrival and pick up times. Please follow these timings wherever possible:

Year 6	8.45 am	-	3.15pm
Year 5	9.00 am	-	3.15pm
Year 4	9.00 am	-	3.15pm
Year 3	9.00 am	-	3.15pm
Year 2	8.45 am	-	3.00pm
Year 1 1EE	9.00 am	-	3.00pm
Year 1 1PS	9.00 am	-	3.00pm
FS FSDL	9.15 am	-	3.00pm
FS FSLB	9.15 am	-	3.00pm

- Entrances and exits are as below;

FSDL	Classroom door (via main playground)
Year 1 1PS	Classroom door (via main playground)
Year 1 1EE/SH	Cloakroom door (via main playground)
Year 2	Year 2 door (via small playground - Dog & Gun Lane side)
Year 3	Year 3 door (via small playground - Dog & Gun Lane side)
Year 4	Year 4 door (via main playground)
Year 5 5RS	entrance & exit by Year 5 door (Badger Drive)
Year 5 5LC	entrance through Year 5 door and exit through the Hall door (by the staff car park)
Year 6	Year 6 door (via main playground)

- Only one adult per child/ children should come into the school grounds to drop off or collect your children and you are able to bring your child into the classroom. School staff are on the doors each morning to welcome your child into school.
- Please keep your child with you at all times until they go into the school building. Again, this helps to keep children from different bubbles apart and to encourage social distancing.
- If at all possible, please do not bring any siblings who are not attending Badgerbrook into the school grounds
- Please adhere to our one-way system at the front gates – come in through the gate near the staff car park and leave by the gate nearer to the main school door. The pathways are very narrow in this area.
- A ramp has been put in place near the entrance steps for those parents with buggies and to provide a disabled exit
- If anyone else is collecting your children from school, please inform them of the one way system
- Pupils in Years 5 and 6 may walk home from school alone provided we have received a permission form from a parent
- All staff in school are encouraged to maintain social distancing whenever possible. This includes in the offices and the staffroom.

### Visitors to school

- Visits from external professionals are reviewed on a case by case basis ie local authority staff, healthcare workers, SEND support workers, peripatetic music teachers, school photographers, the NHS immunisation team
- Specialists, therapists, clinicians and other support staff for pupils with SEND have measures in place to provide interventions and discuss these with the Senior Leadership Team before they attend school. Some interventions are being carried out remotely.
- All agreed visitors are asked to follow the school's current guidelines re social distancing, face covering in communal areas etc – and to record their contact details on our signing in system
- Where possible we use our own members of staff to cover staff absence. However, in the current situation we are experiencing higher than normal levels of absence and, at times, it is necessary to request supply cover so that we can keep classes in school.
- Government guidance says that supply teachers, peripatetic teachers and other temporary staff can move between schools. They are expected to comply with the school's arrangements for

managing and minimising risk including taking particular care to maintain as much distance as possible from other staff and pupils.

- The supply agencies that we use have provided us with copies of risk assessments for their own staff and they are given details of the measures we have in place.

### **Staff training and guidance**

- All staff have been provided with training and guidance to adapt the school day to maintain social distancing, encourage good hygiene and best meet the needs of children who might be experiencing anxiety.

We will continue to review any decisions as guidance changes and we will keep you updated.

Kind Regards

*C Price*

Mrs C Price

Deputy Headteacher



Mrs M Moran

Chair of Governors