



March 2021

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. It has now been updated ready for our full reopening to all our pupils on Monday 8th March

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.

We would like to remind you of the Government advice that still applies. England is still in a national lockdown. You must stay at home, leaving only when permitted by law. From 8th March pupils will be able to return to face-to-face education.

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

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. You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.
3. Anyone in your support bubble, must also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

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

1. If you, your child or anyone in your support bubble receives a positive result, you should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and complete the full isolation period. This starts immediately from when the symptoms started, (or the day the test was taken if there were no symptoms) and the next 10 full days.
2. You can return to your normal routine and stop isolating after 10 days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia (loss of smell and/or taste) which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.
3. If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset

4. If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in the guidance again.
5. If your test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. You can stop isolating as long as:
 - You are well
 - No-one else in your household has symptoms or has tested positive for COVID-19
 - You have not been advised to self-isolate by NHS Test and Trace

Free testing for families with children at school

In a press release on 28th February the government has confirmed that “twice-weekly testing using rapid lateral flow tests will be given for free to all families and households with primary, secondary school and college aged children and young people, including childcare and support bubbles, to help find more COVID-19 cases and break chains of transmission.

With about a third of individuals with coronavirus showing no symptoms and potentially spreading it without knowing, targeted, regular testing will mean more positive cases within households are found and prevented from entering schools and colleges, helping to keep educational settings safe.”

We do not yet have full details about how this testing programme will run or how you will be able to collect or order these tests. The test kits will not be available from the school.

Below are the main arrangements in place for all pupils and staff at Badgerbrook from 8th March 2021

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 class bubbles throughout the day to minimise risk at all times. Foundation Stage are a year group bubble
- 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/reading diary is being used in Key Stage 1. Please communicate with the class teacher though 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
- There will not be any off site educational visits (trips) during the Spring 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 can still be cool at times, 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 keeping 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 class 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. Some of these will take place at Holmes Park so we can use their all-weather pitch
- 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.
- 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
- 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 Meetings will be held virtually this term. More information will follow

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
- Leicestershire County Council continue to advise all parents and carers to do this.
- 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 face covering 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.
- Staff wear face coverings in communal areas, including corridors and at doorways
- 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

From 8th March wraparound childcare can re-open where it is needed to enable parents to work, attend education, seek medical care or attend a support group.

- Rosie Buck's Breakfast and After School Club will be restarting and she will be contacting parents directly. We are working with her to update her risk assessment.:
 - 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

Curriculum

- We have worked hard to ensure that all our pupils' needs will be supported when they return to full classes. We recognise this transition will potentially be difficult for pupils who have been learning at home and those who have been in school. Our initial focus is to rebuild and develop relationships with one another.
- We will continue to cover the curriculum content as shared on our Big Pictures (see website) however we have made adaptations to support learning. Firstly, we will be delivering shorter core and foundation subject lessons – to build up stamina and learning behaviours again. We will also have daily activities focussing on building pupils' well-being, relationships, social interactions and team building skills. We will focus on our character muscles and rebuilding and refocussing these.

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
- Live sessions will be provided if a whole class bubble is isolating as long as staffing allows

School Meals

- LTS Catering will continue to provide hot meals to Badgerbrook pupils
- The organisation is overseen by our Midday Supervisors and the kitchen team
- For the rest of this half term Year 2,3 and 5 will eat in the hall
- FS & Years 1,4 & 6 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.
 - Class bubbles are on opposite sides of the hall
- 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.
- Badgerbrook staff and other members of the school community are participating in the lateral flow device testing twice a week. The purpose of this programme is to identify more of the 1 in 3 people who are likely to have coronavirus but have no symptoms and to reduce the risk of it spreading in school. All positive tests are treated the same as the PCR, NHS bookable tests and we will follow the same guidance for tracing close contacts and sending bubbles home 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.

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:

6TC	8.45 am	-	3.15 pm
6NH	8.55 am	-	3.15 pm
5LC	8.45 am	-	3.15 pm
5RS	8.55 am	-	3.15 pm
4NW	8.45 am	-	3.05 pm
4DN	8.55 am	-	3.15 pm
3AW/HK	8.45 am	-	3.05 pm
3SW/DC	8.55 am	-	3.15 pm
2AS	8.45am	-	3.05 pm
2SW/VB	8.55 am	-	3.15 pm
1PS	9.00 am	-	3.00 pm
1EE/SH	9.00 am	-	3.00 pm
FS FSDL	9.15 am	-	3.00 pm
FS FSLB	9.15 am	-	3.00 pm

- Entrances and exits are as below;

FSDL	Classroom door (via main playground)
FSLB	Classroom door (via small 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

Acting Headteacher



Mrs M Moran

Chair of Governors