



Bure Valley School

Part of the Aylsham Learning Federation

20 July 2020

Summary of plans for full opening in September

Dear Parent/Carer,

I hope this letter finds you and your family safe and well.

I am delighted that we are able to welcome all our children back in September. Although the school has been open for vulnerable pupils, the children of critical workers and Year 6 it has felt very different not having the bulk of our year 3, 4 and 5 children in school with us.

Today I would like to provide you with an overview summary of the principles and key systems that underpin our plan for opening to all pupils in September 2020. It is designed solely to give you the big picture for September so that you have a general understanding of how things will work when we return.

The Standard Operating Procedures (SOP) and Risk Assessment (RA) we will share with you in August, in the build up to your child's first day back in school and will go into far greater detail. We will supplement those key documents by creating some information videos and by inviting parents/carers/pupils to a Zoom briefing prior to starting back in school.

We have spent a great deal of time ensuring that we have followed the government's guidance about the full reopening of schools in September. Whilst the threat of spreading Covid-19 still exists, we have put in place a number of new arrangements to ensure we minimise the further threat of spreading the virus whilst delivering a full curriculum for our pupils.

We feel certain that school is and will be as safe as it can possibly be and we want to welcome back every single one of our pupils in September, including those with certain medical needs who may have been classified as clinically vulnerable or clinically extremely vulnerable during the lockdown. If you have any queries regarding your child's medical or special needs, please contact the school office:
office@burevalley.norfolk.sch.uk

As you will see, for at least the first half term school will operate differently to normal. Pupils will have to take much greater responsibility for their actions than ever before. We will be working together to ensure that the school is a safe place to work and study, and that we minimise the risk of spreading the virus so that we can remain open.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Head of School: Mr J Olney B.A. (Hons)

Deputy Headteachers: Mrs H Howard B.A. (Hons), Mrs H Pope B.A. (Hons)

Director of Business and Community Strategy: Mrs J Tuttle Finance Director: Mrs T Colman



Overview of key changes/info

- All pupils back to school in September;
- Future online provision will be focused on providing homework and additional resources for pupils attending school or work for those unable to attend school for Covid related medical conditions;
- Your child will be offered a full, broad and balanced curriculum, but there will be reduced access to practical activities, contact sports, drama and singing;
- Pupils are to be organised into year group bubbles and we will put in place systems and procedures to stop these groups from mixing in school;
- Only a very limited number of adults will be able to move between year group bubbles. Generally, staff will remain within their own year group bubble;
- Where possible, all lessons apart from PE and music will be taught in your child's classroom to limit the amount of movement in school;
- There will be slight changes to the timings of the school day. Staggered drop off and collection times will help us to manage the number of people on site and help to stop year group bubbles from mixing;
- Morning and lunch breaks will be staggered to give year group bubbles access to the playground at different times;
- There will be no extra-curricular activities other than any that might be able to happen online such as school choir;
- The school kitchen will only offer packed lunches for the two first weeks of term. A hot lunch offer will be available thereafter. Pupils will eat their lunches in their classroom not the school hall;
- Children will not come together for whole school assemblies;
- Parents/carers will only be permitted onto the school site to collect their children;
- Meetings with school staff will be by appointment only and where possible these will be conducted remotely;
- We will limit the number of parents, carers and guardians allowed on site when dropping off and collecting to one per child because we need to limit the number of people accessing the site at any one time;
- Parents/carers will be asked to arrive on time and leave the school grounds promptly;
- Parents/carers should not gather outside the school blocking the pavements for others;
- We are sadly unable to offer Breakfast and Tea Club provision this half term due to insufficient space for this provision to take place within our C-19 control measures and made worse by a delay to the building of our two new eco classrooms. We realise that for a number of families, this will cause additional stress and anxiety. We are sorry about that. We hope to be able to offer an adapted breakfast and tea club provision from Monday 2 November

2020. We will keep parents/carers updated.

Review of changes

We will review the situation the week beginning 19 October 2020 and aim, if possible, to return to our normal school arrangements for the second half of the autumn term. This will largely depend on ongoing advice from the Department for Education and the national and local transmission rate of the virus.

IMPORTANT: Pupils showing signs of illness

To help us keep the school safe and open, please do not send your child into school if they are feeling ill and especially if they have even just one of the symptoms listed below. If pupils are poorly and show any of these symptoms, we will contact their parents/carers to come into school to collect them from our Covid-19 isolation room. If in any doubt, please look after your child at home.

The main symptoms of Covid-19 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

Pupils who show any of the main symptoms of Covid-19 must be tested for the virus. Details of how to be tested can be found [here](#). School reception will give you a letter if we have to send your child home because they are symptomatic. **Pupils who are symptomatic will not be allowed back into school until they have been tested for Covid-19 and school has been able to verify the result of the test.**

Preventing the spread of the virus

There are five major steps we must take to prevent the spread of the virus and pupils will be expected to cooperate fully to help us ensure those five major steps are implemented every single day of school:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.

We are not expected to implement strict social distancing between pupils but are being asked to put in place structures to reduce the likelihood and scale of any transmission of Covid-19. Pupils should maintain a social distance from each other where they can; furthermore, touching other people in school is prohibited. Where possible, we want to ensure that adults in the school maintain 2 metre social distancing from other adults and pupils. As things stand we are not required to wear face coverings in school, however national requirements are changing and developing all of the time and we will make sure we reflect these and the latest authoritative scientific advice.

Limiting mixing and movement around school

We have been instructed to open to all pupils, not limit the curriculum offer and where possible limit mixing of pupils and movement around the school.

With the best part of 300 children in the school in September this clearly creates some challenges. There are no requirements to keep pupils a certain distance apart so normal class sizes will be maintained. We have worked through these issues by prioritising the following:

- Maintaining a full and broad curriculum;
- Reducing pupils' movement around the school;
- Minimising mixing at social times beyond the year group bubbles;
- Ensuring consistency of day structure for each year group bubble;

Drop Off Times

Year 3	Year 4	Year 5	Year 6
8.30 am	8.40 am	8.50 am	9.00 am

Collection Times

Year 3	Year 4	Year 5	Year 6
2.45 pm	2.55 pm	3.05 pm	3.15 pm

Break

Lower Key Stage 2	Year 3	Year 4
	Back Playground	Front Playground
10.10 am – 10.25 am		

Upper Key Stage 2	Year 5	Year 6
	Front Playground	Back Playground
10.30 am – 10.45 am		

Lunch

When playing outside, year group bubbles to keep to same playground zones as break times.

Year 3/4	Eating inside	12.15 pm – 12.40 pm
Year 3/4	Playing outside	12.45 pm – 1.10 pm

Year 5/6	Playing outside	12.15 pm – 12.40 pm
Year 5/6	Eating inside	12.45 pm – 1.10 pm

Behaviour standards

In these extraordinary circumstances, we expect our pupils to behave responsibly and to help us run school safely. We have faith in our pupils, even though they are young, to know that they have a big role to play in helping keep each other safe.

It follows, then, that poor behaviour choices will not be tolerated. Parental support for our high standards and expectations will be crucial in helping us run school, and I would like to thank you in advance for your help in emphasising to your children how important it is that they play their part in the full reopening of school.

Toilets and drinking water

Following the advice of Public Health England, we are focusing some of our increased hygiene practices around toilets, which need, for obvious reasons, to be kept extremely clean.

Shared drinking water fountains have been turned off as they are a potential site for spreading the virus. If your child wants to drink water during the school day, he or she must bring their own full drinking bottle with them to school. This can be topped up in class.

School Uniform

School uniform will revert to normal. On days where children have PE they will be expected to come to school in PE kit.

Equipment

Pupils will be given their own stationery because we want to limit the sharing of equipment as much as possible. We expect pupils to limit the number of items they bring into school from home. We will provide you with a list to help keep the number of items to a minimum. Sanitiser will also be available extensively around the school but pupils are permitted to bring their own sanitiser and tissues to school with them.

Pupils should bring a coat as indoor spaces may be colder than normal as to ensure good ventilation we will be asking teachers to keep doors and windows open. If it is cold in class, teachers will be able to let pupils wear coats if necessary. Pupils will spend time outside unless it is raining hard, so please make sure your child has a good coat for the winter.

Homework

We will not be setting extended learning for the first week of the autumn term. Extended learning will be set from the second week, and we will continue to use Google Classroom when setting home work.

Practical Work and PE

There will be some practical work in the first half-term, but its scope may be reduced in some subjects such as science. PE will be undertaken in PE kit. Children should wear their kit to school on the days that they have PE.

Next steps and proposed calendar for achieving full opening

Parents and carers will be sent our detailed standard operating procedures and risk assessment during the summer holiday. The standard operating procedures will have greater detail about our systems and routines.

We will look to provide information videos for you during the September training days and will offer parents and carers the opportunity to join us for Zoom briefings.

Year 3 Transition Day – Friday 4 September 2020

On **Friday 4 September 2020**, we will be inviting our new, Year 3 pupils into school for some face to face time with their class teachers and an opportunity to get

accustomed with their new surroundings.

Pupils should arrive at 8.30 am, they do not need to wear school uniform. They will stay for lunch and be ready for collection at 1.20 pm. You will be able to order a school packed lunch from the kitchen. Staff will be on hand to greet you as you drop your child off from the Hungate Street entry. We will then take your child to their classroom and you will be asked to exit the site following the one way arrows back out on to Hungate Street. When collecting your child please enter the school site via the same entry point on Hungate Street, follow the social distancing markings and wait to be directed to your child's classroom. We ask that all parents spread out and social distance whilst they wait for their child to be released to them. If parents feel safer wearing face coverings they are permitted to do so.

Incremental opening

- Monday 7 September 2020 - school opening for Year 3 and Year 4 pupils only.
- Year 5 and 6 pupils will be set some learning activities to do at home on Google Classroom.
- Tuesday 8th September 2020 - school open for all pupils as normal and all pupils in school every day thereafter.

Incremental Opening				
Monday 7 September	Y3 – 8.30 am	Y4 – 8.40 am		
Tuesday 8 September	Y3 – 8.30 am	Y4 – 8.40 am	Y5 – 8.50 am	Y6 – 9.00 am

We hope you will understand that going from a limited number of pupils to all pupils in school at the same time is a big leap. We feel it is safe and sensible to try out our systems and protocols with a reduced number of pupils on the first day of term to ensure they work as planned. In a global pandemic, the safety of our staff, pupils and parents/carers is of paramount importance to us.

Final thoughts

The government will be sending schools further guidance on 11 August 2020. As you will be aware, things can change quickly when it comes to the spread of the virus. We will be sending more detailed information to parents over the summer, as things progress.

We feel confident that you and your children will rise to the considerable challenges we face and I know that you will play your part in ensuring a successful full reopening of school.

We hope that this has helped to give parents and carers a good insight into our thinking. This plan allows us to maintain the integrity of our curriculum offer and it is easily changed to a more 'normal' timetable and structure should the national circumstances change.

If you have any queries over the coming week, please contact the school office: office@burevalley.norfolk.sch.uk who will ensure that your enquiry goes to the right person.

Please make sure that the school office have your most up to date contact details, including email address. Please pass this on before the start of the summer holiday.

To finish I would like to thank all the pupils, staff, parents and governors who have worked so hard together to keep our school open and to keep our pupils learning, in school or remotely, throughout the pandemic. We will hit the ground running in September and, with a bit of luck, we will soon be able to return to some kind of normality.

I hope you have a lovely summer and that the sun shines upon us all.

With kindest regards and warmest best wishes,

J Olney

Head of School