



Bure Valley School

Part of the Aylsham Learning Federation

Parental Guidance September 2020

Dear Parents and Carers,

We hope that you have had a good summer break. Here at Bure Valley, we are very excited to be welcoming all of our children back to school in the autumn term. Please find below the information we feel you will want to know as we all get ready for the return to school. We understand that this is a long document, but we do feel that it is vital that each family familiarise themselves with these details so that everyone can return to school fully-informed and well prepared for learning. A simple check-list is also available that summarises (but does not replace) this document.

September 2020 Returning to School Protocol and Procedures

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Monday 7th September 2020 and Tuesday 8th September 2020

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

“We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible"*

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embedded; so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.

"The following plan outlines relevant detail from the government's guidance with further detail about how Bure Valley School will adopt measures and ensure compliance to the statutory elements within. **The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.**"

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Bure Valley School has made them appropriate to our context and circumstance.

System of Controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 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
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks

Systems of control	Action
Prevention	
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	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection, such as face shields should also be worn. The member of staff</p>

supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.

Our designated isolation space/toilets is as follows;

- Extended Schools base/disabled toilet next door

If we are required to clean an area after a positive or suspected case of coronavirus has been identified, we must follow the guidelines

(<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.

The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.

Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.

Cases of COVID-19 should be reported to the Health Protection Team in Public Health England using the online reporting system [available here](#). Or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031.

Prevention

2. Clean hands thoroughly more often than usual.

Adults and children are to wash their hands on the following occasions:

- Entry to school
- Before/after break times
- Before lunch
- When they change rooms
- Before leaving school
- Anytime that they visit the toilet or cough/sneeze in to their hands.

Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school, outside staffroom door and one inside staffroom.

Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required.

If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Hand hygiene protocols are to be re-visited at the start of the year during '**Step-Up September**' when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

Prevention

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

During '**Step-Up September**', children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that used tissues should be thrown in to the lidded bins in each classroom and their hands must be cleaned afterwards.

Where pupils struggle to maintain as good respiratory hygiene as their peers (i.e. regularly coughing without covering their mouth or spitting etc.) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.

Classrooms should be as well ventilated as possible – doors and windows open where temperature allows.

<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately, and in plain and obvious view, within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly, by members of the site and Norse cleaning team.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>At all times it is important to remember that: ‘the greater the frequency and length of close interactions the increased risk of transmission and the more important additional infection controls measures become.’</p> <p>The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the risk of transmission of coronavirus. At BVS we will do everything we can to keep to this control measure whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to socially distance themselves as much as possible.</p> <p>Children will return to their new teacher on their first day in September. Our incremental opening will take place as follows:</p> <ul style="list-style-type: none"> • Y3 transition day Friday 4th September (half day) 8.30 – 13:20. • Y3/4 Monday 7th September (see separate section for start and finish times for each year group.) • All year groups back on Tuesday 8th September (see separate section for start and finish times for each year group.)

Grouping the Children

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."

In order for our school to offer a broad and balanced curriculum our bubbles will be organised into year group bubbles. The reasons for this are as follows:

All children will be able to be considered for catch-up interventions now that teaching support can work across classes. There would not be enough adults to support interventions if adults were restricted to individual classes. Our curriculum structure is based on classes within year groups sharing of resources and equipment. There would not be enough resources to support a broad curriculum if we used individual class bubbles.

We can deploy staff internally to cover PPA/management time within a phase bubble model. If we were in class bubbles, we would need to buy in a supply teacher (no guarantee of bubble integrity therefore a last resort) or continue with the half-day Fridays so that staff can be released accordingly. This would reduce contact time and further restrict the curriculum offer.

Staggered entry/exit times and break/lunch times can be managed more effectively in year group bubbles rather than having individual class start/finish times.

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct

transmission.

Where necessary, teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however now that we are in phase bubbles, the necessity for this to happen is much more unlikely. Where members of staff need to move between bubbles they should:

Wash/sanitise hands on entry/exit between bubbles (or groups where this is who you are working with – ensure pupils you are working in a group or one to one with do same.)

Be particularly vigilant with social distancing

Not share equipment/resources between bubbles/groups of pupils

Adults and pupils entering other year group classrooms should be avoided where possible. Staff must respect social distancing and school protocols whilst on site.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal, but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for September.

Teacher's working with pupils at their desks should be avoided where possible. Where this does need to happen it is best practice to: stand behind or side by side, not face on or at child's eye level.

Teachers can make use of IWB pointers.

- All children to be provided with their own stationery.
- Pupils will not peer mark.
- Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils.
- Pupils do not share or swap resources and materials including ceasing the marking of each other's books.
- Classroom based resources, such as books and

games, that are used and shared within the bubble are cleaned regularly.

- The resources brought in from home by children are kept to a minimum e.g. lunch boxes, hats, coats, books and mobile phones. And these are not shared with the group.
- Children will still be able to store bags and coats on provided pegs in the classroom (no sharing of pegs). Staff will create routines for the hanging up and retrieval of pupil's belongings to ensure social distancing can be maintained.
- Lunchboxes will be kept on designated trolleys in undercover areas. Again staff will control the flow of pupils to collect and return their lunchboxes so that social distancing is maintained.
- Snacks will be stored in pupil's trays.
- Water bottles to be kept on pupil desks. Refilling to occur at the classroom sink as necessary but, as with hand washing, one pupil only at the sink at any time.
- There is no requirement for any member of the school community to wear face coverings. We do reserve the right however, to introduce this measure in the future if national or local health advice suggests we should.
- If your child wishes to use a face covering, then the following measures apply:
Face coverings worn during the journey from home to school should be removed upon entry to school and placed in a plastic bag, then placed in the child's school bag. Disposable coverings will be placed in the lidded bin in the child's classroom. If new coverings are put on during the school day, school staff will ask the child to wash their hands whenever the covering is taken off or put on.

To ensure all of the above there will be strict routines in place when the children come into class in the morning.

Where possible, and to limit movement around the room adults will hand out resources not children. Shared resources will be sanitised in between classes.

How pupils enter and exit the classroom will be managed to maintain distancing, every entry and exit into class will be supervised.

After break and lunchtimes, teachers will come out onto the playground to call the children closest to the room into the classroom first, others will then follow sensibly.

Children will enter classroom, wash their hands or use hand sanitiser and be seated to get on with Do Now task. For the foreseeable future classes will not be expected to line up (with the exception of fire drills.)

No activities which involve singing or shouting (eg drama,

languages, times tables songs, maths meetings etc ...)will take place indoors.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Assemblies will take place virtually, as pre-recorded videos, and can be watched as and when individual class teachers would like to use them, on the days set out below.

Monday – SLT assembly

Wednesday – Class teacher prepared for whole school (see rota)

Friday – Celebration assembly (not pre-recorded but done in class by teacher).

Library:

Each year group bubble will share a large trolley on which will be a selection of age appropriate fiction and on-fiction books from the library. Children will select their book from the trolley and this will be scanned using the scanner linked to the class computer. They are then free to take this book home.

When books are returned the adults in the class will isolate the book for 72 hours before it is returned to the trolley (once having been scanned back into the computer system.) Where a pupil or member of staff wants to add a specific book or books to their year group trolley from the library, they may do so.

Classes who require reading schemes books will keep a selection of relevant colour bands in their classroom.

Laptops will be timetabled for computing lessons as usual and will also be available for use in other lessons. Laptops will be wiped down with anti-bacterial wipes before and after use and returned to the trolleys.

Measures for arriving at and leaving school (including break/lunch times)

The start and end time of school will vary for each bubble:

Year 3: 8.30am – 2.45pm

Year 4: 8.40am – 2.55pm

Year 5: 8.50am – 3.05pm

Year 6: 9.00am – 3.15pm

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. We understand that this will mean some families will remain on site whilst waiting for siblings to finish school.

Where possible, we encourage families to allow their children to walk to and from school unaccompanied. Alternatively, parents could make arrangements to leave and meet their child/ren away from school.

We understand that the parents of younger children may prefer to accompany their children to and from school, and we have put robust procedures in place to support this.

We encourage parents to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage areas to lock their bike/scooter securely.

Adults from the appropriate bubbles, supported by members of SLT will be on hand to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart as quickly as possible, unless waiting for sibling start/finish times, when they will be asked to wait in a designated space on the school site.

All parents and pupils are to enter the school site through the **Hungate Street entrance and exit out on to Hungate Street** via the one way system so that social distancing can be maintained.

It is imperative that parents arrive on time for entry to school, they should not arrive early or late. This will help ensure the smooth running of our systems.

In the instance that parents have children in more than one year group, parents may wait with their children on the playground at the front of school strictly following social distancing from other parents and children. Parents will leave their child at the gate or front playground not accompany them to the classroom.

Class teachers must be in their classroom ready to receive pupils (see entry and exit requirements in previous section) a few minutes before their year group start time (see above).

In the afternoon, the playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to.

- Spain and France class parents will be asked to wait directly outside of the year 3 classrooms (covered area and field not on pathways).
- Belgium (and Greece in the first half term) class

parents will be asked to wait on the tarmacked area by the play equipment shed (not under cover area as this will block path for others).

- Denmark class parents (in the first half term) will be asked to wait in the area between the hall and the Y6 classrooms.
- Y5 parents will be asked to wait in the Y5 undercover area.
- Y6 parents will be asked to wait in the area between the hall and Y6 classrooms.
- After half term (or whenever new eco-classrooms are ready) Y4 parents will be asked to wait on main back playground.

Parents who need to wait for an older sibling will need to return to the designated waiting spaces on the front playground until the older pupil's bubble is due to be released. SLT will be available on the playgrounds to remind parents/carers of this.

Parents need to be aware that on rainy days, these routines will still be in place. Umbrellas and rain coats will be necessary!

Pupils who are not collected on time must remain seated at their desk in the classroom. Once the next year group collection window opens (10 mins from the start of your window) the class teacher should phone down to the office who will then phone home to enquire who should be collecting the pupil).

The pedestrian gate between school office and bike sheds will remain locked at all times.

Holders of a "Blue Badge" may park their car in the school car park, but will still need to access the playground through the Hungate St entrance. Any parents unable to do this should contact school and we will discuss specific arrangements for them and their child/ren.

Similarly, clinically vulnerable parents are encouraged to remain in their car on Hungate St and arrangements can be put in place to support them and their child/ren.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers via the school office if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. **The office will not be open for parents to drop-in to.** The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. A member of

the admin team will go to classrooms throughout the day to collect any items brought in to school for their attention (i.e. lunch registers, money, forms etc.) (Each classroom should have a clearly marked, dedicated drop off and collection area near the door to the whisper space for this purpose.)

Communication with school and teachers.

Our pupil planners will become vital tools of communication. Please check this **daily** and use it, where possible, to communicate information to the staff in your child's bubble. You can also request a phone call, or email response to a query by contacting the school office on:

admin@burevalley.norfolk.sch.uk

The office staff will then direct your query to the appropriate member of staff.

Teachers and teaching assistants will make contact with adults at home, either by phone or email to discuss the initial settling in period for each child. This will happen by the end of September.

Other considerations

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but will be cleaned following use. All parents are encouraged to purchase a set of colouring pencils for their child to bring into school in September in a labelled box or pencil case. These will then stay in school at all times.

Pupils should not bring anything additional from home. There will be no 'show and tell'. However, children can take books home and return them as normal (including Pupil Planners). Planners should be kept by the individual pupils and not shared with or passed to others. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

On the days pupils have PE they are to come to school in their kit. **This should be formal school PE kit.** (Plain joggers, plain white crew neck t-shirt, school sweatshirt and trainers.)

No food activities will take place during the autumn term.

<p>Prevention</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE will only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves of various sizes - Face shields (limited quantities) <p>Children will be taught that some adults might be wearing PPE and that it is 'ok'.</p> <p>All PPE, tissues, cleaning waste will need to go into lidded bin and bag double bagged. Lidded bins provided for each class.</p>
<p>Response to any infection</p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact (we define this as in the same bubble) with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p>Response to any infection</p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School will contact the local health protection team:</p> <p>PHE East of England Health Protection Team</p> <p>School will provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the</p>

	<p>contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Bure Valley School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>
<p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>

Section 2: School Operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we 	<p>Dedicated school transport</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between uses.</p>

<p>mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</p> <ul style="list-style-type: none"> • by public transport services, we mean routes which are also used by the general public 	<p>Wider public transport</p> <p>Children will not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for Bure Valley to instigate.</p>
<p>Attendance</p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).</p> <p>Pupils who are shielding or self-isolating</p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Bure Valley will support those parents through dialogue with the school nursing team so that appropriate advice can be offered and leeway afforded.</p>

	<p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Pupils and families who are anxious about return to school</p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p>									
School Workforce	<p>Supply teachers and other temporary or peripatetic teachers</p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, Norfolk Music Services staff will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will be consistent people, not changing week-to-week.</p>									
Safeguarding	<p>All existing pre-covid safeguarding measures will return as normal, however our pastoral/SEMH team will need to consider additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.</p>									
Catering	<p>The expectation is that the school kitchen will be fully open in autumn term. Whilst policy and practices continue to embed, we will only serve packed lunch grab bags as a school meal option for the first few weeks of term with a view to review this and extend to hot meal boxes. School is negotiating what exactly can be offered.</p> <p>Grab bags will take into account dietary requirements as the kitchen normally would.</p>									
Lunch and break times	<p>The current proposal for this is as follows:</p> <table border="1"> <thead> <tr> <th>Times</th> <th>Eating in classroom</th> <th>Outside play</th> </tr> </thead> <tbody> <tr> <td>12:15-12:45</td> <td>Y3/4</td> <td>Y5/6 (come inside at 12:40)</td> </tr> <tr> <td>12:45-13:10</td> <td>Y5/6</td> <td>Y3/4</td> </tr> </tbody> </table> <p>Tables to be cleaned down as pupils finish eating, by the adult in that classroom using the cleaning kit in that classroom.</p>	Times	Eating in classroom	Outside play	12:15-12:45	Y3/4	Y5/6 (come inside at 12:40)	12:45-13:10	Y5/6	Y3/4
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	<p>The playground will be split in to zones and allocated to bubbles to avoid any cross-contamination and reduce the risk of transmission from one bubble to another.</p> <p>This will be as follows:</p> <ul style="list-style-type: none"> • Front playground (Hungate St) Y3 & 5 • Back playground (Netball courts) Y4 & 6 • Pre eco-classroom completion, Greece class will be led by an adult through the whisper space and gallery out to the playground via the doors opposite the school office. <p>Break times</p> <ul style="list-style-type: none"> ➤ LKS2 (Y4 Back/3 Front): 10.10 am – 10.25 am ➤ UKS2 (Y5 Front/6 Back): 10.30 am – 10.45 am
Estates	<p>Our premises team will conduct the normal pre-term building checks as per the existing schedule of work.</p> <p>Teachers will ensure that classrooms have good ventilation (open windows and doors).</p>
Educational Visits	<p>No educational visits will take place in the Autumn term.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance. Staff will need to approach the senior leadership team if they are considering organising an educational trip or planning for visitors to come into school to deliver workshops.</p>
Wraparound care	<p>No breakfast or tea clubs will run during the first half term. This will be reviewed before Autumn half term break.</p>

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles</p>	<p>We will apply our curriculum model in its fullest and try to identify gaps in core learning/knowledge that need to be retaught/covered over a period of time, whether within lessons or as part of early morning work etc.... Quality first</p>

<p>that underpin government advice on curriculum planning are:</p> <p>Education is not optional;</p> <p>All pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life;</p> <p>The curriculum remains broad and ambitious:</p> <p>All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision;</p> <p>Schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>teaching will have the biggest impact on the progress our pupils make; alongside targeted intervention.</p> <p>However, we will have a period of adjustment in September that we will brand as 'Step-Up September'. During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>A document that outlines the Step-Up September Plan will be produced and shared on the school website so that all parties are aware of the focus in the returning month.</p> <p>Our September 2020 curriculum will be as planned, however consideration will be given to pastoral needs and gaps in coverage resulting from school closure in previous academic year.</p> <p>Remote education will become a focus in the sense that it will become integrated into the school curriculum. Class teachers will retain the use of Google Classroom in Computing lessons and will upload tutorial videos and weekly homework to this platform. CGP books will no longer be used for homework. Parents can expect homework to be set during the week beginning Sept 11th. Please check your child's planner for details during this week. Parents are encouraged to inform school if accessing the internet is a problem. We will do whatever we can to support this.</p> <p>Oak National Academy and BBC Bitesize lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021 and that is what we intend to do.</p> <p>School Uniform We expect all children to wear school uniform from the day they return to school. Details about uniform can be found in the school brochure, on the school website. The only exception to this will be on the day your child has PE, when they will be expected to wear PE uniform (see below for further details). Please see your child's planner for PE days.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing,</p>

	<p>chanting, playing wind and brass instruments or shouting, singing will not happen in groups of more than 15 and when it does take place, children will be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will be made.</p> <p>Woodwind, brass and string lessons will be taught in groups of 15 or less (using the studio, the garden room and relevant year group classrooms).</p> <ul style="list-style-type: none"> • This will be taught in Y6 only in autumn term 1 and Y5 only in autumn term 2. • Drumming in Y3 will be taught outside when possible. • Recorders in Y4 will be split into two groups of 15 per class. So one class will have music one week and the other the following week.
<p>Physical activity in schools</p>	<p>In the first term PE will only be taught by the PE HLTA. This will allow for the fact that the hall is largely out of action, also that equipment cannot be shared across bubbles and allow staff to focus additional curriculum time on catch up work in areas such as maths and English. If class teachers would like they may take their class for a no equipment, fitness style session outside at another point during the week. This will only be able to be done in normal school uniform as pupils will not be keeping PE kits in school.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups.</p> <p>Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports will be avoided.</p>
<p>Pastoral support</p>	<p>The pastoral team will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. Our pastoral leader – Ms Fox – will continue to liaise with families who may require pastoral support.</p>
<p>Behaviour expectations</p>	<p>The current, approved coronavirus behaviour addendum will still apply.</p> <p>During 'Step-Up September', expectations of behaviour will be revisited and the school's values will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and</p>

respect for one another.

Section 4: Assessment and Accountability

Aspect of school	Action
Primary Assessment	<p>All statutory KS2 assessments will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none">• the year 4 multiplication tables check• key stage 2 tests and teacher assessment• statutory trialling <p>Bure Valley School will prepare for these tests in the same manner as has been done in previous years.</p> <p>We will continue our usual standardised test arrangements in other year groups (as per school diary).</p>

Section 5: Contingency Planning for Outbreaks

Aspect of school	Action
A local outbreak	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
Remote education support	<p>Bure Valley School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none">➤ Children are to take home their individual pupil planner and a blank exercise book.➤ Adults will share lessons via Google Classroom, often in reference to Oak National Academy and BBC Bitesize lessons that are tailored for every objective in the primary

	<p>curriculum</p> <ul style="list-style-type: none"> ➤ Teachers will use Google Meet to meet with children that require additional support. ➤ Children will be able to take photos of their learning and upload so that teachers can monitor progress and offer supportive feedback if appropriate. <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers).</p> <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> ➤ Children will receive learning opportunities for a range of subjects each day ➤ Learning will be sequenced as per our current curriculum model ➤ High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National, YouTube... ➤ Work will be checked through uploads to Google Classroom or via Google Meets ➤ Teachers will convene regular Google Meets with groups of children. ➤ Lessons provided online will follow the in school class timetable for that class/year group. ➤ Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team.
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Thank you so much for taking the time to read this document. If you have any queries or questions about the return to school, please contact us by email: admin@burevalley.norfolk.sch.uk

We will do our best to respond to any queries as quickly as we can.

Please do continue to look at the school website, where you find our full Risk Assessment and our "Step-up September" plan. We expect to publish our final versions of these documents by August 28th.

Finally, we hope you all enjoy the final days of the summer break. We're looking forward to seeing everyone in September.

Yours sincerely

Jamie Olney