

Bubble details

As outlined in my previous communication, the school will operate from September in 4 bubbles – Early Years, KS1, Y3/4 and Y5/6. Given the size of our school and limitations on space, this will provide the best option in terms of enabling us to offer a full timetable whilst also maximising safety. **Phase leaders will send specific details regarding timings, entrances/exits etc, on Thursday 3rd September.**

Please note the following points:

- It is very important that pupils arrive at the correct time and at the correct entrance. We will of course admit pupils who arrive late as we understand that this is often due to unforeseen circumstances. However, it would be very helpful if this could be kept to an absolute minimum
- It is also important that pupils do not arrive too early (except by prior arrangement) as they may have to wait outside the gates, unsupervised
- **To assist some parents/carers with children in different year groups, under certain circumstances siblings can be brought to school at the time of the earliest slot (whichever sibling has the earliest allocation) and collected at the latest allocation. Pupils must however use the entrance designated for his/her year group. *It is very important that parents/carers only use this facility where absolutely necessary (e.g. to enable them to manage their own work commitments) as we will struggle to manage this if it involves a significant number of pupils. To assist our planning, it would be helpful if parents/carers could let us know in advance via their child's phase email address if you will need this facility***
- Parents/carers are politely asked not to linger at the beginning and end of the school day. Details around parental access will be included in the letters from phase leaders
- The bike/scooter shed can only be used by pupils in Years 5 and 6. If other pupils come to school on a bike or scooter, it will have to be taken home by the parent/carer

Social Distancing

Due to the size of our classrooms, numbers of pupils and the need for pupils to work in different groups for subjects such as maths, we will not be expecting pupils in the same bubble to practise social distancing. This approach for primary schools is supported in the government guidance: ***We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.***

To limit the risk of transmission, we have put measures in place to keep bubbles separate from each other as far as is practicably possible, whilst still maintaining a full timetable for each year group. These measures include:

- Separate entrances and exits for each bubble
- Staggered start and finish times to reduce the number of pupils arriving/departing school at any one time
- Separate break and lunchtimes for each bubble
- Separate toilet facilities for each bubble
- Where appropriate/feasible, desks in classrooms have been arranged to be forward facing to minimise face to face contact



- Consideration has been given to the location of lockers such that there is clear separation between pupils in different bubbles
- Please note that parents/carers may not come inside the school building unless in exceptional circumstances and by prior appointment – please send any queries via admin@western.n-yorks.sch.uk

Hygiene and Cleaning

- We have worked hard (in a very stretched marketplace) to ensure the school is well stocked with everything we need to maintain high standards of hygiene and cleanliness. This includes: liquid soap, hand-sanitiser, paper towels, lidded bins, detergent spray, bin liners, disinfectant wipes, cloths, tissues and PPE
- Additional hand sanitising stations have been put in place (for example at bubble entrances and in the canteen)
- We have negotiated with our cleaning contractors to ensure that a cleaner is on site for four hours during the school day to regularly clean frequent contact points such as door handles and switches, desks and other surfaces/equipment and toilets
- Signage is present in all toilet and sink areas, as well as in classrooms, to remind the children of the importance of regular, thorough handwashing, and of good nose and mouth hygiene in line with the 'catch it, kill it, bin it' campaign
- All children will thoroughly sanitise or wash and dry their hands on arrival, during break, lunch and PE times and before leaving school, as well as after toilet visits
- **Please do not send your child to school with their own sanitiser**
- Teachers will be incorporating lessons/reminders about hygiene on a regular basis
- Any play or other equipment, which may be shared across bubbles, will be thoroughly cleaned between use or left for the appropriate number of hours before being used
- Each bubble will have a specific area to put packed lunch boxes on arrival at school and these lunches will be eaten in classrooms
- Each pupil will be allocated their own equipment (pens, pencils etc) as far as possible to avoid sharing of these resources although this will not be practical for pupils in Early Years and Y1 due to the nature of our provision
- Staff and cleaners will regularly wipe down surfaces and other resources
- Time has been allocated to allow for the cleaning of tables and benches in the canteen between the sittings of each bubble
- We will ensure that there is adequate ventilation in all rooms, including the main hall, and that, where rooms are air-conditioned, the units are set to 100% external air
- Perspex screens are available to use where a pupil has close, one-to one support
- Information relating to packed lunches and other items which children can bring to school will be detailed on the phase letters later this week
- Please note that the guidance **does not support the wearing of face masks in primary schools** and we will not be expecting pupils to wear masks. If pupils travel to school wearing a mask, it must be removed at the entrance and taken home by a parent/carer where possible
- Similarly, in line with the guidance, we will not be routinely taking the temperature of pupils during the school day

Suspected or confirmed cases of Covid-19 in school

The updated guidance clearly outlines the steps schools and parents/carers must take in this area. I have summarised these in the list below but the full guidance can be found via the link at the end of this letter.



- If a pupil is unwell with suspected symptoms of Covid-19, or where another member of the household is showing symptoms, he/she must not attend school and parents/carers must book a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet
- In these circumstances, the pupil should self-isolate until the outcome of the test is known. Parents/carers must inform school at all stages
- If a test is negative, the pupil can return to school once he/she feels well enough
- If test result is **POSITIVE** the parent/carer of the pupil must inform the school and follow the government's [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- If anyone at school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and **parents/carers must** arrange for their child to be tested. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet
- In the event of a positive test outcome, parents/carers must be prepared to engage with the NHS Track and Trace service

In addition, staff, parents and carers need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Other providers

We have worked closely with Kids at Heart and Sporting Influence to ensure that the way they will operate in school is compatible with our risk assessment. Please note that provision from Kids at Heart will not start until Monday 14th September and they will be communicating directly with parents/ and carers. We do intend to offer after-school clubs, within the bubble structure, but these will not begin until we get towards the end of September; further details will follow.

Links to Government Guidance

Please click [here](#) to access the full government guidance which was updated on 28th August.

Parents and carers are also encouraged to visit gov.uk/backtoschool for information and practical guidance to help them plan for their children's return to school. This includes the latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#).

Separate guidance is also available regarding after-school clubs: [guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents/carers and young people can contact this helpline by calling:

Phone: 0800 046 8687

Opening hours:

Monday to Friday from 8am to 6pm.

Monday 31 August (Bank Holiday) from 10am to 4pm.



Please be assured that we will be constantly reviewing our policies and procedures to make the school environment as safe as possible. The period from March to the end of term was extremely challenging for us all but we got through it successfully as a result of the incredible support, understanding and good humour which was displayed by the entire Western community. I am under no illusions as to the scale of the challenge we will continue to face from September but remain confident that we can meet and overcome any obstacle by ensuring that we all continue to work together with compassion, determination and generosity of spirit.

With kind regards,

Tim Broad
Headteacher

