



# Bengeworth CE Academy

An Exceptional Church of England School

Kings Road, Evesham, WR11 3EU

Tel: 01386 442047 Fax: 01386 48303

E-Mail: [office@bengeworth.worcs.sch.uk](mailto:office@bengeworth.worcs.sch.uk)

Webpage: [www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)

Company Registration: 08943457

Head of School Kings Road: **Hayley Potter**

Head of School Burford Road: **Kirsty Shaw**

2nd September 2020

Dear Parents / Carers,

## Confirmation of September Reopening Arrangements

We hope you have had a wonderful summer break, we are all extremely excited to welcome pupils back to school next week. Following on from our letter sent to all parents in July we would like to confirm our reopening procedures, which are unique to our setting, as detailed below.

### The weekly timetable

All children should attend school every day from Monday to Friday from Monday 7th September. In line with updated Government guidance, children will be kept in 'bubble' groups. Each bubble will include the whole year group, however class groups will be maintained as much as is possible. The rationale for year group bubbles is so that we are able to offer a full curriculum to all pupils and ensure that we are able to effectively support pupils when tackling gaps that may have occurred in learning. Specialist teaching such as Forest School and PE will be reinstated and peripatetic music lessons will also be able to take place.

### Dropping children off and collecting them

In order to protect staff and children, the arrangements for drop-off and collection will be changed for the foreseeable future.

### Burford Road Arrangements (Reception and Year 1)

Children will be allocated a dropping off window of 10 minutes between 8.45 and 9.15. Please ensure you **do not** arrive outside of your allocated time slot. If you have siblings in a different group you can drop off and collect all siblings in the earliest time slot that applies to your family.

**RA and 1A: 8.45 – 8.55 am**

**RS and 1S: 8.55 – 9.05 am**

**RT and 1T: 9.05 – 9.15 am**

### Drop off arrangements:

- ❖ Enter school through the vehicle gate and Reception outdoor area gate.
- ❖ Follow the marked one-way system around the school.
- ❖ Drop your child at the classroom door.
- ❖ Continue to follow the one way system.
- ❖ Exit via the main gate onto Burford Road

*Please note that only one adult should accompany each child to school and social distancing must be observed. There will be no facility to store bikes and scooters on site during the school day at this time.*

At the end of the day you will be allocated a pick up time - this time must be adhered to.

**RA and 1A: 3.00 pm**

**RS and 1S: 3.10 pm**

**RT and 1T: 3.20 pm**

### Collection arrangements:

- ❖ Enter school through the vehicle gate and Reception outdoor area gate.
- ❖ Follow the marked one-way system around the school.
- ❖ Wait for your child outside the classroom maintaining a distance from others.
- ❖ Once your child has been dismissed to you, continue to follow the one way system.
- ❖ Exit via the main gate onto Burford Road

### King's Road Arrangements (Years 2, 3, 4 and 5)

Children will be allocated a dropping off window of 10 minutes between 8.45 and 9.15. Please ensure you **do not** arrive outside of your allocated time slot. If you have siblings in a different group you can drop off and collect all siblings in the earliest time slot that applies to your family.

**2A, 3A, 4A, 5A: 8.45 – 8.55 am**

**2S, 3S, 4S, 5S: 8.55 – 9.05 am**

**2T, 3T, 4T, 5T: 9.05 – 9.15 am**



### Drop off arrangements:

- ❖ Enter school through the pedestrian gate on King's Road.
- ❖ Follow the marked one-way system around the school.
- ❖ Drop your child at the classroom door.
- ❖ Continue to follow the one way system.
- ❖ Exit via the pedestrian gate onto Codling Road

Please note that only one adult should accompany each child to school and social distancing must be observed. There will be no facility to store bikes and scooters on site during the school day at this time.

At the end of the day you will be allocated a pick up time. This time must be adhered to.

**2A, 3A, 4A, 5A: 3.00pm**

**2S, 3S, 4S, 5S:3.10pm**

**2T, 3T, 4T, 5T: 3.20pm**

### Collection arrangements:

- ❖ Enter school through the pedestrian gate on King's Road.
- ❖ Follow the marked one-way system around the school.
- ❖ Wait for your child outside the classroom\* maintaining a distance from others.
- ❖ Once your child has been dismissed to you, continue to follow the one way system.
- ❖ Exit via the pedestrian gate on to Codling Road

**\*Children in 2 Avon will be dismissed from the changing room door onto the main playground as there is no space outside the classroom for parents to wait safely.**

If you are dropping your child off by car at King's Road, you can drop them off at the turning circle in the morning and children can walk up to the building unaccompanied within their allocated drop off window. Children should all be collected at the end of the day and will not be able to walk down to the gate, the exception to this being Year 5 pupils who may walk to and from school alone providing written permission has been given by parents beforehand.

We understand that some families may have a clash of drop off or pick up times for siblings. If this is the case please drop off or collect the youngest siblings first and then drop off or collect the eldest child. Class teachers are aware that in these circumstances children may arrive and depart earlier or later than the allocated window. Please inform class teachers if this applies to you.

We will review these arrangements periodically and notify you of any amendments. We ask that when you collect your child you leave the school site as swiftly as possible and do not congregate outside the school grounds.

### Breakfast Club

Breakfast Club will be operating at both settings and places can be booked through the school's website. If your child attends Breakfast Club, you should bring them to the main entrance at the appropriate setting as normal, ensuring you maintain social distancing measures if waiting for your child to come into school. Access to King's Road will only be through the pedestrian gate on King's Road.

### Measures within school

Children will be encouraged to be socially-distanced during their time in school and year group bubbles will not come into contact with each other, however please be aware that social distancing is not strictly enforced within the group bubble. Children will use designated toilets.

The following hygiene measures will be in place:-

- We will continue to have regular and deeper cleaning.
- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned throughout the day.
- We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- We will allow time for children to clean their hands more often than usual – children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- We will promote good respiratory hygiene by using the 'catch it, bin it, kill it' approach.



- We will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered start, end and break times)
- We will continue to open windows and doors for good ventilation, so please ensure your child has layers of clothing.

Please reinforce to your child the importance of following the very important rules regarding toilet hygiene, hand washing and social distancing principles.

### **Measures within the classroom**

Maintaining a distance between people whilst inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. Ideally, adults will maintain a 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.

Our older children will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible where space does not allow this. Government guidance does state however that doing this where we can, and even doing this some of the time, will help.

When staff or children cannot maintain distancing, particularly with younger children, the risk is reduced by keeping pupils in their 'bubble' groups described above.

We will make small adaptations to the classrooms to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.

### **Curriculum**

Children's well-being will be at the heart of our curriculum and we will need to ensure they feel safe, happy and ready to learn. We will be re-engaging the children with their learning and re-introducing our school vision, values and behaviour policy. We will be identifying gaps and setting goals for the children and will then continue to offer a broad and balanced curriculum and provide any 'catch-up' interventions that are necessary. We will be reviewing and reflecting on our curriculum throughout the year and adapting it accordingly to meet the needs of all our children.

### **Attendance expectations**

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

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.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. **School attendance will therefore be mandatory** again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence.
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

We ask however that parents continue to be mindful of their own child's health; if any of the symptoms of Covid 19 are present, your child should not come into school and we should be informed immediately. If any child has a persistent cough/temperature at school, they will be sent home. They will now need to self-isolate for 10 days, or until tested negative. We would strongly encourage all children with symptoms to be tested. In the event of a positive test, it is anticipated that all children in that group will be sent home and will need to self-isolate for 14 days (guidance will be issued to us by Public Health England).

### **Government information**

The prevalence of coronavirus (COVID-19) has decreased since schools restricted their opening to most pupils in March. The NHS Test and Trace system is up and running and we understand more about the measures that need to be in place to create safer environments. The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill. There is no evidence that children transmit the disease any more than adults. However, there will still be risks while coronavirus (COVID-19) remains in the community.



### **Self-isolation and shielding**

A small number of children and young people may be unable to attend in line with public health advice because they:

- ❖ are self-isolating
- ❖ have had symptoms or a positive test result themselves
- ❖ are a close contact of someone who has coronavirus (COVID-19)
- ❖ If your child is unable to attend school for these reasons, support will be provided with remote education.

Shielding advice for all adults and children was paused from 1 August. This means that children and young people can return to school if they:

- ❖ are on the shielded patient list
- ❖ have family members who are shielding

See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

Children and young people under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. This should usually be at their next planned clinical appointment. If children are not able to attend school because they are following clinical and/or public health advice, you will not be penalised.

### **Personal belongings**

In order to minimise any potential spread of infection, we would ask that children do not bring any unnecessary items into school, the following should be brought to school daily.

#### **Reception and Key Stage 1:**

Book bag

PE kit (*to remain in school*)

Named water bottle

Named coat

Healthy snack on Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> September (after these dates a fresh fruit/veg snack will be provided free of charge)

#### **Key Stage 2:**

Book bag / small rucksack

PE kit (*to remain in school*)

Named water bottle

Named coat

Packed lunch if needed in a plastic lunchbox that is easy to clean

Healthy snack

Pencil case - Year 5 only

Reading books will be allocated to each bubble group and these can be taken home and returned to school as normal.

### **Uniform**

All children should return to school in September wearing full school uniform, including black school shoes. Details of our uniform expectations can be found on the school website and in the parent handbook which will be emailed to you in due course. Uniform can be purchased from The School Shop in Evesham or ordered via the School Shop online.

### **School office and school meals**

The school office will continue to be staffed, however our preferred method of communication is still by telephone or email. If you do need to come into the foyer please ensure you remain behind the designated line to maintain social distancing.

We will provide hot lunches for all children in Reception, Year 1 and Year 2 as well as for children entitled to Free School Meals. Meals will be available to book and pay for, for all other pupils attending the setting in the normal way. If you do not want to book your child a hot meal, please send them with a packed lunch, preferably in a plastic container that is easy to clean. Please ensure that all pupils from Year 3 to Year 5 bring a healthy snack each day and a named water bottle. Milk will be available to order in September as usual. We are still awaiting confirmation that the provision of fruit as a mid-morning snack for Reception, Year 1 and Year 2 will be reinstated. We will let you know as soon as possible if this service is not being resumed so that you can continue to provide your child with a healthy snack.



### **Mental health and wellbeing**

We understand that some children and young people may be experiencing feelings such as anxiety, stress or low mood as a result of the coronavirus (COVID-19) outbreak.

There are online resources available to help you and your child with mental health, including:

[MindEd](#), a free educational resource from Health Education England on children and young people's mental health

[Rise Above](#), which aims to build resilience and support good mental health in young people aged 10 to 16

[Every Mind Matters](#), which includes an online tool and email journey to support everyone to feel more confident in taking action to look after their mental health and wellbeing

[Bereavement UK](#) and the [Childhood Bereavement Network](#), provide information and resources to support bereaved pupils, schools and staff

Please also see the link below to a government produced leaflet for parents with answers to commonly asked questions.

<https://coronavirusresources.phe.gov.uk/schools-/resources/parents-leaflets/>

### **Do you need to let us know anything about your child ?**

Please use the form that has been emailed if there is anything you think we need to know about your child as a result of the Coronavirus pandemic. This could be things like a bereavement, anxieties about returning to school, proud moments from during the school closure period or anything else you think is relevant. Completed forms should be returned via the year group email marked for the attention of your child's class teacher.

We are delighted to be welcoming all the children back this term and thank you in advance for helping us to make our school environment as safe as possible.

Warm regards,

Hayley Potter



Head of School  
King's Road

Kirsty Shaw



Head of School  
Burford Road

