

2nd March 2021

Dear Parent/Carer

### **Return to school for all pupils – 8<sup>th</sup> March 2021**

We have looked at the arrangements in order that we can welcome all pupils back safely and will be following similar organisation to that which we had during the autumn term. These arrangements are attached. Please read them carefully as start and finish times are once again staggered and entry and exit points are different for different groups of children.

It is absolutely vital that everyone follows the guidance in order that we can keep everyone safe. Please be aware that face coverings must be worn by all adults when approaching the school and when entering the school grounds. Recent visits from Covid advisors have highlighted that there are several parents/carers not wearing masks and it may be necessary for Covid enforcers to come and support us with this. We ask that you take the health and wellbeing of all our pupils, staff and members of the school community seriously and comply with this request. With the increase in people around school we would also remind you that 2m distancing should be maintained at all times – please do not gather in groups to chat either within the school grounds or just outside. Additionally, it is vitally important that your child is not allowed to mix with pupils outside their year bubble whilst waiting to enter/exit the school. We work very hard to keep these bubbles secure during the school day and it is important that children do not, therefore, mix when they are out of school or walking down the paths or pavements. Please keep your child near to you at all times and do not allow them to run around – particularly near to the car park and driveways.

Could I also remind everyone that with both schools (Bewdley Primary and The Bewdley School) reopening, traffic outside will obviously increase. It is not possible for anyone to park in the layby (drop off only) and, therefore, we suggest that children and parents walk to school if at all possible or park away from the school in a safe place which does not obstruct the road or driveways for other users or local residents. We appreciate that this may mean a walk into school. As far as we are aware, Blackstone Car Park is available to park on but the station car park cannot be used. Please do not park on the zigzag lines, yellow lines, pavements or in front of driveways. For all children who are mature enough, please just drop in the layby in the morning.

Please return all school books (reading and exercise), I.T. equipment and other equipment on the first day back.

If you have any other queries please contact either the class teacher on the emails attached or the school office at [office@bewdleyprimary.worcs.sch.uk](mailto:office@bewdleyprimary.worcs.sch.uk).

We look forward to seeing you soon – we are looking at ways to adapt our curriculum to engage, motivate and support all our learners!

Yours sincerely



Jane Woakes

Headteacher

## **Information for Parents/Carers- March Reopening – updated information**

Government guidance states that,

School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

It is important that everyone is aware of the arrangements and safety measures

### **Importantly:**

**Do not** bring your child to school if they, or anyone they are living with, has any of the three symptoms:

- a high temperature;
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours;
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.
- Please contact the school so that we alert any other adult/child in that bubble and make appropriate changes.

*If a child shows symptoms they should be off school for 10 days (or until they have received a negative test). If another family member/bubble member has symptoms/tests positive the child should be off school for 10 days.*

## **Organisation Details**

### **Uniform**

Children will need to wear **normal school uniform**.

If you have a child in Reception, Year 1 and Year 2, please could you send a spare change of clothes that can be kept in school (This does not have to be school uniform).

We have decided that it will be easier for children to come to school in their P.E. kit on P.E. days rather than getting changed in school. Please remember that P.E. kit consists of:

- Black shorts
- White T shirt with/without school logo
- Socks
- Trainers (not pumps)
- Black joggers and a sweatshirt/hoodie

Children are likely to be doing as much P.E. outdoors as possible so it is important that they wear the P.E. kit appropriate for the weather. If in doubt, please send them with shorts underneath their joggers, and a white t-shirt under their sweatshirt. Sweatshirts should be red, black or grey.

As the classrooms need to be well ventilated, it may be useful to have another hoodie/sweatshirt that can be put on top of the school jumper on colder days. Please send a spare one in for your child to keep in school if necessary – pupils **should not** wear other hoodies/sweatshirts instead of their uniform.

We will send the P.E. timetable to you before the 8<sup>th</sup> March.

For health and safety reasons, we will not be maintaining a 'Lost Property Box'. It is, therefore, very important that all your child's belongings, including shoes, have a name label as we will have to discard any clothing we find that does not have a name in it.

### **School Equipment**

Pupils are able to bring bags but items should be kept to a minimum i.e. reading books, water bottle, packed lunch. Please **do not allow** children to bring in unnecessary personal items or their own equipment. We will provide pupils with their own stationery for use in school.

### **Health and Safety**

- Bubbles continue to be organised within year groups however the children will predominantly be taught in class bubbles with a limited number of adults attached to these bubbles.
- Staff may work in more than one bubble but this will be kept to a minimum wherever possible.
- The year group bubbles will be kept social distanced wherever possible from other bubbles. It is acknowledged that social distancing will not be possible within bubbles for most of the time. However, minimal contact will be encouraged and furniture will be arranged to reduce close contact.
- We will continue with the ongoing regular use of handwashing, anti-bac gel, cleaning of surfaces and equipment. **Catch It, Bin It, Kill It** will be regularly promoted and encouraged for all pupils and staff.
- Whole school assemblies or gatherings will not take place in their usual format.
- The hall will be used but distancing maintained between children and staff of different bubbles. It will be cleaned between use by different bubbles.
- There will be a staggered start and finish to the day to avoid groups of different bubbles congregating.
- There will be a limited number of parents/visitors on playground and in school.
- During playtime and lunchtime, children will play in 'zones' with their year group bubble. These breaks are staggered so that not all the children are out on the playground at the same time.
- Toilets will be assigned to each bubble and these are being cleaned within the school day as well as outside the school day. A thorough clean is done each evening in every part of the school. Additionally, each class has anti-bacterial spray and wipes to clean down surfaces and equipment throughout the day. Should there be a suspected case of Coronavirus, we will ensure that the areas the child/adult has been are cleaned thoroughly and immediately. If there is an outbreak, we will seek appropriate advice which may entail a deep clean carried out by outside professionals. All cleaning is in line with government guidance.
- There will be very few internal transition times to avoid children meeting in corridors, although brief transitory passing is not deemed as high risk.
- Most classroom equipment is kept within bubbles. Any shared equipment will be cleaned or left for 48 hours between use.
- AR reading books can be brought home. On return, they will be placed in a box which will be set aside for 48 hours before books are replaced on the shelves.

### Arrival / Departure Organisation

Class	Start Time	Entrance	Play Time Am	Lunch Time	Play Time Pm	Finish Time	Exit	Parent/carer allowed to classroom door at morning drop off?	Parent/carer allowed to classroom door at afternoon collection?
<b>Hungry Caterpillars</b>	9.00 am	Hungry Caterpillar's gate	N/A	12.00 pm	N/A	3.00 pm	Hungry Caterpillars outside gate	Yes (to the gate but not inside gated area)	Yes (to the gate but not inside gated area)
<b>Elmer's</b>	9.00am	Elmer's door	N/A	12.00 pm	N/A	3.00 pm	Elmer's door	Yes	Yes
<b>Dodd</b>	8.15 am – 8:30 am	Reception side gate	N/A	11.30 am – 12:15 pm	N/A	2.35 - 2:45 pm	Reception side gate	Yes	Yes
<b>Inkpen</b>	8.15 am – 8:30 am	Reception side gate	N/A	11.30 am – 12:15 pm	N/A	2.35 – 2:45 pm	Reception side gate	Yes	Yes
<b>Donaldson</b>	8.15 am – 8:30 am	Donaldson door (playground)	9.45 am – 10:00 am	11.30 am – 12:15 pm	1.30 pm – 1:45 pm	2.45 pm	Donaldson door (playground)	Yes	Yes
<b>Butterworth</b>	8.15 am – 8:30 am	Butterworth door side door	9.45 am – 10:00 am	11.30 am – 12:15 pm	1.30 pm – 1:45 pm	2.45 pm	Butterworth door (side door)	Yes	Yes
<b>Milne</b>	8.15 am – 8:30 am	Milne front door (next to Nursery play area at the front of school)	9.45 am – 10:00 am	11.30 am – 12:15 pm	1.30 pm – 1:45 pm	2:45 pm	Milne front door (next to nursery play area at the front of school)	Yes	Yes
<b>Bond</b>	8.15 am – 8:30 am	Bond Classroom door (via playground)	9.45 am – 10:00 am	11.30 am – 12:15 pm	1.30 pm – 1:45 pm	2:45 pm	Bond Classroom door (via playground)	No (Staff member will be on gate and playground to support)	Yes
<b>Wilson</b>	8.35 am – 8.50 am	Wilson door	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3:00 pm	Wilson door	No – leave child at gate	Yes
<b>Dahl</b>	8.35 am – 8.50 am	Dahl door	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3:00 pm	Dahl door	No – leave child at gate	Yes
<b>Morpurgo</b>	8.35 am – 8.50 am	Morpurgo door	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3:00 pm	Morpurgo door	No – leave child at gate	Yes – if necessary (see note below)
<b>Blyton</b>	8.35 am – 8.50 am	Blyton door	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3:00 pm	Blyton door	No – leave child at gate	Yes – if necessary (see note below)

<b>Rowling</b>	8.35 am – 8:50 pm	Classroom door (via playground)	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3.00 pm	Main Entrance	No – leave/drop off child outside school	No – please arrange for your child to walk to you/home outside of school grounds
<b>Lewis</b>	8.35 am – 8:50 pm	Classroom Door (via playground)	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3.00 pm	Main Entrance	No – leave/drop off child outside school	No – please arrange for your child to walk to you/home outside of school grounds
<b>Walliams</b>	8.35 am – 8:50 pm	Year 6 front door (to the side of the Main Office door)	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3.00 pm	Year 6 front door (to the side of the Main Office door)	No – leave/drop off child outside school	No – please arrange for your child to walk to you/home outside of school grounds
<b>Blackman</b>	8.35 am – 8:50 pm	Year 6 front door (to the side of the Main Office door)	10.15 am – 10:30 am	12.20 pm – 1:05 pm	N/A	3.00 pm	Year 6 front door (to the side of the Main Office door)	No – leave/drop off child outside school	No – please arrange for your child to walk to you/home outside of school grounds

### Lay By Drop Off

Whilst the grid above indicates that some parents / carers can take their child to the classroom door, if you feel that your child is confident and independent enough to be dropped at the lay by, staff will be available to direct them safely in to school. This will prevent a build up of parked cars and reduce the number of adults in and around school. The layby will not be available for parking in at any time and should not be used by vehicles at all at the end of the school day when it can be used as a pedestrian waiting area. Please see note in the letter about parking near school.

- **One-way system**

We will continue to operate a one-way system for arrival and collection for those children who are arriving / leaving from the playground. Pupils/Parents going to the playground should enter at the front path on the right side of the layby and exit via the gate nearest the left side of the layby.

- **Drop off**

Parents of children in **Bond and Years 3 and 4** are welcome to drop off at the gate nearest the playground but we would encourage you to leave your child at the red gate next to the car park and staff will ensure they enter school safely. We do not expect any **Year 5 & 6** parents to need to come into the school grounds. Thank you for helping us.

- **'Holding Area' for collection**

If you have a child in Years 1 or 2 and another child in Years 3 or 4 you will be able to wait in the following allocated areas after collecting your younger child.

**Dahl** Ball Sports Area 2 (nearest the field)

**Wilson** Allocated play playground area outside Wilson classroom

**Blyton** Allocated play playground area outside Blyton classroom

**Morpurgo** Ball Sports Area 1 (nearest the climbing wall)

Please maintain social distancing within the ball sports areas and keep younger children next to you at all times. Also make sure that your child knows that you are in the ball sports areas waiting for them.

- **Nursery/Reception**

We would ask that all parents of children in Reception and Nursery use the main car park gate to enter/exit school. This frees up the pathway to parents/children in other year groups. Please be aware that the drive and car park may still have some traffic as we have a few disability badge holders who need to pull in and out of school. It is, therefore, very important that you keep young children with you at all times as you would on a public car park.

- **Year 3 and 4 children**

If you feel your child can walk out of school and meet you away from the school grounds please email your teacher with details so they can release your child. Please make sure your child knows where you have arranged to meet them and try to avoid crowding on the pavement outside school

- **Year 5 children**

Year 5 children will all be leaving via the front of the school, please make arrangements to meet them as far away from school as you feel they are mature enough to manage independently. Please make sure that your child knows where you have arranged to meet them.

- **Year 6 children**

Year 6 pupils will be leaving by the same green door that they use in the morning and will leave the school grounds via the red gate next to the car park Please make sure your child knows where you have arranged to meet them.

- To reduce numbers, **only one** adult is allowed to drop/collect pupils

- **Disability Badge Holders**

If you have made arrangements with the school to enter the car park and have presented your blue badge to the office you are welcome to use the car park. Please could we ask that you are mindful of parents and young children using the drive to enter and exit the school. If necessary, we would ask that you wait for parents and children to leave before trying to reverse out whilst there are several people around.

### **Face Coverings**

Parents/carers coming near to/into the school grounds for drop off or collection should wear a face covering. Please maintain at least a 2 metre distance at all times with other adults/children who are not part of your household.

Staff will not be wearing face coverings during the school day, in line with government guidance, unless there is a specific reason why this is necessary – e.g. when supporting a child who is ill or because of specific health needs or when it is not possible to keep a 2 m distance between other adults. They will wear a mask when marshalling entrance and exit points.

Any visitor coming into the school building will be required to wear a face covering.

### **Water Bottles**

For health and safety reasons the water fountains have been turned off. It is vital that your child brings a labelled water bottle with them every day.

### **Punctuality**

We would ask that parents/carers be as punctual to these times as they can to avoid any cross over. Should there be an emergency and you are going to be late, please contact the school and we will make appropriate arrangements.

### **Lunchtime**

School meals will be available to order through Parentpay or you can send a packed lunch if you prefer. Each class has a named lunchtime supervisor attached to them each day to minimise contact with other adults. They will then go out to lunch with their bubble and wash their hands on return.

## **After School Activities**

Rascals will operate from 8<sup>th</sup> March and booking needs to be made in advance via email at [rascals@bewdleyprimary.worcs.sch.uk](mailto:rascals@bewdleyprimary.worcs.sch.uk). We will only be able to take a limited number of pupils as we will have to maintain consistent bubbles and zones – places will be allocated on a first come first serve basis so please book as soon as possible. After School Activities will begin after Easter.

## **Peripatetic Music Lessons**

Peripatetic music lessons will recommence as soon as we are able to put plans in place. Mrs. Page will contact those pupils who are already signed up and will let you know of further opportunities for those pupils who may want to begin to learn to play a musical instrument.

## **Forest School**

Forest school will begin again for children in Nursery to Year 2 when the area is ready following recent flooding. You will receive further details about your child's Forest School sessions. We have decided that we cannot use the waterproof kits that we have in school as we cannot clean them frequently enough between use. Therefore, it will be important that your child arrives in appropriate clothing on Forest School days. More information will follow before your child's first session.

## **Swimming**

We will update Year 3 Parents/Carers with regard to when swimming will recommence after we have established details from the leisure centre.

## **Communication**

As we need to minimise direct contact between adults it will not be possible for parents/carers to have a 'chat' with staff at the classroom door or just pop into the office. It is important that parents/carers can still pass on important messages and make appointments if necessary. If it is an 'office' question, please contact the office via the school telephone number or [office@bewdleyprimary.worcs.sch.uk](mailto:office@bewdleyprimary.worcs.sch.uk). If necessary, an appointment will be made with you so that this can be organised in a 'safe' way. The teacher emails/Tapestry communication have been used really effectively during lockdown, so if it is a direct class based question, please email/message the teacher in the first instance and they will get back to you as soon as possible. If there is a safeguarding issue please contact either Mrs. Woakes or Mrs. Bennett by calling the school – please say to the person who answers the call that this is a safeguarding matter so that your call can be passed on with some urgency. We would ask that any visitor coming into school, even just to the office entrance, wears a face covering but visits in school should be minimal.

## **Teacher Emails**

<b>Early Years (Nursery &amp; Reception)</b>		
<b>Key Stage leader</b>	<b>Mrs J Haynes</b>	<b><a href="mailto:jhaynes@bewdleyprimary.worcs.sch.uk">jhaynes@bewdleyprimary.worcs.sch.uk</a></b>
<b>Nursery</b>	<b>General / office</b>	<b><a href="mailto:nursery@bewdleyprimary.worcs.sch.uk">nursery@bewdleyprimary.worcs.sch.uk</a></b>
<b>Hungry Caterpillars</b>	<b>Mrs J Walker</b>	<b><a href="mailto:jwalker@bewdleyprimary.worcs.sch.uk">jwalker@bewdleyprimary.worcs.sch.uk</a></b>
<b>Elmer's</b>	<b>Miss M Hinton</b>	<b><a href="mailto:mhinton@bewdleyprimary.worcs.sch.uk">mhinton@bewdleyprimary.worcs.sch.uk</a></b>
<b>Reception</b>		
<b>Dodd</b>	<b>Mrs K Trow</b>	<b><a href="mailto:ktrow@bewdleyprimary.worcs.sch.uk">ktrow@bewdleyprimary.worcs.sch.uk</a></b>
<b>Inkpen</b>	<b>Mrs L Tench</b>	<b><a href="mailto:atench@bewdleyprimary.worcs.sch.uk">atench@bewdleyprimary.worcs.sch.uk</a></b>
	<b>Mrs J Haynes</b>	<b><a href="mailto:jhaynes@bewdleyprimary.worcs.sch.uk">jhaynes@bewdleyprimary.worcs.sch.uk</a></b>
<b>Key Stage 1</b>		
<b>Key Stage Leader</b>	<b>Mr W Pritchard</b>	<b><a href="mailto:wpritchard@bewdleyprimary.worcs.sch.uk">wpritchard@bewdleyprimary.worcs.sch.uk</a></b>
<b>Butterworth Year 1</b>	<b>Miss E Ward</b>	<b><a href="mailto:eward@bewdleyprimary.worcs.sch.uk">eward@bewdleyprimary.worcs.sch.uk</a></b>
<b>Donaldson Year 1</b>	<b>Mrs K Field</b>	<b><a href="mailto:cfield@bewdleyprimary.worcs.sch.uk">cfield@bewdleyprimary.worcs.sch.uk</a></b>
	<b>Mrs R Walter</b>	<b><a href="mailto:rwalter@bewdleyprimary.worcs.sch.uk">rwalter@bewdleyprimary.worcs.sch.uk</a></b>
<b>Bond Year 2</b>	<b>Mr W Pritchard</b>	<b><a href="mailto:wpritchard@bewdleyprimary.worcs.sch.uk">wpritchard@bewdleyprimary.worcs.sch.uk</a></b>

Milne Year 2	Mr J Morris	jmorris@bewdleyprimary.worcs.sch.uk
<b>Lower Key Stage 2</b>		
Key Stage Leader	Mrs M Hares	mhares@bewdleyprimary.worcs.sch.uk
Wilson Year 3	Mrs S Page	spage@bewdleyprimary.worcs.sch.uk
Dahl Year 3	Miss K Stevens	kstevens@bewdleyprimary.worcs.sch.uk
Blyton Year 4	Mrs M Hares	mhares@bewdleyprimary.worcs.sch.uk
	Mrs J Bennett (SENCO)	jbennett@bewdleyprimary.worcs.sch.uk
Morpurgo Year 4	Mr W Fallows	wfallows@bewdleyprimary.worcs.sch.uk
<b>Upper Key Stage 2</b>		
Key Stage Leader	Miss A Bradley	abradley@bewdleyprimary.worcs.sch.uk
Lewis Year 5	Miss C Jones	cjones@bewdleyprimary.worcs.sch.uk
Rowling Year 5	Mr S Cottrill	scottrill@bewdleyprimary.worcs.sch.uk
Blackman Year 6	Miss S Woodward	swoodward@bewdleyprimary.worcs.sch.uk
Walliams Year 6	Miss A Bradley	abradley@bewdleyprimary.worcs.sch.uk
	Mrs J Jones	jjones@bewdleyprimary.worcs.sch.uk