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### September school arrangements

Looking ahead to September, in line with the Department for Education's instruction and with Local Authority advice, it is our plan that all pupils, in all year groups, will return to school full time from the beginning of the autumn term – Wednesday 2<sup>nd</sup> September 2020 (Inset day 1<sup>st</sup> September).

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term, and we will adopt measures and ensure compliance to the statutory elements within. The aim of our plan is to minimise risks, whilst acknowledging that we can't negate them entirely.

This is the set of actions that schools must take which cover the prevention and response to any infection areas and that we, at Belgrave will be adhering to:

- Minimising contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household that does, do NOT attend school;
- Continuing to clean hands thoroughly and more often than usual throughout the school day;
- Ensuring good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach;
- Enhanced cleaning, including cleaning frequently touched surfaces and shared / outdoor equipment;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Wearing PPE where necessary;
- Engaging with the NHS Test and Trace process;
- Managing confirmed cases of Covid-19 amongst the school community;
- Containing any outbreak by following health protection team advice.

We will continue to provide an ambitious and broad curriculum in all subjects. There may need to be changes to some subjects such as PE and music to ensure they can be delivered as safely as possible. We are awaiting further advice regarding accessing swimming lessons in the school day. All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. Phase bubbles will be as follows:

- Reception and Year 1
- Years 2 and 3
- Years 4, 5 and 6

Supply teachers and sports coaches can move between schools and therefore, classes will continue to be taught by Mrs Woodman and Mark Philips during PPA time and Forest School by Mrs Wilkinson. We will let you know about music tuition in the autumn term. Bubbles should be kept apart where possible, meaning that we will be avoiding all large gatherings such as assemblies with more than one group. All pupils with Special Educational Needs will be supported in usual year groups as pre-Covid-19.

The start and end time of school will vary for each year group and phase bubbles will stick to the same entrance and exit locations. Staggered entrance / collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming into contact with children from other bubbles. Parents are encouraged to walk to school where possible. If children cycle or scooter to school, then they are to use the bike shed independently as parents will not be able to come onto school premises. Parents must arrive on time for entry to school, they must not arrive early or late. There will be a 5-minute window for dropping off



and picking up your child to keep groups apart. We also require parents not to congregate at the 'drop off' points, they must instead arrive on time and then depart immediately.

Staff will not be available to speak to at these times. Parents can contact teachers by making an appointment via the school office by telephone or by email via: [admin@belgrave.cheshire.sch.uk](mailto:admin@belgrave.cheshire.sch.uk) Please do NOT use ClassDojo for messaging staff directly. New Class Dojo classes will be updated with new year groups in September and will not be in use over the summer.

The school office will not be able to be accessed by parents to drop in. The DfE guidance states that coming onto the site without an appointment is not allowed. Parents can still call and receive support over the phone or by email.

Year group	Drop off time	Collection time	Drop off / collection point
Reception	8.55am	3.10pm	Reception gate / wood entrance
Year 1	8.45am	3.05pm	Reception gate / wood entrance
Year 2	8.50am	3.10pm	Main entrance
Year 3	8.55am	3.15pm	Main entrance
Year 4	8.55am	3.15pm	Community centre entrance
Year 5	8.50am	3.10pm	Community centre entrance
Year 6	8.45am	3.05pm	Community centre entrance

Pupils should not bring anything additional from home. However, children can now take books home and return them as normal after which they will be taken out of circulation for 72 hours before being returned to the library. Children should bring their packed lunch (if not choosing a school lunch), morning snack, water bottle, PE kit and any emergency medication.

We request that all pupils bring their own labelled pencil case (this must be able to fit in their individual tray) into school with all contents individually labelled –

- HB pencil
- Ruler
- Coloured pencils
- Eraser
- Sharpener
- Pritt stick
- Blue Uniball Eye blue pen (or similar handwriting ink pen) YEARS 4 - 6 ONLY
- Red pen (not biro) YEARS 3 - 6 ONLY
- Highlighter

Lockers will be used again in September by pupils in Year 1 – 6. All pupils need a waterproof coat **every** day and pupils in Years 4 – 6 need a pair of outdoor shoes to play on the field. The expectation is that the school kitchen will be fully open in the autumn term – pupils will eat and have playtimes in phased bubbles at staggered times.

School attendance will be mandatory again from the beginning of the autumn term: Wednesday 2<sup>nd</sup> September 2020. 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. Where children can't attend school as parents are following clinical and/ or public health advice, absence will not be penalised. Please follow government guidance regarding holidays over the summer period which may involve travelling abroad. As ever, parents should plan their holidays out of school term time.



All pupils will be expected to return to school in full school uniform (see email from 30<sup>th</sup> June 2020) The guidance states that, *Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.*

Unfortunately, there have been no residential visits booked for this year following the DfE instructions regarding overnight school trips. Day trips will go ahead as planned.

Wrap around care is permitted to commence, and we will be offering morning and after school club again from the beginning of term (Reception wrap around care will not commence until the children are back full time). It is vital that you book your child's place following the usual pre-lockdown booking method by email or phone. Any pupils not booked into club will not be allowed to attend due to guidance in phased bubbles. Morning club entrance and exits will be the same as last academic year and parents picking up and dropping off from wrap around care must wear a face mask to come to the drop off and collection points when on school premises. Collection after 4.15pm will be from the school hall. Collections between 3.20pm – 4.15pm will be as follows:

- Reception / Year 1: Reception front entrance door
- Year 2 / 3/ 4: School Hall
- Year 5 / 6: ICT suite

In order to offer wrap around care, our after school activities will be limited to after school club only, which will be delivered in line with the wider guidance on protective measures. We need to run things differently and adapt our offer over time.

If school has two 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 will advise throughout. This could be a phase bubble lockdown, a school closure and / or a mobile testing station being established in school. Testing will focus on the affected classes/ bubbles, then their year groups followed by the remainder of school if required. All decisions will be reviewed in line with government guidance and local authority advice and may change at short notice.

Finally, I would like to take this opportunity to wish **Mrs Wilcox** the very best wishes in her retirement and thank her for the hard work she has put into her role as school bursar here at Belgrave for the past 15 years and for postponing her retirement at Belgrave during Covid-19 period. We will be inviting Mrs Wilcox back to school for a special assembly to say goodbye from the pupils as soon as we can in the next academic year. We welcome two new members of staff at Belgrave in September: **Mrs Sarah Morgan**, who lives in our school community, will be starting as the new bursar. **Mrs Kayleigh Gittins**, already a midday assistant and cleaner at school, will be starting as a teaching assistant supporting pupils in our Reception class.

Full guidance for parents regarding schools returning in the autumn term (10<sup>th</sup> July):

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Many thanks for your continued support; wishing you all an enjoyable summer break and we look forward to welcoming all children back on Wednesday 2nd September 2020.

Juliette Benton  
Headteacher

