

CHBP School Federation

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Friday 20th August 2021

INFORMATION FOR THE NEW ACADEMIC YEAR

Dear parents and carers,

We are very excited to be welcoming your child back to school in September. The first day of term is **Monday 6th September**. Now that we are in Step 4, the government has significantly changed the advice and regulations for schools linked to COVID-19. We are therefore writing to update you about these changes. Please read the following information very carefully, so that you understand how these changes will impact on you and your children.

Key Safety Measures

Below is a summary of the key safety measures that we will continue to have in place. The full and updated risk assessment, which follows all union, local authority, government and Public Health England advice, is available on request.

Social Distancing

Maintaining social distancing of a set distance such as 2m or 1m+ is not required or feasible for children of primary age. Children will be taught in an age appropriate way to respect one another's personal space. A key change for September is that year groups will no longer routinely be in 'bubbles'. This follows government advice. Children from different year groups will be allowed to mix during certain parts of the school day such as on the playground at lunchtime and in before and after school clubs. However, we will continue to reduce contact between year groups in some ways such as seating children together with their class in the hall at lunchtime, and limiting the number of children in assemblies to two year groups.

Hygiene

Each year group will continue to mostly use their designated toilets. The cleanliness of the toilets will be checked routinely throughout the school day and will be cleaned at

lunchtime as well as at the end of the school day. Children will be instructed to wash their hands thoroughly with soap and water or hand sanitiser regularly throughout the day. Wall-mounted sanitising stations continue to be in place in each classroom and in key areas of the school. Adults will supervise hand washing where a child cannot manage the correct technique independently and posters displaying the correct hand washing technique have been put up in all the toilets. The children will be taught and encouraged to use good respiratory hygiene practices such as covering their mouth with a tissue when they sneeze or cough, and immediately disposing of the used tissue in a lidded bin.

Additional Cleaning

All classrooms and communal areas have had an enhanced deep clean during the summer holidays. There will continue to be an enhanced cleaning regime in place during term time.

Classroom Layout

The children no longer need to sit in rows facing the front. Classroom surfaces will continue to be kept as clear as possible to enable effective cleaning.

Ventilation

Windows and doors that are not fire doors will routinely be kept open throughout the day. Please make sure your child is dressed warmly for school. Coats, non-school uniform fleeces, or hoodies will not be allowed in class, but your child may wear an extra jumper or layers underneath their jumper if needed. If the weather is particularly cold, a common sense approach will be taken balancing the need for good ventilation with ensuring that the room is a comfortable temperature.

Resources

Stationery and other equipment will be shared within the classroom. The children will no longer have individual stationery packs. Children in Years 4-6 may bring their own pencil case if they wish to, but this is completely optional.

Lateral Flow Testing

School staff will continue to take twice weekly lateral flow tests at least until the end of September when the government is reviewing its guidance. Children of primary school age do not need to routinely do lateral flow tests, but lateral flow tests are available free to order online if you would like any members of your household to do them: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Outbreak Management Plan

If there is an outbreak in school, or our school is in an enhanced response area, we might be advised that it is necessary to reintroduce bubbles or to keep groups apart for a temporary period to reduce mixing between groups. Other measures may also

need to be reintroduced. The school has created an 'Outbreak Management Plan' which will come into place in this scenario and follows all government and Public Health England guidance. This plan is available on request.

Suspected or confirmed cases of COVID-19

All parents must read and familiarise themselves with the government guidance for parents and carers of school-age children which is available here:

<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/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

It is essential that all members of our school community follow this guidance in order to keep our community safe.

Who is responsible for identifying close contacts of positive cases?

From 19 July, as with positive cases in any other setting, NHS Test and Trace will work with positive cases to identify close contacts. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. As parents or carers, you may be contacted to help with identifying close contacts. **This is a key change from last academic year and will mean that our in-school procedures for dealing with positive cases are different. It is no longer the case that a whole class will automatically be sent home to isolate if a child or staff member in the class, or who has worked with the class, tests positive. The school will not be involved in identifying close contacts apart from in exceptional circumstances. Instead, this will be done by NHS Test and Trace.**

How might I know if my child has COVID-19?

The key symptoms of COVID-19 are a raised temperature, a new continuous cough or a loss or change in your normal sense of taste or smell. However, children often present with other symptoms such as general tiredness, stomach ache or head ache. Many children are also asymptomatic which means they do not have any symptoms.

How should I inform the school of a positive case of COVID-19 or a suspected case of COVID-19 in my household?

You should ring the school office on 02083683468 to inform us. If the school office is closed, you should email the school office office@brunswickpark.barnetmail.net. You do not need to send any further emails or messages on Tapestry/Class Dojo. This will ensure that communication is as streamlined and efficient as possible.

What should I do if my child shows one of the key symptoms of COVID-19?

Your child should stay at home. You should arrange a PCR test for them as soon as possible. While you are waiting for the result of the test, your child should remain at home. If the test is negative, they may return to school. If it is positive, your child will need to isolate for 10 days after the day that they first developed symptoms.

What should I do if my child tests positive on a lateral flow test?

Your child should stay at home. You should arrange a PCR test for them as soon as possible. If the PCR test is positive, your child will need to isolate for 10 days. If the PCR result is negative, and was taken within 48 hours of the positive lateral flow test, the negative PCR test overrides the lateral flow test result and your child may return to school.

What should I do if my child tests positive for COVID-19 and they have a sibling or siblings who also attend Brunswick Park?

Only the child who has tested positive needs to stay off school and isolate. Their siblings should take a PCR test. It must be a PCR test and not a lateral flow test. Siblings should come to school whilst waiting for the result of the PCR test so long as they don't show any symptoms themselves. If they then test positive, they will need to isolate and stay off school following all the government isolation advice. If they test negative, they should continue to come to school unless they display symptoms themselves.

What should I do if one of my children shows symptoms of COVID-19 and they have a sibling or siblings who also attend Brunswick Park, but is not showing symptoms?

The child with symptoms should stay off school and you should organise a PCR test for them. Siblings should attend school as normal whilst you wait for the results of the child with symptom's test result. If the child with symptoms tests positive, then the siblings should still come to school, but will also need to take a PCR test. They may come to school while they await the results of the PCR test so long as they don't show symptoms themselves. If their test is positive, they will then need to isolate in line with government guidance. If it is negative, they should continue to come into school.

What should I do if a member of my household who is not a pupil at Brunswick Park tests positive for COVID-19?

From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19. This means that children should continue to come to school as normal even if a member of the household tests positive. However, as your child will be a 'close

contact' because they live in the same household, they will be advised by NHS Test and Trace to have a PCR test as soon as possible. They should come to school whilst waiting for the result. If the result is positive, they will need to isolate following all government advice. If it is negative, they should continue to come to school.

What should I do if my child is identified as a close contact by NHS Test and Trace?

You should arrange a PCR test for them as soon as possible. They should continue to come to school whilst awaiting the result. If the result is positive, they will need to isolate. If it is negative, they should continue to come to school.

What will happen if a child or staff member in my child's class, or who works closely with my child, tests positive for COVID-19 on a PCR test?

We will send a letter to inform you of a confirmed positive case. You should be alert for any symptoms in your child. You may wish for your child to take a lateral flow test. However, your child **does not need to isolate** and should come into school as normal. You may then be contacted by NHS Test and Trace if you have been identified by the person testing positive (or in the case of a child, the parent or carer of the child) as a 'close contact'. If you are contacted by NHS Test and Trace and are told your child is a close contact, you should arrange a PCR test for them. It must be a PCR test and not a lateral flow test. Your child should come into school whilst awaiting the result of the PCR test providing that they are not showing any symptoms of COVID-19. If the result is negative, they should continue to come into school. If it is positive, they must isolate following all government guidance.

What will happen if my child develops COVID-19 symptoms at school?

If your child develops COVID-19 symptoms in school a first aider wearing PPE will collect your child from their classroom and will take your child to our designated first aid room near the front office. You will then be called and asked to collect your child. You will then be advised to seek a PCR test for your child as soon as possible and given a letter explaining how to do this. It is then expected that you notify the school with the result of the test as soon as you receive it.

How do I organise a PCR test for myself or a member of my household?

It is very easy to book a PCR test. Here is a link to how you can access PCR testing in Barnet: <https://www.barnet.gov.uk/coronavirus-covid-19-latest-information-and-advice/covid-testing#title-2>. If you do not have internet access, you should call 119 for advice about accessing a test. If you need any support with booking a PCR test, please ask us.

What does 'isolating' mean?

If you have tested positive for COVID-19 on either a lateral flow or PCR test, or you have been identified as needing to isolate by NHS Test and Trace then you need to follow the rules below:

- Do not leave your home for any reason - if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home
- Do not have visitors in your home, including friends and family - except for essential care
- Try to avoid contact with anyone you live with as much as possible

Returning from Abroad

If you have travelled abroad over the summer holidays, please make sure that you have followed all the travel advice linked to COVID-19. This can be found here:

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Attendance

Attendance is mandatory for all pupils of compulsory school age. If you have concerns about your child attending, you should discuss these with us so that we can work with you. The government advises that all clinically extremely vulnerable children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. If this applies to your child, please contact Mr Griffiths or me.

We are not able to authorise any holidays during term time unless there are exceptional circumstances.

Remote Learning

If your child is off school because they are required to isolate, we will provide them with remote learning in line with our 'Remote Learning Policy' which they should complete if they are well enough to do so. The policy is available on our school website. In line with Barnet Local Authority guidance, we will not provide remote learning for pupils whose absence is unauthorised due to taking holidays during term time, or any other unauthorised reason.

Drop off Arrangements

Please **minimise the number of people** bringing children to, and collecting them from, school wherever possible. Please do not gather in groups on the playground and move through the school site as quickly as possible.

All year groups from Reception – Year 6 should arrive at school at **any time between 8.35 and 8.50**. You may enter through Gate 1 (main office gate by Osidge Library) or Gate 2 (bottom of the astro turf). Your child should then walk straight to their classroom. You do not need to accompany them into the building. A member of the senior leadership team will be on the gate and/or on the playground to make sure that your child arrives in class safely. Parents should then exit the school via the gate nearest the Reception classes (**Gate 3**).

We recognise that using public transport or driving will be unavoidable for some families. However, where possible, please walk, cycle, scoot or park and stride to school. Scooters and bicycles may be left at school. You may leave them either behind the studio or at the racks in front of the main entrance to school. Parking around the school is still limited due to the COVID centre based at the Osidge Lane car park. Please do not park on the double yellow lines surrounding the roundabout at the entrance to school, or in the rear access road leading up to the school.

Pick-Up Arrangements

All children should be picked up at 3.15pm. Please collect younger children first. Please enter the school via Gate 1 or Gate 2. You will not be able to enter via Gate 3 as this is exit only. You should then collect your child from the following places:

- 1MA, 1B and 2MS - Classroom door (behind the KS1 building).
- 2RS - Front of the KS1 building
- 3W and 3R - Astro turf
- 4M - Playground (near the Art Room)
- 4F, 5C, 5H, 6K and 6J - Classroom doors

Parents and children should then exit the school via the **playground gate next to Reception (Gate 3)**. It is essential that all parents follow this one way system at all times. Please do not stop and chat to other parents in the playground or outside the classroom so that we can keep people moving through the site.

Masks/Face coverings

You may wear a mask or face covering if you would like to when picking up or dropping off your child. However, you do not have to wear a face covering or mask. Children should not wear masks or face coverings within the school grounds. If your child wears a mask or face covering on the journey to school, then please make sure that you help your child to safely remove it before they enter the school grounds. If your child is a lone traveller, and you would like them to wear a mask or face covering for the journey

to and from school, please supply them with a zipped plastic bag to place this in once they get to school.

Staff use of PPE

Adults in school will always wear PPE (Personal Protective Equipment) where this is required by government guidance such as when administering first aid to a child with COVID-19 symptoms. Adults in school may also wear PPE at other times depending on their individual circumstances and job role. However, the majority of staff will no longer be wearing PPE on a routine basis unless the school is advised to do so by Public Health England due to a school or local outbreak.

What to wear to school

Your child should wear full school uniform. Please remember that hair accessories should be black, white, red or grey. Children may wear plain black trainer-type shoes or trainers or normal black school shoes.

On their PE days, they should come into school dressed in their PE kit and they will wear their PE kit for the whole day.

PE kit must be the correct kit and not general sports kit. Our PE uniform is plain black joggers, plain black sweatshirt (preferably crew neck style without a hood), plain white T shirt OR Brunswick logo white PE T shirt, black or white plimsolls or trainers. A very small amount of colour on trainers is acceptable as it can be difficult to buy plain black or white, but please no brightly coloured trainers.

Please contact Tracy if you would like any school uniform. We have plenty of excellent quality pre-loved uniform that has all been freshly washed. Re-using uniform is great for the environment as well as saving a few pounds!

At the moment, we do not need any more donations of school uniform as our uniform bank is full. However, if you have any PE kit that you would like to donate, we would love this, particularly in larger sizes.

What to bring to school

- A water bottle with their name written on it in permanent marker pen. **This is very important as the children will not be able to drink directly from the water fountains.** Children will be allowed to refill their water bottle throughout the day.
- A lunch box or bag if they are having a packed lunch
- A fruit or vegetable snack (optional)
- Any medication which was previously kept in school in a named plastic box.
- Mobile phone (Only where **absolutely essential for lone travellers who are travelling the whole way home by themselves**). Mobile phones must be handed

into the class teacher at the beginning of the day to be put in a locked box or cupboard. They will then be returned to the children at the end of the day.

- Rucksack/book bag

The following items will NOT be allowed in school at all:

- Toys of any sort. This includes fidget toys and poppits (unless it has been recommended that your child uses one of these to help them focus and concentrate in class).
- Sports equipment such as balls or goalie gloves (unless attending a sports club which particular equipment is needed for).
- Stationery of any sort, including pencil cases, except in Years 4, 5 and 6. Children in year 4, 5 and 6 who would like to bring in a pencil case will be responsible for their belongings and should make sure pencil cases are put back in their locker at the end of the school day so that the tables are clear for cleaning.

Curriculum

The full range of subjects including practical subjects such as PE, Music, Art and Design Technology will continue to take place, but with enhanced safety measures in place where required in line with government guidance.

Booster and Challenge Groups

Once the children are settled in their new classes, we will be organising a programme of breakfast and after school booster groups. These will be aimed at both children who need additional challenge and those who need support to reach the expected standard by the end of the year. Your child's class teacher will inform you if they would like your child to attend one of these groups.

Lunch times and play times

Year 1 and 2 playtimes are from 10.00-10.15am and from 2-2.15pm. The children will be allowed to mix at playtime and will no longer need to stay in their designated 'zone'.

Year 3 and 4 playtime is from 10.20-10.35am. The children will be allowed to mix at playtime and will no longer need to stay in their designated 'zone'.

Year 5 and 6 playtime is from 11-11.15am. The children will be allowed to mix at playtime and will no longer need to stay in their designated 'zone'.

We are pleased that we are now able to return to all year groups having a one hour lunch time. Year 1 and 2 lunchtime is from 12-1pm, Year 3 lunchtime is from 12.15-1.15pm and Year 4-6 lunchtime is from 12.30-1.30pm. Year 1 children will have a named adult or adults who stays with their class for the whole lunchtime. They will eat

together on a class table in the hall, and will have a designated in the playground which is just for their use. We hope this will support the children with the transition from Reception. Children in Year 2 will have a named adult or adults who stays with their class for the whole lunchtime. They will eat together on a class table in the hall. Before they eat their lunch, they will play in a designated 'Year 2' zone, but after they have eaten they will be allowed to play in any zone and mix with other year groups. Children in Years 3-6 will have a named adult, will continue to eat at class tables in the hall, and will be allowed to mix and play in any zone at lunchtime.

Football will be allowed in named zones and at named times. The climbing frame will be used during playtimes. There will be a rota in place so that each class has a turn.

School Dinners

Your child may bring a packed lunch or have school dinners. In order to help us plan more effectively, you will continue to need to let us know **at the start of the half term** which days your child would like a school dinner and you will not be able to change this until the following half term. Both school dinners and packed lunches will be eaten in the hall. The school office will send out the school dinner menu in due course.

Morning Snack

If you would like to, you may provide your child with a fruit or vegetable snack. This will be eaten during morning play time. Fruit is also available in school for children in Key Stage 1.

Wraparound Provision (Breakfast and After School Club)

Breakfast and After School Club will be running from **Monday 6th September**. All bookings and payments should be made through School Money and any enquiries should be directed to Mrs Anella Hussain at: ahussain116.302@lgflmail.org. For breakfast club, you may drop your child off at the front office at any time between 7.30am and 8.10am, and a member of staff will take your child through to the hall. They will then be taken down to their classroom at 8.30am. For after school club, you may pick up no earlier than 4.30pm. Pick up is from the outdoor area outside the front office. Children who are being collected at 4.30pm will be brought around to the front office for collection. Between 4.30pm and 5.30pm pick up is flexible and you may arrive at any time during this hour. Please ring the doorbell and your child will be brought around to the front office for you. Parents should not come into the school building to collect from after school club or drop off at breakfast club.

Clubs

We have a full range of clubs on offer next term including the return of 'Create' art club, cookery and a new Design Technology club. All clubs should be booked via School Money. You will be able to see the full list of clubs and make bookings on School Money

from **Friday 3rd September**. Any queries regarding clubs should be directed to Mrs Anella Hussain: ahussain116.302@lgflmail.org. Clubs (apart from After School and Breakfast Club) will start from **Monday 13th September**.

Medical Conditions and First Aid

Please remember to inform the school office if your child has any medical conditions. First Aid will continue to be administered as normal in September.

Communications

Parents will be able to speak briefly with teachers at pick up time. However, if you need a longer meeting, or to meet privately, you will need to arrange a mutually convenient time with the class teacher.

Parents may use Class Dojo to send messages to class teachers. Please be mindful of the fact that teachers are not able to check Class Dojo messages during teaching time, so it is better to contact them through the school office if it is something urgent. Teachers are not expected to read or respond to any Class Dojo messages outside of working hours.

Class Dojo will also be used to share class information with you and to celebrate the children's achievements and learning. It will no longer be used as a vehicle for general communications e.g. sending out newsletters. This will now all be done via text or email.

Mr Griffiths will no longer be responding to messages via Class Dojo. I will also only be using Class Dojo to communicate with parents whose children I am teaching and will not be responding to general messages. If you need to contact us, please email or call the front office office@brunswickpark.barnetmail.net 02083683468 and they will pass your enquiry onto us. We are also out on the playground most mornings and pick up times, so you can speak to us then and request a further meeting if required.

For enquiries about clubs, please contact Mrs Anella Hussain via phone or email: ahussain116.302@lgflmail.org.

For enquiries about school dinners, payments or any other administrative queries, or to report absence, please contact the school office office@brunswickpark.barnetmail.net 02083683468.

Parent Code of Conduct

At Brunswick Park, we are very proud and fortunate to have a very dedicated and supportive school community. At our school, we recognise that the education of our children is a partnership between us all. We expect all members of our school community, including parents and carers, to respect our school ethos, and to set a good example with their own behaviour. I have attached our 'Parent Code of Conduct' to this email. Please make sure that you are familiar with this. The purpose of this code of

conduct is to provide further clarification on the expectations around the conduct of all parents, carers and visitors connected to our school.

Lost Property

The lost property box has been reinstated just outside the front office. If your child loses something, then please check in this box. Any named items that are found, will be returned to your child directly.

Front Office

Wherever possible, please avoid coming into the school office. Please email or phone the office team instead.

Donations of tissues

We will provide tissues in each classroom, but would be very grateful for any donations of tissues. Please hand any donations to your child's class teacher or the front office.

Pupil Booklet

Attached to this email, you will also find a pupil booklet. The information within it is designed to help your child understand what to expect when they return to school, and to help them acknowledge and explore some of the feelings that they may have about this. Please do read through this with your child and encourage them to share any feelings or questions which they have.

We recognise that there has been a lot of change and uncertainty over the past academic year. The information in this letter is intended to help give all our families an understanding of what school will be like in September. If you have any further questions, please do not hesitate to contact me.

We look forward to seeing you in September and hope that you have all found some time to rest and recharge over the summer period.

All the very best

A handwritten signature in black ink that reads "Jo Kennedy". The signature is written in a cursive, flowing style.

Mrs Jo Kennedy and Mr Andy Griffiths