



15th July 2020

Dear Parents,

As you know, the government recently released its guidance on the full opening of schools from the start of the autumn term. We welcomed the news that all children will return to school and are looking forward to having everybody back and returning to some normality. We are busy working through the guidance and will continue to do so over the summer break to ensure the school is ready for a safe return. At this stage, we feel that it is important to share our initial plans with you so that you are aware of any new arrangements and can make plans for any changes that will be in place initially.

Schools will continue to look and feel slightly different, but we will do our best to ensure that we can return to as near normal as possible. We hope the information below helps to provide a picture of what Bowes will be like when we return on **Monday 7th September**.

Morning 'Drop Off' Arrangements

- To support social distancing and easing congestion on a small site, we are adjusting our morning and end of the day arrangements.
- We will be having a soft start by opening the main doors slightly earlier at 8:30am to allow children in **Years 3, 4, 5 and 6** to enter the building and walk up to their classroom. Children in these year groups can arrive and enter anytime between **8:30am – 8:55am**.
- For children in **Reception, Year 1 and Year 2**, class teachers will be in the Highworth Road playground from **8:45am – 8:55am** to meet their class and walk them into school together.
- All children should arrive by 8:55am, by which time the main doors will close and the Reception, Year 1 and Year 2 teachers will walk their classes in.
- We would advise families who have children in both EYFS/KS1 and KS2 to arrive from 8:45am as you will be unable to wait with your younger child in the playground should you arrive before 8:45am.
- On arrival, please bring your child onto the playground, through the usual double gates on Highworth Road.
- A one-way system to enter and exit the playground will be in place.
- Once through the gates, there will be a route for children to take to join and line up with their Reception, Year 1 and Year 2 class from 8:45am.
- If your child is in Years 3, 4, 5 or 6 they should follow the route towards the main doors, which will be open from 8:30am.
- The drop off should be short, keeping a flow of parents entering and exiting the playground. Unfortunately, parents will be unable to gather on the playground.
- **Apple** staff will continue to meet Apple Class children at the Stanley Road gate at **8:55am**.

End of the Day Collection Arrangements

- Again, to support social distancing and easing congestion there will be slightly different collection arrangements in place.
- We will be introducing a staggered end to the day to ease the number of children and families in the Highworth Road playground at any one time.
- Children in **Years 1 and 2** should be collected between **3pm and 3:10pm**.
- Children in **Years 3 and 4** should be collected between **3:10pm and 3:20pm**.
- Children in **Years 5 and 6** should be collected between **3:20pm and 3:30pm**.
- The same one-way system through the playground will be in operation with no waiting or gathering.
- The collection should be quick, keeping a flow of parents entering and exiting the site. Unfortunately, parents will be unable to gather on the playground. If collecting children at different finish times, we would advise that you arrive closer to the later time of the first collection slot where it is likely there will be a brief overlap.
- Once **Reception** are full-time, we will be opening the Stanley Road double gates and single gate to establish another one-way system for collection of Reception children from their playground. These gates will be open from **3pm – 3:10pm**. If collecting an older sibling we would ask that you exit and walk round to Highworth Road where the other year groups will be dismissed.
- **Apple Class** children will continue to be dismissed at the Stanley Road gate between **3pm and 3:10pm**.



To support social distancing during morning 'drop off' and afternoon collection

- Thank you for your co-operation in supporting social distance at all times.
- Only one adult per family will be able to come into the school grounds, for a short 'drop off' and collection of your child.
- Please do not arrive any earlier or later than your allocated time.
- Upon exiting the Highworth Road gate at the beginning and end of the day, please could we ask that groups of parents do not congregate on the pavement directly outside. This area needs to be kept clear.
- Any messages for the teacher should be sent to the Bowes Office email address, where it will be passed on.
- The main school office will be closed to visitors, but is contactable by phone/email.
- Parents will not be able to enter the school building.

Breakfast and After School Club

- We are working to get our Breakfast and After School Clubs up and running by half term, we are unable to start these as soon as we return.
- We understand that our working parents rely on these provisions, however we are currently seeking guidance on the mixing of children into wider groups. The government guidance regarding a full opening of schools very much focuses on children remaining in consistent groups and minimising contacts. This therefore raises some challenges as to how we would facilitate our two provisions which cater for mixed ages in central spaces over two sites.

Class Organisation

- Classes will now stay together with some mixing across their year group to create 'year group bubbles'.
- Classrooms will be setup with all tables facing the front, rather than in our usual group arrangement. Children will sit side by side.
- Each child will have their own stationery pack to use each day.
- We will keep movement around the school to a minimum.

Playtimes / Lunchtimes

- The children will have staggered breaks and lunchtimes.
- They will have opportunities to play with children across their 'year group bubble' in designated spaces.
- Initially, all children will eat their lunch in their classroom.
- School prepared meals will be a hot meal delivered to the classrooms.
- Packed lunch children can continue to bring in a packed lunch from home, in a cleaned container.

Curriculum / Learning

- Our plan is to return to providing children with a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum will remain broad and ambitious with children experiencing a wide range of subjects from the start of the autumn term.
- We will be putting a plan in place to cover the most important missed content and to address any significant gaps in children's knowledge.
- Curriculum planning will be informed by an assessment of children's starting points, making use of quizzes, observations, discussions with children and scrutiny of work.
- We will also incorporate lots of wellbeing and support opportunities to cater for the range of emotions that children may be experiencing upon return.

Google Classroom

- We will be looking at ways to maintain what has been established with Google Classroom, particularly if we were asked to close again.
- We will continue to use the Google Classrooms and the use of Google Meet to carry out virtual assemblies for the children whilst we are unable to gather for assemblies in the hall.



Keeping Safe Through Good Hygiene

- Good hygiene practice will be in place: cleaning hands more often than usual; washing hands thoroughly for 20 seconds with running water and soap; promoting the 'catch it, bin it, kill it' approach and frequent cleaning of touched surfaces and resources.
- Daily cleaning will take place *throughout* the school day with a particularly thorough clean of classrooms, corridors, staircases and toilets after school.
- Class based resources that are shared will be cleaned regularly.

Personal Protective Equipment (PPE)

- The Government has said that PPE will not be necessary in schools, other than for a very small number of cases (e.g. routine intimate care needs and when supervising a child who becomes unwell with symptoms of coronavirus).
- Face coverings may not be worn by those who are not able to handle them as directed (for examples, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- With the mandatory use of face coverings on public transport, we must ask that children/parents dispose of temporary face coverings appropriately or place reusable face coverings in a plastic bag that can be taken home. It is essential that hands are washed thoroughly after the removal.

Attendance at School

- 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 children falling further behind.
- From September, school attendance will be mandatory again and usual rules on school attendance will apply.
- We understand that children and families may be anxious or reluctant about returning to school, but we can assure you that we are putting lots of measures in place to reduce the risk in school.
- Please do contact us if you have any concerns about your child returning or if your child has been advised on medical grounds not to return yet.

Covid-19 Home School Agreement

- Keeping our children, staff and families safe and healthy is our absolute priority. We all share this responsibility and take it very seriously.
- We will be emailing a 'Bowes Covid-19 Home School Agreement' to all families before we return in September and would ask that you read this carefully together.
- The agreement sets out what our school staff, children and parents agree to do to help keep each other safe.
- Please note by sending your child to school we will presume consent to this agreement.

Frequently Asked Questions

Can my child bring in anything from home to school?

- We will continue to limit what children bring into school, so please leave toys, pencil cases, stationery, at home.
- Children will be permitted to bring in their school bag, their own named water bottle, a fruit snack and a packed lunch if they are not having a school prepared lunch.

Will my child be expected to wear their school uniform?

- Yes, all children are expected to return in September wearing their school uniform. The full school uniform list can be found on the Bowes website in the 'About Us' section. The school uniform shop, Uniform4Kids, have reopened their stores by appointment only. For more details please visit www.uniform4kids.com.
- Please can we remind all our families that children should wear plain black shoes or plain black trainers for school. Brightly coloured trainers, bright astros or heavily moulded astros are not permitted.



Will trips and assemblies resume?

- During the Autumn Term, we will continue to follow the government guidance and resume these when it is safe to do so.
- At present, the guidance states that we are not permitted to have gatherings of more than one group, so we will begin with virtual assemblies for the children in school.

Will extra-curricular clubs be running after school?

- Initially, there will be no extra-curricular clubs running after school. Our priority will be re-establishing our breakfast and after school club.

What happens if there is a confirmed case of coronavirus?

- If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have coronavirus (Covid-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Where the child or staff member tests negative, they can return to school when they feel well enough and no longer have symptoms similar to coronavirus (Covid-19). Fellow household members can also end their self-isolation.
- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

As mentioned earlier, these are our initial plans and should anything change over the summer break we will communicate this with you. All of the above will be kept under continual review and subject to change, particularly if any local virus spikes occur. We would like to thank you for your continued patience, cooperation and support.

Best wishes,

Paul Barraclough
Executive Headteacher

Gulev Karayel
Head of School