



Bugle School and Nursery

Head of School: Mr L Rees

Thursday 16th July 2020

Dear Parents / Carers,

Firstly, I hope you are all well and have remained safe during this challenging period. I would personally like to thank you all for the support that you have shown the school in the past 6 months. We have pulled together as a community to successfully open the school so that it is safe for your children to return. For those who haven't been able to return, we have continued to provide high quality home learning packs. I have enjoyed being sent the wide variety of home learning experiences, from DIY to garden patches, from home science to Joe Wicks. Every photo and video we have received has lifted the spirits of the adults who work in this school. As always there are lessons to be learnt on how we can improve and get better. We will listen to your feedback and continue to strive for improvement.

I'd also like to thank each and every one of my staff members who have worked tirelessly throughout this period either in the Hub School at Sandy Hill Academy or in producing online learning materials. They have had to overcome a number of different issues but have been resilient to the challenges we have faced.

It is with great sadness that we have to say goodbye to a very special member of our team. Mrs. Kempna joined us 18 months ago to cover a maternity leave within the school. She quickly embedded herself within the culture of the school. I know that the staff and children will miss her dearly. We are fortunate that she will be remaining within the Aspire team and will be working for another school. She leaves with our best wishes and thanks for all of her hard work. We have welcomed back Miss Hobbs who will be taking Mrs Kempna's teaching role in Year 4. We are also temporarily saying goodbye to Mrs Ferris, who is off to have her second baby. She will be starting her maternity leave in September. As a staff, we are really excited to welcome another person to our Bugle family.

Following the various government guidance documents, we have used these to create a detailed plan for all children to return in September. Your support is imperative in minimising risk for our community. We will be sharing with you transition support materials which contain information and videos on how best to keep you and your children safe, along with how the school might look.

T: 01726 850420

E: hello@bugleschool.org.uk

W: www.bugleschool.org.uk

Bugle School, Fore Street, Bugle, St Austell, Cornwall PL26 8PD

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD





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Who will return?

All children and staff to return in September.

Risk Assessment - Our school's extensive risk assessments will be updated appropriately considering any issues identified and changes in public health advice. These will also take in to account our unique circumstances. The school's safeguarding protocols will be reviewed accordingly.

Hygiene - Within the school, everyone will adhere to a robust hand hygiene routine, which will include regular hand washing and hand sanitizing. Good ventilation will be promoted throughout the school. All staff will be promoting a "Catch it, Bin it, Kill it" approach.

Sanitising stations - These are currently located as you enter the school through the main reception area, school hall and bottom fire exit. Please ensure that these are used. Where children enter directly into the classrooms, they are to use the handwashing facilities provided.

Cleaning schedule - we will have enhanced cleaning arrangements throughout the school. This will include a lunchtime wipe down in class. Interserve to clean toilets at lunchtimes. Each bubble will have its own anti-viral spray, hand sanitizer and cleaning wipes. Children's water bottles will be labelled and sensory toys to be cleaned daily in Milton.

Trace and Track - the school is actively engaged with the NHS's Track and Trace protocols. Should any parent, child or staff member display any symptoms of COVID-19, we would strongly encourage them to book a test. Tests can be booked through the NHS's testing and tracing website. **Parents should inform the school of test results immediately.**

Should test results be negative and the person feels well with no symptoms similar to COVID-19, they can stop self-isolating. Other members of the household can stop isolating too.

If someone tests positive, they should follow the government's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their

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symptoms and then return to school only if they do not have symptoms other than cough or loss of smell/ taste.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Should there be a localised outbreak, the school has extensive plans in place to contain any outbreak by following local health protection advice.

Checking children's temperature - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Therefore, the school will not routinely take the temperature of children.

Face masks – in line with the DfE guidance, no children or staff on the school site, should wear a face mask. Should children arrive wearing face masks, following using public transport, they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Social distancing – young children are not expected to social distance within their bubble. Children will be taught and discuss the benefits of social distancing, but we as an organisation appreciate that this will not be possible with the youngest children. We will endeavour to minimise potential for contamination so far as is reasonably practical. Adults will socially distance between themselves and when appropriate, from children.

Breakfast club – Breakfast club will be open; however, parents must book in advance for the dates they require in the week. This is to ensure that it is a consistent group. Numbers will be limited to 30. This will be continually reviewed. Breakfast club will not begin until the week beginning **14/9/20** to allow for new systems and structures to be implemented within the school.

Clubs – this will be offered to children in year group bubbles for a 6 week block. Initially in the Autumn term, we will not access external coaching. This will be reviewed.

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School based staff and room allocations - Staff and children will be able to use their classrooms. Toilets will be cleaned more regularly as they will have shared access for all year groups. Children to remain within their class group bubble and not go into other 'bubbles'. We have made the decision to broaden the 'bubbles' to include mixed year groups (Yr 1 & 2, Yr 3 & 4 and Yr 5 & 6). Children will only mix for specialist teaching such as outlined in the DfE: Guidance for full opening: schools. For example: catch up reading, which will be our RWI phonics provision.

Lunchtimes – these will be staggered taking in to account our year group and key stage bubble model. KS2 children with packed lunches will eat in their classroom. School lunches will eat in the hall. This arrangement will be reviewed.

Curriculum – following a turbulent and unsettled period of schooling, children and/or parents may be reluctant or anxious about returning in September. Our staff have been supported in providing an emotionally rich curriculum to support children's well-being. Initially, a lot of time will be spent ensuring that the children feel safe in school. This will include reminding children of the routines, structure and expectations of being in school. Routine is key for children and helps them to feel safe. For the autumn term, teachers will prioritise the most important missed content which pupils may struggle to pick up again later. Particular focus will be paid towards reading and number, in particular the four operations. Reading with your child each night has huge benefits to your child's learning. **It is essential that you support your child with this.** By summer 2021, the school intends to have its full, broad curriculum offer for children. Our curriculum will be informed by the children's gaps in their knowledge.

Behaviour – in light of the COVID-19 pandemic, we have updated our behaviour policy. These will be communicated clearly to all pupils. These set clear, reasonable and proportionate expectations of pupil behaviour, particularly considering restrictions around the movement within the school and new hygiene rules.

We have built our rewards around our new expectations. Rewards will primarily be through the use of our in school behaviour chart, where children will be awarded house points for specific, positive behaviours, which may include: demonstrating one of the school values, completing homework, learning behaviours, attitudes and efforts and any other successes. Weekly celebration of the house points achieved will happen and be shared with the parents on the newsletter and social media.

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Staff **will be** proactive in predicting and preparing for children's return to school, considering the range of experiences that children will have had during this time.

Homework – to support children's accelerated progress to catch up for missed learning, it is essential that we work in partnership with parents. Therefore, we will be expecting all homework to be completed. In all year groups we have increased our expectations in regard to what is completed at home. This will be monitored and followed up by staff. Most homework will be set using Google Classroom. We feel that this is the platform which will have the greatest success in engaging parents. Children will have multiplication challenges and spelling sent home each week. These will support the work happening daily in classes.

It is expected that children read a minimum of 5 times per week at home. Any missed home learning will be caught up in school during break or lunchtime.

Remote learning – in the event of a partial or full lock down, or where children are well enough to do so, we will provide remote learning. This will take place in the form of either online learning through Google Classroom pages (KS1 and 2) or Tapestry for Nursery and Reception children (should the child have the equipment to do so) or paper-based learning. The learning will be closely linked to the learning that the children would have done in school. Three lessons will be set each day. This will include an English, maths and topic lesson. Staff will provide feedback to work completed online, and paper-based learning when returned to school.

Standardised Assessments and Testing (such as Y2 & 6 SATs, as well as phonics screening checks)- these are planned to take place as normal for summer 2021. The Standards and Testing Agency are exploring the need for children in Y2 (September) to take the Phonics Screening Check.

Resources – each bubble will have their own resources which are cleaned regularly. Children will have their own labelled pen/ pencil to use. Following the use of PE equipment, it will be cleaned meticulously before the next group uses it. Children can only bring essential items into school such as: hat, sun cream, reading book, lunch and a coat. All other items must remain at home.

Visitors on site – only essential visitors will be allowed to come into the school and will be by appointment only. Visitors will be provided with an information sheet about physical distancing and hygiene. All visitors on site will be logged for track and trace purposes, as well as for evacuation procedures. For the first half term, there will be no volunteers.

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School office - initially, the school office will be closed for contact in person. Any requirement to speak to a member of the admin team should be done via telephone: 01726850420 or email using hello@bugleschool.org.uk

Drop off and collection arrangements -

- Staggered drop off and collection times based on surname
- 1-way directional system around the site
- An adult will be at the main gate entrance welcoming the children and supporting with the direction of movement. Another adult will be on the second gate ensuring that no children leave the site.
- One adult per family will accompany their child
- There is an expectation that no child or adult should gather on the school site at any time (The gates will not be opened until 8.25 to ensure that pupils who walk to school aren't sent early.
- There will be one route, with coloured arrows directing pupils into their classroom.
- Children will enter their classrooms via their external classroom door (where possible) and will immediately wash their hands or use hand sanitizer.
- 3 drop off and collection times:
 - **Time A – A-I:** 08:30-08:40 and 15:00-15:10
 - **Time B – J-R:** 08:40-08:50 and 15:10-15:20
 - **Time C – S-Z:** 08:50-09:00 and 15:20-15:30
- For collection, the gates will be open at 14:50. Parents are asked not to arrive before 14:50 as this would result in congestion. To support the safe environment, **parents must adhere** to the collection and drop off times

Kind regards,

Mr L Rees
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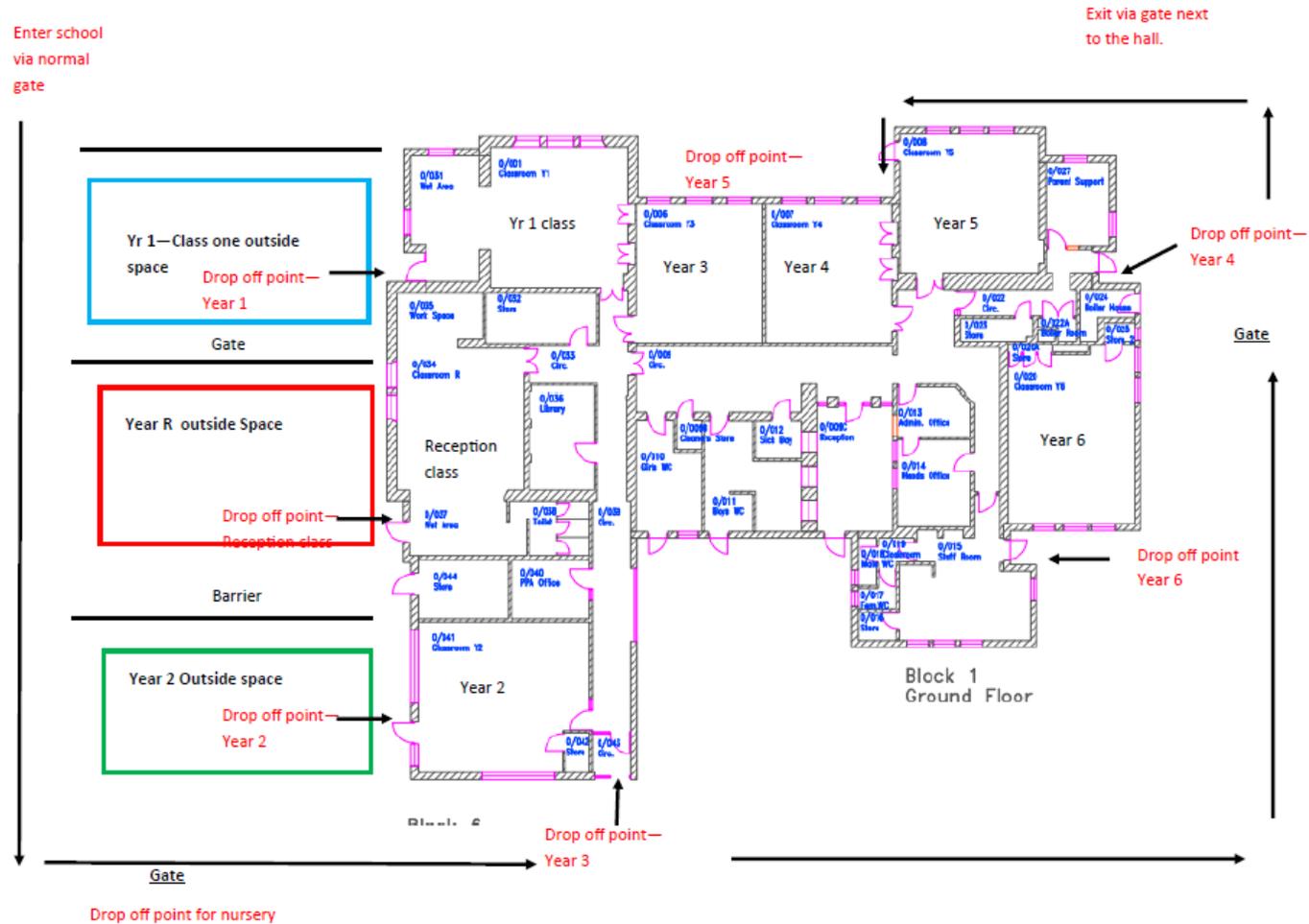
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