

# Bitterne C of E Primary School



# Welcome back Everyone March 2021

Frequently asked questions  
Booklet

Written July 2020 updated Feb 2021

This booklet has been written to be read alongside the letter and information leaflet sent to parents and carers and they are now available on the website. They contain key information and schedules about returning to school in September. This question and answer booklet is not to repeat this information but gives more detail.

Please note that the information in this booklet is correct as of February 2021 but may subsequently change and we will email any future changes, as needed.

**Returning to school in March 2021 will be very similar to what happened last term from September 2020. Therefore, most of this is just a reminder.**

### **How will class bubbles be organised?**

- Each class will be in a bubble. This means that when the children are in their bubble they do not have to be socially distanced from each other in their classroom, although we will continue to do this as much as possible.
- With enhanced control measures Breakfast Club, Musketeers After School Club, Shooting Stars and Woodlands Club will all be able to run safely.
- Year group interventions may take place, such as phonics, reading groups etc but children from the 2-year group classes will be separated in an allocated place and tables/ chairs and hands cleaned before and after the session. We will limit these, as much as possible.
- To help keep class bubbles separate, there will continue to be a staggered start and end to the day. This will also reduce congestion on the playground.
- There will be staggered break and lunch for each class bubble with designated areas to play outside.
- Children will eat their lunch in their class bubble.
- At Easter, we will review the class bubbles system and may move to **Year Group bubbles** if the local virus conditions continue to fall.

### **Lateral Flow testing for staff**

- All staff working on site have access to twice weekly 'lateral flow tests' that they take at home. This will pick up any staff members who have Covid 19 but do not have symptoms. Where a staff member tests positive on the lateral flow test, we follow the PHE guidance where close contacts will need to isolate for 10 days. Depending on the role of the person testing positive, this may mean that whole class bubbles may need to isolate.

### **What will the start and end of the day be like? (same as before Christmas)**

- To keep everyone safe and reduce congestion in the key areas;
  - **Peartree Gate will now be entry and exit** (there will be arrows to follow to ensure social distancing).
  - **Oakley John Gate will continue to be exit only**
  - **Brownlow Gate will be entry only**
  - When moving around the site, the rule when passing is **keep left**.

- **To get to KS1 playground from Peartree – go across the rubber mats in the play area with the steps down from the play area being one way**
- **The steps from the KS1 playground (next to year R area) will also be one way going up.**
- There will be a member of staff on all these gates.
- We continue to encourage Year 6 children and where appropriate Year 5 children to say goodbye to their parent at the gate before entering the school site.
- To reduce numbers, **only one parent should enter the site to drop off or collect.**
- Parents are asked to arrive at the scheduled staggered start time. **Please do not arrive before this time.**
- Parents are asked to keep socially distant from each other on the playgrounds. Once their child has entered the building, parents must leave immediately. **Please do not stop to speak to other parents.**
- There may be a queue to enter the building in the morning, as children enter one at a time. Please be patient and wait in a socially distanced queue.
- At the end of the day, any parent waiting for the class bubble exit time must socially distance themselves away from other parents and stay back from the exit door.
- Please arrive to collect at the scheduled time for your child's class bubble. The timings for each class are sent out on our information leaflet. Again, there may be some waiting, as children will be released one at a time.
- If you are dropping off or picking up for classes with a different staggered time, please aim for close to the boundary time for each class bubble.
- Please only use the slope for pushchairs, prams or wheelchairs. It will be two way. If there is someone on the slope coming the other way, please wait until they have passed.

#### **What should my child bring to school?**

- **Your child should only bring a lunch box, water bottle, reading book and a bag to carry these items and their coat, if needed. They can also bring a sun hat, cream and sunglasses, when it becomes hot and sunny. They do not need to bring anything else from home.**
- Each bubble will be able to use their cloakroom / lockers where it is safe to do so.

#### **What will happen when my child enters the building?**

- Every child will continue to be given hand sanitiser as they enter the building.
- There will be an adult on the door to supervise children. **Parents must not give messages to the staff member on the door. Messages should be emailed to the office – [info@bitterneceprimary.net](mailto:info@bitterneceprimary.net) or telephone 023 8049 9494**
- If your child is upset about coming into school, staff will speak to the child at an appropriate distance with their parent. As a last resort, we might hold your child's hand to reassure them and help them to come into school. The adult and the child will both then wash their hands. We will work with parents to support a smooth and happy entry to school.

### **Will parents be able to come into the main office?**

- We continue to limit the number of adults coming into school and this includes parents in the main school office. **Parents will only be able to enter the office if there is an emergency situation.** Most enquiries or concerns can be communicated by email or telephone.
- The only time a parent will be allowed into the office is if they have concerns for their own or their child's safety or well-being and this will be at the discretion of school staff.
- When a parent enters the school for any reason, we will ask them to wear a face covering / mask and take their temperature.

### **Another parent is not socially distancing on the playgrounds and this is making me and my child feel unsafe. What should I do?**

- Hopefully this will not happen, as everyone knows the rules. However, if at any time, a parent makes other parents or children feel unsafe by not being socially distant, please let a member of school staff know. If a member of school staff observes this, they will speak to the parent to remind them to be socially distant.

### **What will my child's classroom look like?**

- The classroom will be the same as before Christmas. We continue to have only essential furniture will be placed in the classroom to create more space.
- As stated in the DfE guidance, all children (except younger children- Year R and Y1) will sit facing the front of the class. There will be 2 children to a table sitting side by side. Children do not need to socially distance while in their class bubble but staff in the room will socially distance from each other and the children, where possible.
- Year R will follow the Early Years Curriculum as usual. The EYFS curriculum will involve children working and playing together and having choice. This will continue within their class bubble where they can interact with each other in their own learning environment. However, there will be lots of handwashing/gel and the promotion of good hygiene.
- In the classroom, your child will sit at the same table every day.
- The windows will be open all the time to allow for good ventilation. On cooler days, your child may wish to bring an extra jumper or cardigan or wear an extra layer.

### **What resources will the school provide?**

- Every child will have their own individual resource pack in a zipped wallet which will be kept, along with other items, on their own back of chair storage system.
- The individual resource pack will have pencil, pen, ruler, glue stick, a pack of colour pencils and scissors (as appropriate). These resources will not be shared and your child will be the only person to touch their tray or belongings.
- Other equipment, where possible, will be for an individual child to use within the same bubble but will be cleaned regularly after use. Any equipment used across a bubble will be cleaned thoroughly before it is used and afterwards.

### What will play-time be like?

- This will be the same as last term - playtime for break and lunch will be at different times for class bubbles.
- Class bubbles will have their own section of the playground and barriers and cones will be used to act as a visual reminder.
- Traditional games that involve social distancing will be encouraged.
- There will be no balls or other large equipment to avoid lots of children touching the equipment or it ending up in other class bubble areas. There may be small equipment that will be cleaned before and after use.
- The KS1 castle, slide and other fixed apparatus in KS2 will be in use again. There is a separate risk assessment based on the latest guidance from the government to ensure safe use of all the apparatus.

### What will lunchtime be like?

- **The kitchen will be providing the usual choice of 3 hot dinner options.**
- **Remember every child in Year R, 1 and 2 is entitled to Universal Free School Meals, and we would encourage families to take advantage of this to reduce the need to bring a lunch box to school.**
- **Children in KS2 who are entitled to a 'Free School Meal' will also have their hot lunch provided.**
- **Any child who needs to isolate for 10 days who is eligible for FSM will continue to have a 'Lunch food box', delivered to their home by City Catering. This will have ingredients to provide lunches for one child for 10 days.**
- If you receive any of the following, your child may be eligible for 'Free School Meals'.
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Receiving benefits related Free School Meals also entitles families and children to a range of other support both in and out of school, including holiday lunch vouchers and access to free holiday activity schemes. We can check with your permission and just need the date of birth and national Insurance number of a parent/ carer.

- **All other children can order a lunch but payment will need to be made online using the payment system.** (£2.45per day). Please do not send cash to the office. If you

are having issues with the online payment system, please contact Clare Horan - info@bitterneceprimary.net

- Children not having a school lunch will need to bring their own packed lunch (with their own spoon, if the need it)
- Children will be supervised and eat their lunch in their own class bubble at their own table. **Hands are cleaned before and after eating.** Children with a lunch box will take their own rubbish home.

### **Will the behaviour policy be the same?**

- It will be the same as last term and is based on the same underlying principles of 'Love, Trust and Forgiveness.
- There will be some changes to reflect social distancing and what sanctions the school will put in place for deliberate and / or persistent refusal by a child to abide by social distancing rules and processes.
- The school will work with the parents of any child whose deliberate behaviour is a concern and making other children and adults feel unsafe. The school will actively seek advice from the Local Authority and follow any current DfE and Local Authority advice.
- Within their bubble, children can be given stickers and reward certificates. We will also give lots of verbal praise and also send postcards home or make good news telephone calls or send good news emails, messages on Seesaw or Tapestry when you child has done something amazing in school.

### **What will the curriculum be like?**

- For the first couple of weeks, the curriculum will be very much based on PSHE (Personal Social Health Education) and settling back in activities, where the children are getting used to being a complete class again.
- Teachers will plan for more outside activities.
- There will continue to be a huge focus on reminding children about social distancing rules and handwashing as part of the COVID behaviour matrix.
- All curriculum subject will be taught, and we will gently assess what the children have retained during lockdown. This will help us plan next steps for your child. There will also be a focus on basic skills, such as handwriting, reading, times tables and calculation strategies for addition, subtraction multiplication and division.
- To help increase physical activity after lockdown, we will be having an extra third PE lesson each week until Easter. Year teams will inform you of the PE days. Children come to school in their PE kit on PE days.
- Mr May is our Curriculum Leader and has produced some updated guidance on what the transition curriculum will look like for March 2021. This is sent separately and is on the website.
- Homework will begin from 22<sup>nd</sup> March and this will focus on basic skills, such as reading, times tables and spellings. This will be sent by Tapestry or Seesaw
- There will **not be any off-site school trips until DfE guidance changes.**

### **What will toilets be like?**

- Toilets will continue to be refreshed at least once during the school day with all surfaces wiped and a full clean deep clean each day.
- Children from different class bubbles can use the same toilet.
- There will be a limit on the number of children allowed in the toilet areas dependant on the space of the area and number of cubicles.

### **Will parents be invited into school for various events?**

- Under the current guidance we are unable to invite parents into school.
- We are unsure when parent events in school will safely be able to re start, but it is unlikely to be before September 2021, at the earliest.
- We are planning to have parents' evening meetings after Easter – a couple of weeks into the term. Parents will not come to school but will be able to sign up to a phone call appointment to discuss progress, coming back to school, well being etc. We will not be able to send work books home but will upload some key pieces of work to Tapestry/ Seesaw prior to the parent meeting. More details to come.

### **How will children and adults use the stairs in KS2 without being too close?**

- The children will only be using the stairs with adult supervision.
- The person going up will stop at the bottom of the stairs and check the area is clear before entering the stairwell. If they see anyone coming down they will stand 2 metres back and allow them to pass and the person coming down will do the same to ensure there is no passing on the stairs.

### **How will children and adults use the link corridor safely?**

- We will continue to keep use of the corridor to a minimum.
- The corridor will remain two way.
- There will be floor signage in place and staff and children should keep left as they pass.

### **Will home learning continue for children needing to isolate?**

- If the whole bubble needs to isolate, due to a positive Covid case in school, we will re-start online learning through Tapestry or Seesaw again.
- Home remote learning, during normal working, will only continue for individual children who are extremely clinically vulnerable and have been advised that they need to continue to shield. There will be a named adult in school who will be responsible for the home learning and keeping in contact with the family.
- If an individual child needs to isolate due to a family member testing positive, we won't be able to use Seesaw and Tapestry in the way we have during lockdown. Instead, there will be year group curriculum activities linked to current learning on the website, to use as an when needed immediately you need to isolate. Children will be able to communicate and send in work via Seesaw and Tapestry and staff will keep in touch with them via the remote platforms to provide feedback and support.

### **Will adults other than my child's Class Teacher be teaching my child?**

- The guidance continues to allow members of staff to work across class bubbles. However, adults in school must keep socially distant from the children, wherever possible.
- It means that the school can give teachers their statutory PPA (Planning Preparation and Assessment time) as other teachers can cover their class. It also means that our sport and music provision delivered by external providers can fully re-start. All of their staff will have to agree to follow our procedures and will take the twice weekly lateral flow tests.
- It also means we will be able to deliver small group and specialist interventions, where the groups are consistent each time and we work to reduce contact. Therefore, both Shooting Stars and Woodlands nurture groups will re -start again.
- When a teacher is unwell, we will first aim to cover the class with a Teacher or HLTA currently working in the school. Where this is not possible, we will start to use Cover Teachers again to cover absence.

### **Will the fire drill procedures change?**

- **The fire procedures will be shared with all children in the first few days back, as a reminder.**
- Children will be reminded what to do in the event of an emergency evacuation.
- Children will exit the building as quickly as they can in an orderly manner and then line up at their muster point, socially distancing from other bubbles.
- There will be a fire drill in the first few weeks to test the procedures while maintaining a social distance.

### **Will the school be taking temperatures of children upon entry to school?**

- We will not be taking temperatures and but continue to ask parents not to send any child who has a high temperature and / or feels unwell into school.
- The school has some digital thermometers so that we can check temperatures during the day, if a child appears to have a fever.

### **What happens when a child develops a persistent cough or a high temperature or says they have lost their sense of taste / smell in school?**

- The school will immediately follow the current Public Health England (PHE) guidelines.
- At the time of writing, this will mean that if your child develops any of the above symptoms in school, we will isolate them in the KS1 medical room. **We will contact you immediately and ask you to collect your child.** It is important we have your most up to date contact details at all times and that someone is available to collect.
- If your child is happy to wait in the medical room and it is appropriate for them to be on their own, they will wait with any siblings until you come to collect. Otherwise a member of staff will stay with them but the staff member **will wear PPE as a precaution.**



- When you arrive at the office entrance, we will bring your child to you. We will not invite you into the school and the hand over will be done discreetly outside the main office at a social distance. We ask parents collecting an unwell child to wear a face covering/mask to help protect themselves and staff during this handover.
- Once the child has been collected, the medical room will be thoroughly cleaned, along with the classroom and all door handles / surfaces in any surrounding areas. The rest of the class will be moved outside (or to a hall, if wet) to allow the classroom to be cleaned.
- The whole family should then self-isolate until the results of the Covid 19 test have come back.
- You must inform us of the result of the test.
- If the test is negative and your child is feeling better, and does not have any Covid symptoms, they can come back to school.

### **What happens if an adult or child in school tests positive for Covid-19?**

- **If the test is positive the child or adult will need to self-isolate for a minimum of 10 days. We will also speak to the local Health Protection Team and follow their advice on the next steps. Working closely and based on the advice from them, the school will have to send home anyone who has been in close contact with the person who has tested positive. We will advise anyone who has been in close contact to self-isolate for 10 days. This could be the whole bubble**
- **More information in a number of languages can be found at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>**
- If there is more than one positive case within a short time in school, we will consult PHE track and trace and it may be more children will need to isolate as a precaution.

### **Being in close contact means:**

- direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- travelling in a small vehicle, like a car, with an infected person.

### **Will staff routinely wear PPE around school?**

The guidance is that staff and children are not expected to wear PPE in school, however, there are times when staff may have to wear PPE.

- If we have children who are showing Covid-19 symptoms in school.
- PPE will be worn as appropriate for dealing with First Aid.
- **Minor first aid – Gloves and a visor/ mask will usually be worn by the adult for administering minor first aid.**
- **For any other times for more serious injuries or where care involves bodily fluids (for example: if a child is distressed and has tears, runny nose,) a staff member**

may wear full PPE so they can then comfort your child whilst protecting themselves and the child.

- If a child has been sick or has had a toileting accident and needs changing.
- When supporting a younger child in administering their inhaler.

#### **Will face coverings/masks need to be worn in school?**

- The guidance states that **primary aged children will not need to wear face** masks while in school.
- However, we have taken the decision that any parent or authorised visitor, who is not part of any of our class bubbles, will be asked to wear a face covering, during the signing in process and also while travelling around the school.
- Staff will also wear face coverings/ visors when working with children or when moving around the building where good social distancing is harder to achieve.
- We continue to ask that all adults dropping off and picking up from school wear a face covering on the playgrounds, unless you are medically exempt.

#### **My child comes to school on public transport and wears a mask while traveling.**

- Although children below the age of 11 do not have to wear a face covering on public transport, many choose to do so for their own safety.
- If your child does wear a face covering on public transport on their way to school, they will need to carefully remove their mask before they enter the building. Ideally this should be given to their parent to take home. This avoids used masks ( single use or reusable) being in school.
- After touching their mask to remove it, the child will have hand sanitiser as they enter the building and will wash their hands after this.

#### **My child needs to have medicine administered in school. How will this work?**

- Please note that Public Health England states that if your child or any individual in your family are feeling unwell with Covid-19 symptoms, your family should self-isolate at home and book a Covid-19 test. **Children feeling only slightly unwell with any of these symptoms must not come to school.**
- The school **will only** administer prescribed medications.
- The school will not currently administer paracetamol - if a child is not feeling well, they should stay at home.
- For children who need regular prescribed medicines administered e.g. inhaler, they will have a named person in the office team who will supervise.
- Children will be encouraged where possible to administer themselves, with the adult at a social distance. Where social distancing is not possible or the child needs more support, PPE will be worn to protect adult and child.
- For all new medication, parents will need to download the medical consent form from the website and drop the completed form and medication to the main office.

#### **Will my child be able to go to breakfast club?**

- Breakfast club is open to all children. If you need a change of session then please email [info@bitterneceprimary.net](mailto:info@bitterneceprimary.net) If you would like to sign up for a new place at the club, please complete a registration form and forward the completed application to the above email address. Registration forms are available via this link. **Please note we may not have space and may have to operate a waiting list.** <https://www.bitterneceprimary.net/parents/breakfast-club/>
- Breakfast Club session fees are currently charged at £2.50 per day. There are sibling and regular attendance discounts available.
- At Breakfast Club children will continue to be grouped into pods of no more than 15 children. Children will be in the same breakfast pod each day.
- Breakfast club will be based in the current breakfast club room, KS2 hall and Servery areas. Each pod will stay in their own base area to ensure they only have close contact with children from their own class bubbles.
- Children will have their own table space for eating and activities.
- Breakfast club children will enter through the **main office entrance from 7.30am**. Parents will be asked to say goodbye at the door and not to enter the main reception area.
- Children will wash their hands as soon as they have been signed in at reception.
- Children will be taken to their class bubble at 8.30am or 8.40am.

### **Musketeers After school club**

- Musketeers After School Club will begin again for all children from 8<sup>th</sup> March
- Children will go to Musketeers after their class bubble has been released.
- Musketeers will finish at 5.45pm at the latest. Parents will collect from the main office entrance. When collecting parents should continue to telephone the musketeers mobile to let the team know they have arrived. The child will be brought over to the office for the handover to parents outside the main door.
- Musketeers will share more details of how the club is operating with parents.
- The contact telephone number for Musketeers is 07551684470

### **Sport and activity after school clubs**

- No other activity clubs will run in school at the moment. We will confirm when these will start again. This could be after Easter depending on the latest guidance at the time. Anyone needing before/ after school provision should use breakfast club and Musketeers.

### **Will there be more cleaning?**

- The standards of cleaning are very high and, with even more time and resource allocated to cleaning, they will remain consistently high throughout the day.
- Mr James (Site Manager) will also use our fogging machine on a rota basis to disinfect surfaces easily and quickly across the school.

### **Will my child be able to bring a reading book home?**

- Reading books will be sent home. Children will wash their hands or have gel prior to choosing a book. They will select their book and place this in their book bag.
- As an extra precaution, parents may wish to wipe the cover of the book.
- When the book is returned to school, it will be placed in a special box. The cover will be wiped before the book is returned to the shelf, so the book is clean for the next child who selects it.
- Please log in to Bug Club for a wide variety of online reading resources. If you need a new log in or support to get started, please let us know.

### **How will my child get feedback on their work in their book?**

- Where possible, only your child will touch their own books. Adults will be mindful of their need to maintain social distancing and will, where possible, minimise circulating and marking during lessons. However, if a child needs help or assistance with their work this will be given to support their learning.
- Feedback will continue to be mostly verbal, but with written comments when needed.
- Where the teacher needs to see books in more detail to give feedback, they will be collected in and the teacher will wash their hands before and after handling the work books.

### **The weather will hopefully be getting warmer. How can I protect my child from the sun?**

- Parents should apply sun screen at home that **will give all-day protection.**
- **Children can bring their own sun screen and keep it in their tray for their sole use. Staff or other children will not be able to help apply sun screen to another child.**
- In warmer weather, we will continue to will plan for children to be outside more than usual. However, we will use gazebos to provide some shade on the playground.
- Please don't forget sunhats and sun glasses too.

### **Will my child have to wear normal school uniform?**

- We will be returning to our usual school uniform policy from 8<sup>th</sup> March.
- **Uniform with the school logo can be purchased online at [www.skoolkit.co.uk](http://www.skoolkit.co.uk) for home delivery. Uniform will not be available to purchase via the office.**
- Please message Bitterne Friends PTA Facebook page if you are interested in second hand uniform, as they may be able to put you in touch with someone who has some for sale.

### **What should my child wear on days my child does P.E.?**

- All children should continue to come to school in their PE kit on days when their class bubble does PE.
- Until Easter we will be adding in an extra PE session a week. Teachers will inform you which days your child will need to wear their PE kit.

**My child is extremely clinically vulnerable or is having an operation and has been advised to self-isolate?**

- Children in this situation should follow any medical advice given and remain at home. The latest advice can be found at <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>
- The school will liaise with parents and when the child is well enough the school will ensure that work is provided to do at home.
- There will be a named member of staff who will take responsibility for keeping in touch during this time.
- When your child is well enough to come back to school, we will work with you to risk assess how this can happen safely.

**I am concerned about my child's emotional well-being and how they will adapt being back to school full-time.**

- Your child's well-being remains our top priority. Please let us know of any significant events in your child's life since lockdown.
- Please message your child's class teacher or email [elsa@bitterneceprimary.net](mailto:elsa@bitterneceprimary.net).

If you have any further specific questions related to your child that are not covered above, please do get in touch with us by email [info@bitterneceprimary.net](mailto:info@bitterneceprimary.net) or phone the office on 02380499494

Thank you for your continued support.

Andy Peterson  
Headteacher