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Broadfield Academy

Thursday 16th July 2020

Dear Parents / Carers,

RE: School Plan for September 2020

As you are all aware, the Government have announced that all children are expected to return to school in September. **Children are expected to be back in school on Thursday 3rd September 2020.** The Coronavirus pandemic is still present in our world and this means school will function a little differently in the new term. The Government have released guidance for schools, and we have used this to formulate our return to school plan. We have done our absolute best to unravel Government guidance and put measures in place to support the safe and smooth running of the school day. We have considered all aspects of school life and prioritised the wellbeing of our children as much as possible. If we have missed anything at all, we would be grateful for your feedback. ***Please read this plan carefully and discuss it with your child before returning to school in September.*** This will provide them with reassurance and give them insight into the new routines.

We understand that some parents and children may be feeling a little anxious about returning to school in September. We want to ensure that our school community is supported, and we are here for you if you need to talk. Please let us know if you or your child would like to discuss returning to school with a member of our Safeguarding Team. Please e-mail our admin@broadfieldacademy.org.uk e-mail address with an outline of your concerns. We will then contact you to arrange a meeting via phone or online video calling.

Attendance:

The Government has clearly stated that ALL children are expected to return to school in September. Failure to do so may result in attendance penalties, e.g. parents can be fined if attendance falls below average. To be clear, if you are unsure about sending your child to school in September due to Covid-19, and you decide not to send them in as per Government expectations, this will be marked as an unauthorised absence.

Bubble Groups:

Government guidelines state that schools should operate in bubble groups. To be clear, at Broadfield Academy, a phase group is classed as a bubble group, e.g. Year 1 & Year 2 are classed as a phase bubble group. As much as possible, Bubble groups should not mix with other bubble groups. If they are sharing a space, they must be able to do this safely and maintain a safe 2-metre distance.

PPE Equipment

Children can wear PPE to school, but this must be disposed of before entering the building. Dedicated bins are available in each classroom.

Jigsaw Hub:

The Jigsaw Hub will continue to run as normal. A thorough clean will be carried out between groups.

Aspire Academies Trust

**Bedmond Academy, Broadfield Academy, Bovingdon Primary Academy, Hammond Academy,
Knutsford Primary Academy, The Grove Academy**

Aspire Academies Trust, High Street, Bovingdon, HP3 0HL.

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Staggered Start & Finish Times:

For safety, we will be operating staggered start and finish times for year groups. Please see below for further details:

Year Group(s):	Entry Gate:	Start Time:	Finish Time:
Nursery & Reception	KS1 Playground (hut gate)	8:50 am	3:10 pm
Year 1	KS1 Playground (Middle playground gate)	8:50 am	3:10 pm
Year 2	KS1 Playground (Middle playground gate)	9:00 am	3:20 pm
Year 3	KS2 Playground (Field gate)	9:00 am	3:20 pm
Year 4	KS2 Playground (Field gate)	8:50 am	3:10 pm
Year 5	KS2 Playground (Forest school gate)	9:00 am (Year 5 & 6 parents should drop their child to the entry gate and are not permitted to be on the KS2 playground at all)	3:20 pm (Year 5 & 6 children will walk home on their own or be collected by a parent at the entry gate)
Year 6	KS2 Playground (Forest school gate)	8:50 am (Year 5 & 6 parents should drop their child to the entry gate and are not permitted to be on the KS2 playground at all)	3:10 pm Year 5 & 6 children will walk home on their own or be collected by a parent at the entry gate)
Siblings with different start times only will go straight into class at 8:50 am to support parents. Teachers will monitor this.			
Please remember, we are doing our best to adhere to safety guidance. For this reason, children are not permitted to be on the KS1 or KS2 playground before the start of the school day. This is not safe. Please ensure your child goes straight to their classroom at their designated start time.			

Lunchtime and Breaktime:

Breaktime will be staggered between bubble groups. Lunchtime will also be staggered. Bubble groups will eat at specific times and play in their zoned areas only. Government guidance states that children should not face each other. Tables in the lunch hall will be re-arranged so children do not sit opposite each other. This greatly limits our capacity to serve lunch quickly. We will monitor the amount of time needed to get all children fed and may need to temporarily adjust the duration of lunchtime. We will continue to serve hot meals. Staff will maintain a safe 2-meter distance when supervising children as per Government advice. All children and staff will continue to follow high standards of hygiene routines

Lunchboxes:

For pupils who usually bring a packed lunch to school, lunchboxes are still permitted. However, lunchboxes must go home every day and be washed thoroughly.

Outdoor Equipment:

Children are permitted to use outdoor equipment, e.g. the boat area on KS1 playground. This will be wiped down regularly to ensure safe use.

Breakfast & After- School Club:

The Government has stated that breakfast and after-school club provisions should continue as normal. Please see separate communication with regards to how breakfast and after-school club fees and timings have slightly changed for this academic year. Breakfast and after-school club will take place in the KS1 and KS2 dining hall. EYFS & KS1 will be in the KS1 dining hall and KS2 will be in the KS2 dining hall. The number of pupils will be capped for breakfast and after-school club due to staffing. Parents need to give the school office 48-hours-notice in writing if they wish to cancel their child's place (as per the new terms and conditions, which will follow shortly). Parents will be charged if they do not do this. This year, sibling discounts no longer apply. **Breakfast and after-school clubs will commence from Monday 7th September 2020.**

Breakfast Club Fees:	Timings:	After-School Club Fees:	Timings:
£4.00 per child, per day	7:45 am – 8:50 am	£7.50 per child, per day	3:10 pm – 5:00 pm
		£8.50 per child, per day	3:10 pm – 6:00 pm

Stationery:

As much as possible, children should not share stationery. Aspire Academies Trust have purchased a clear pencil case for each child, which should be kept in school. Basic stationery will be provided, e.g. pen, pencil, and glue. Children can bring in their own stationery, but this must stay in school. We have asked parents to provide their children with coloured pencils. Again, they must stay in school. Stationery should fit neatly into your child's pencil case.

PE Kit:

PE will run as normal and as per the PE timetable. The safest option is for children to come to school dressed in their school PE kit on their designated PE day. We expect all our children to adhere to the school's uniform policy. Please see the school website for more details.

Water Bottles:

Water bottles can be brought in from home. They should go home and be washed daily. If children do not have a water bottle, Aspire Academies Trust have purchased some for use in school. If your child is using an Aspire water bottle, they should also take this home daily to be washed and returned to school the next day.

Late Arrivals:

All children are expected to be in school at their designated start time. If pupils are late, they should report to the school admin office as usual. If there is someone already in the school admin area, please wait outside and stand on the social distancing bubbles until it is your turn to enter the building.

Illness:

If pupils or staff become unwell and display the following symptoms, they will be sent home:

- A new contagious cough
- A high temperature
- Display a loss of or change in their normal sense of taste or smell

Should these symptoms present, the latest guidance should be followed: ***Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus (Covid-19 Infection)***. Bubble groups will remain open unless a member of the group has tested positive for Covid-19.

Curriculum:

We will be offering our normal curriculum subjects. Every subject will be taught as per usual. However, Core Subjects Leaders have assessed what areas of Reading, Writing and Maths will take priority.

Entry Level Assessments:

We will give children an opportunity to settle in before we assess where they are. We will carry out entry data assessments for all children in Reading, Writing, Maths and Phonics by the end of the first half-term. This means children will have an opportunity to get used to routines for learning before we carry out any assessments.

Phonics Benchmarking Assessments:

Reading is a school priority. Phonics benchmarking activities for children in Year 1 will be carried out within the first 2 weeks of starting the new academic year.

Grouping:

As children have been away from school for a long time, targeted teaching will be a priority in order to close gaps. To do this more effectively, teachers may group children into ability groups for core subjects across the year group.

Pupils Progress Meetings (Touching Base Meetings):

Pupil progress will be a priority. Instead of carrying out our usual pupil progress meetings every term, Senior Leaders will be meeting teachers twice a half-term to touch base to discuss pupil progress. This will enable us to monitor the progress of each child and provide proactive next steps, so that they can catch up and keep up quickly. This will also provide us with an overview of the curriculum gaps for core subjects and enable effective intervention.

Marking & Feedback:

In order to minimise teachers touching books, Senior Leaders have reviewed the Feedback Policy. The new policy focuses on self-marking and maintains high quality and purposeful feedback. There is also a focus on “real time feedback” and self-marking. Teachers can still touch books, but they have to wear gloves or follow good hygiene protocols once they have finished, e.g. use hand sanitiser or wash your hands.

Individual Reading Books:

Children can take individual reading books home. However, upon return, they will be placed in a quarantine box for 3 days before being placed back onto the bookshelf. In order to manage this safely, books need to go home and come in on the same day for each class. It will be up to individual class teachers to determine this.

Reading Records:

Reading records will still be used. However, they will be completed by parents or children themselves. Children will need to bring their reading record to school every day and keep it in their school bag. Teachers will check reading records regularly. They will do this by asking children to open their reading record and turn the pages themselves. Teachers will be able to monitor parental feedback and engagement in reading at home. Teachers and LSAs will keep their own separate records to log when they have heard children read at school.

KS1 & KS2 Library:

It will not be possible for classes to use the KS1 and KS2 library until further notice. Both libraries will be out of bounds and should not be used at all.

Google Classrooms:

We will be using Google Classrooms from September for our home-learning platform. Pupils will be introduced to this in September during their computing lessons. We already use Purple Mash, Mathletics, SATs Boot Camp and Times Tables Rockstars to support online teaching and learning. However, Google Classrooms is not a resource, it is an online platform to support and manage teaching and learning. Further details relating to this will be sent in the new term.

Home-Learning:

We will continue with our Home-Learning Menus. Home-learning should now be completed via Google Classrooms. For those children who do not have a computer / laptop at home, we will be providing a home-learning book to complete their work. The Home-Learning Menu will be placed on the website each half-term as normal.

Classroom Seating Arrangements:

Government guidance states that classrooms should ensure children are not facing each other. Children will sit facing the teacher in all year groups apart from EYFS. Children can share a desk, but they cannot face each other or sit in groups that are facing each other.

Admin Office:

In order to protect our admin staff, only one person will be authorised to wait in the school reception at any one time. Please adhere to the social distancing bubbles on the floor, leading to the admin office to help you maintain a safe 1-meter distance while you are waiting. You should only be waiting in the admin office if you are dropping something off. If you need to speak to a member of our admin team, you will need to make an appointment. You can do this by e-mailing or calling the school office.

Transition:

Due to the Coronavirus pandemic, our children have not benefitted from face-to-face transition with their new Teacher or had the opportunity to say goodbye to their previous teacher. Children will arrive at school on Thursday 3rd September as normal and join their new class and new teacher. On **Friday 4th September**, there will be an opportunity for children to meet with their old Class Teacher to say goodbye. Adults are permitted to move between bubbles, but children are not. Therefore, the previous Class Teacher will join their old class in their new classroom for the afternoon (1:00 pm – 3:10 pm). Please collect your child as normal from their new classroom at the end of the day.

If you have any questions at all, please do not hesitate to contact the school office or use the parent Whats App group to communicate your queries. Nicky Kozza, Parent Representative Lead will liaise with the school on your behalf. We really want to work with you to support our children and ensure their return to school in September is as smooth and safe as possible. Again, thank you for all your support and co-operation.

This Return to School Plan is subject to change. New insights may occur to us over the summer break and if this happens, we will adapt our plan and communicate it to you during the holidays. In addition, in the event of further Government announcements, we may have to make further amendments. Again, we will communicate any changes regularly.

*A copy of this letter can be found on our school website under the **Letters** tab*

We are looking forward to welcoming our children back in September.

Yours sincerely,

Ms B A Shah
Principál

“Alone, we can do so little. Together, we can do so much”

Helen Keller