

28.8.20

Dear parent and carers,

I hope this letter finds you and your family safe and well and that you have all managed to enjoy a break together as a family.

As we begin our return back to school I want to make you aware that a great deal of work has gone into making the school safe and making your children's educational experience as normal and as enriching as possible. However, there are also some restrictions and adaptations which have had to be put in place to ensure the safety of children, staff and parents and we ask that you respect these and comply with the instructions outlined in this letter.

Below details the logistical and clerical adaptations for September please read it carefully and I will be available via direct message on Monday the 31st and on the 3rd and 4th of September to answer your questions either via the office phone which will be fully operational and email – alice.jones@oxenhope.bradford.sch.uk

I appreciate that each families circumstance is different and we will do our best to ensure each of you can access school effectively within the boundaries outlined by the government, our academy trust (BDAT), the school staff and governors.

As we move into this next stage, I am filled with a feeling of a new start and that this is exciting. Although we have the presence of Covid in our world I am determined that it will not dictate our world above what is necessary, particularly in school.

My focus is ensuring that our children return to school safely and excited to learn. It will be our mission to endeavour to keep them safe, nurture and inspire them over this year.

You have all done amazing things with your children and what your children have learnt from being with you throughout this pandemic is irreplaceable, a love of family through time spent together, teaching, resilience and kindness.

I ask that you work alongside us to ensure that we can repair and support our children to guarantee that they continue the trajectory of becoming successful members of society.

I am looking forward to seeing you all and meeting some of you for the first time and I cannot wait to see all your children again!

All my love

Mrs Jones

Useful numbers, email addresses and guidance references:

Wherever the phrase government guidance is used please refer to <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

office@oxenhope.bradford.sch.uk – not available until the 1st of September

alice.jones@oxenhope.bradford.uk – not available until the 3rd of September

01535 642271 – school number

07377124515 – school mobile for Explorers only

The school plan – We will guide you through this entire procedure so far:

1. 28th of August – Returning letter sent to parents (this letter)
2. 31st of August – Chance for parents to ask questions and queries about returning to school via messenger to Mrs Jones
3. 3rd of September – Ice breaking day for children who have not been to school since march – appointment only. If you have forgotten your appointment please email the school office and someone will confirm this for you on Tuesday the 1st of September – office@oxenhope.bradford.sch.uk
4. 3rd/4th of September - school training days for staff where guidance and safety information will be outlined to staff and the school will be made ready – one way signage, sanitisation stations and classrooms organised.
5. 7th of September – Open to **ALL** children (apart from new to reception children who will be part of the 2 week staggered entry). Mrs Jones, office staff and Mrs Dyson will be available on the playground for parents to have a **quick** chat and telephone appointment booking.
6. 11th of September – Parent’s newsletter sent out detailing how the procedures have gone and if there are any specific changes in reaction to government guidance or through logistical analysis on a school level. This newsletter will also explain the days in which your children will have PE and outdoor learning
7. WB 14th of September – Assessment week for year 1-6
8. 18th of September – Class newsletters send out detailing what your children will be learning this half term
9. 25th of September – Your child’s individual learning plan will be sent home
10. Weekly newsletters to parents will then continue from Mrs Jones each Friday for the first half term.

Commonly asked questions – There will be opportunity for you to ask further questions if you can’t find the answer below. These questions and answers are to help you make the best decision for you and your family about returning to school, please read them carefully.

Is sending my child back to school a choice?

From September attendance in school will be compulsory for **all** children. Non-attendance without genuine reason (i.e. illness) will be treated as an unauthorised absence. Please see our attendance policy for more details.

If your child is classed as clinically vulnerable you need to contact school as a matter of urgency.

What will my child be doing at school?

From September your child will access the full curriculum and there will be assessments to assess how much if any learning has been missed.

From this you will receive a bespoke learning plan which will detail things which you can do at home and what we will be covering in school.

We will be heavily focusing on mental health and wellbeing during this time. Regardless of your child’s experiences through this they have all gone through a huge life effecting change which needs supporting. At Oxenhope we firmly believe that without addressing these issues we cannot even start to plug gaps in learning.

We will also be spending a good proportion of time in the first two weeks teaching children about healthy habits – catch it, bin it, kill it, and supporting them with the new routines in school.

Will virtual learning continue to be provided?

Yes, we will still be offering a more streamlined online learning platform for all children through the school website. This can be accessed for families who want to top up learning at home but also if you find that your family is isolating at any point. This will be updated every Monday.

How seriously is school taking precautionary measures?

Extremely seriously. There is still a global pandemic in our area and therefore I have to ensure the health and safety of the children and staff is my highest priority. With increasing numbers accessing school and the introduction of a localised lockdown, these measures may have to become stricter and regardless of our personal views I have guidance and risk assessments to follow. We ask that you take these measures as seriously and respect them at all levels as we do and not to become complacent as I would hate to have to close classes or even the school due to bad choices made within the school grounds.

You might find we cannot offer our usual flexibility and compassionateness. We may have to disappoint you at times. My advice is, ensure you read letters and meet deadlines that we put in place the best you can.

Will the children still be in bubbles?

Yes. The children will be in class bubbles. They will not mix with any other children in school. Support staff, school leaders and office staff will be able to move across classes throughout the day although we are trying to limit this movement. Teachers will not move to any other classes.

Will drop offs and pick-ups be staggered?

Yes, but hopefully for the first half term only. This is dictated to us from the government to ensure we reduce the risk of cross-contamination of children and that there are not large numbers of people congregating in one place for a long amount of time.

Please read the table below. If your child has a sibling with a different finish time the older child can go home with the younger child and we will arrange this as pick up time. I need to let you know that this has been planned very carefully and I appreciate it may cause complications for your family. Only in very, very specific circumstances can we look at adapting this and I ask that you investigate every avenue before asking us to change this for your family.

We are letting year 5 and 6 walk to school and walk home on their own as this will reduce adults in and around school.

Please ensure that you have emailed the school office giving your permission for this otherwise we will not allow you child to leave the building unattended.

Class	Start time	Entry door	Finish time	Collection point
Reception	9.00	Reception slope	3.15	Council Macca Gate (by the basketball court)
Year 1	8:40	Link Corridor	2:55	Bottom Playground Gate
Year 2	8:30	Link Corridor	2.45	Council Macca Gate (by the basketball court)
Year 3	8:45	Year 3/4 cloakroom	3.00	Council Macca Gate (by the basketball court)
Year 4	9.00	Year 4 fire exit	3.15	Year 4 fire exit
Year 5	9.00	Link Corridor	3.15	Bottom playground gate
Year 6	9.00	Main Entrance	3.15	Main gate

You will need to queue at least 1m apart at your child's allotted entrance ensuring that your child waits with you patiently. We are asking you to be responsible and adhere to social distancing. Playground signs and markings will make it clear as to where you need to wait. Only one parent per child to come to school. We are allowing more than one child to attend with one adult so please investigate sharing drop-off times with other parents.

Unfortunately, you won't be allowed in the building with your child however we will have staff placed in the cloakrooms to help settle and support your children.

There won't be an opportunity to chat to your child's class teacher at drop off or pick up but we will be sending out emails addresses for staff and you can send information via this to them should you need to. Mrs Dyson, office staff and myself will be on the playground each morning and we will be able to make telephone appointments with you or have a very quick chat and we can feed this back to teachers.

Will Explorers before and after school club still be running?

Yes. We only have 25 spaces and these are being allocated on a first come first served basis. I apologise in advance for any inconvenience and at the earliest opportunity I will be phasing in longer times and more spaces.

Once again decisions about this are being made with health and safety risk assessments at the forefront of our minds.

Places for Explorers have been allocated and parents informed. We do have a waiting list which we can add to and we are hoping to be able to extend the numbers available in October but we are awaiting more information on this.

We will ask that you use the school mobile to ring Explorers and wait at the main entrance upon arrival in the morning and collection at night and a staff member will bring your child to you or collect them from you - 07377124515

Will the Nest and other interventions be running from September?

Yes. Mrs Dyson is very excited to put these sessions together. Sessions will be 1:1 only at the moment and we will be prioritising the most vulnerable children first. There will be no magic Mondays or Friday roundup at the moment. We will contact you personally if your child will be accessing a Nest 1:1 time.

Class interventions such as Beat Dyslexia will be running but there will be no mixed age groups.

My child usually has an adult who supports them due to an SEN need, will this still happen?

Yes. The 1:1 support may have to sit further away from the child than usual.

Will I still receive my Free School Meals?

Yes. Children in years R,1 and 2 receive Free School Meals. If your child is eligible for Free School Meals and they are in years 3,4,5 and 6 this will continue.

If you have had a change in circumstances in your home income even if this is only temporary, please use the government website to check free school eligibility. This also applies to children in reception and ks1 who already receive free school meals. School receives extra funding to support children and it can help in all sorts of ways.

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2020-to-2021/pupil-premium-conditions-of-grant-2020-to-2021>

Will my child need to wear uniform?

Yes, and we are asking that this is changed on a daily basis. You must ensure everything is labelled with their name.

New to Reception children can wear black joggers instead of school trousers.

On your child's PE day (confirmed in a newsletter to be sent out on the 11th of September) your child must come to school in their PE kit (black shorts, joggers, leggings or skorts, white t-shirt, dark coloured hoodie or zip-up and trainers). This is to stop children having to change in separate parts of the school, reduce the chance of cross-contamination of bubbles and lessen the amount of things brought from home.

What will lunchtime be like and will hot meals be available?

Yes, a hot choice will be back on the menu from September. We will be staggering lunchtimes. KS2 children will be eating within their classroom. Your child can bring a packed lunch but this must be in a container which can be deep cleaned.

Can my child bring a water bottle?

Yes, and this will be filled up during the day by an adult. This must be deep cleaned every day at home.

Can my child bring a bag and things from home?

No. Unfortunately we cannot allow bags from home to be brought in or pencil cases, books or trinkets from home. Your child will need to bring a coat with them every day. This will be reviewed at October half term.

We will be providing them with the equipment they need in school and this will only be used by your child.

Can my child bring a lunchbox?

Yes, this must be taken home each day and thoroughly cleaned.

Will staff be wearing PPE?

PPE (face masks, visors, plastic aprons and gloves) will only be worn by adults who are supporting a child who is needing specific first aid or is showing suspected symptoms.

Does my child need to wear a mask?

No, not at the time of writing this letter

Will my child be asked to wash their hands more often and use hand gel?

We will be prioritising hand washing over hand gel as we understand that some children are susceptible to skin irritations when using it. Handwashing, as dictated in the government guidance, is the most effective way of cleaning hands and specific time for this will be factored into the school day at regular intervals. If your child suffers from skin irritation due to certain soap, we ask that you provide a soap they can use which is named. Likewise, if you would like to provide hand cream for your child please do so but this needs to be named also. If you do not want your child to use hand gel please contact the school office to inform them – office@oxenhope.bradford.sch.uk . Your child does NOT need to bring hand gel from home.

Will parents and carers be able to access the school?

No. Unfortunately until October half term we cannot invite parents into school. However, this will be reviewed as a priority for the October to December half term and I promise we will look at different options if this not possible. We are looking at virtual assemblies for celebration certificates and outdoor nativities etc.

How can I talk to my child's class teacher about my child?

The email system will continue to be in place and you can contact teachers via the school office. Unfortunately, there won't be time to talk to teacher at the door however myself and Mrs Dyson will be present on the playground, but very confidential items might not be appropriate to discuss this time as social distancing will have to be in place.

Emails to class teachers will only be answered during school hours.

What if my child is distressed at the start of the day?

We will comfort your child and encourage them into school. Myself and Mrs Dyson will support with this. We will contact you through the day to let you know your child has settled.

I have found that if you show a confident and happy attitude towards school then your children will follow and copy this behaviour.

Will my child's classroom look different?

Years R-2 will remain in the same layout as they have always been. Years 3-6 will have forward facing desks for the first half term at least.

Will there be any after school clubs?

There will be no after school clubs available for the first half term. This is because of the robust cleaning regime we have put in place. This will be reviewed at October half term.

Will the school office be open?

You will not be able to access the school office at the window unless in an emergency situation. The office phone system will be fully functioning from September the 3rd as will the office email – office@oxenhope.bradford.sch.uk

The office staff will be available on the playground each morning to arrange telephone conversations or for quick messages.

The office phones will be on answer phone from 4pm each evening as school staff will need to have left the building to ensure cleaning can take place. The school mobile will be used for Explorers - 07377124515

Will homework and reading books be provided?

Your child will have homework and a reading book as stated in our homework policy (on the website). Your child will receive their homework and reading book in a plastic wallet and we ask that your child washes their hands before and after completing their homework. We will be providing an online option as well so and you will be able to email this to the teachers directly.

What will happen if my child or another child in their class shows symptoms at home or in school?

The following information has been directly taken from the Government Guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should

self-isolate for at least 10 days and should [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.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils 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 (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

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).

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school

only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-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.

We will inform all parents and carers of the affected class of a suspected case. It will then be up to you whether you want to collect your child or not, however the collection and any subsequent absence will be unauthorised unless your child becomes ill.

It is VITAL that you inform us if you think your child is ill for any reason or if you have been for a test during school time including evenings and weekends this way we can make educated decisions about the safety of the other children and staff in school. DO NOT KEEP THIS INFORMATION TO YOURSELF.

What will happen if a child or adult tests positive?

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - 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

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

When would you close the school due to covid?

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

What would happen if my child is self-isolating or shielding due to an underlying health condition or because they have COVID or another child has it in their class?

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

I appreciate that this is a lot of information but I hope it helps answer your questions and helps you feel as ready as we are for September.

Please contact me with any concerns, questions or worries but try to trust that we have got this and your children will have a fantastic and safe experience at school.

Yours sincerely

Mrs Jones