



Opening schools for more children and young people: initial planning framework for schools in England has been used to create a risk assessment for Bassingbourn Primary School to be ready to reopen from Monday 7th September 2020

Please note that these plans are still subject to change.

Concerns	Control measures
<p>School capacity/ space and children</p>	<p>To reduce exposure to possible infection, children will spend the majority of their time within their class group. Due to the practical need, at times, to access shared spaces children will be also allocated to a larger ‘hub’ group – EYFS, Year 1, Year 2, Year 3, Year 4, Year 5 and 6 combined. Hub groups will not have contact with each other.</p> <p>Most children will receive some sport or dance during the week from specialist teachers who will work with different groups, but this has been carefully planned to enable social distancing between adults and children in large spaces. Staff are permitted to move between class groups, but will take precautions to keep an appropriate distance from pupils.</p> <p>Desks in Years 1-6 are required to be placed so children sit side by side facing forwards. Pupils in EYFS, understandably, cannot adhere to these rules and will flow within their class and hub more flexibly. For the first term at least year 1 children need to be treated as EYFS children, they will not be sitting at desks for any length of time. They will need to be free flowing and very hands on – many are still working on their Early Learning Goals.</p> <p style="text-align: center;"><i>Children will not be gathering for assemblies– more details below.</i></p>
<p>Start dates</p>	<p>Our risk assessments have shown that we are safest to propose a slight staggering to the start of term. This will allow us to bring in the eldest KS1 and KS2 pupils first and introduce them to the new systems before bringing in the rest. Much has changed and we believe that, if we show the eldest children how to do things first (e.g. sticking to the one way system around the school, using different sets of toilets and adjusting to the very different arrangements in the lunch hall) then they can help the younger pupils settle in when they come two days later. Year 5, 6, and 2 pupils will begin school on Monday 7th September with Year 3, 4 and 1 children on Wednesday 9th. EYFS will then begin on Monday 14th after their visits.</p>
<p>Organisation of drop off</p>	<p>Only one adult to accompany child/children from each family.</p> <p>Dropping children:</p> <ul style="list-style-type: none"> • Gates will be open from 8.35-8.55am. Please arrive between these times. Staff will be on the gate to direct you. Please arrive according to your child’s house wherever possible: 8.35am Viking pupils to arrive 8.40am Saxons pupils to arrive 8.45am Romans pupils arrive 8.50 Normans pupils to arrive All children to be in school by 8.55am when the gate will be locked. • Enter through large KS1 gate and keep 2m apart from other family groups at all times. Please ensure you hold the hands of younger children or pre-schoolers to stop them running outside the designated paths. • Follow the marked circular path around the KS1 playground, following the arrows until you reach the spots outside your child’s class. • If your child is in KS2 follow the marked circular path around KS1 and KS2 until you reach the spots for your child’s class. • If you have a child in both KS1 / EYFS and KS2 – please drop the youngest first (KS1/ EYFS), then children in Years 4, 5, and 6 with Year 3 children being last due to the position of their classroom. • Before term we will email you with the coloured spots, that you are looking for – so as to queue up to drop or collect your child. • Temperature checks are not being taken on entry; we have been informed they are not required. • Return up the line to re-join the circular path and continue. To exit the school pass through KS1, through KS2 and exit out of the KS2 gate. • All bikes / scooters will need to be pushed, by parents (after dropping children) or by unaccompanied children through school and parked in the bike / scooter sheds nearest the exit so they can be collected at the end of the day.

	<ul style="list-style-type: none"> • Please do not approach to talk to class teachers at drop off or pick up, all communication must be through class email addresses currently. • Members of the Senior Leadership Team will be on the playground to offer assistance – but please maintain a 2m distance from them • If your child is reluctant to go into their allocated classroom staff will not be able to come and help you. Your child will need to go home that day and we will work with you to devise a plan to help your reintegrate your child into school. • On arrival children should go straight into class • If your child is late, please go to the office and ring the intercom for assistance. 																
Class colours	<p>To help you find your child’s class when you arrive on the KS1 or KS2 playground – look out for coloured spots outside each classroom. These are social distancing queue spots for both drop off and pick up.</p> <table> <tr> <td>Colours on KS1/EYFS playground</td> <td>Colours on KS2 playground</td> </tr> <tr> <td>Reception: Sharks – red</td> <td>Year 3: Orcas - red</td> </tr> <tr> <td>Rainbowfish – blue</td> <td>Dolphins - blue</td> </tr> <tr> <td>Year 1: Starfish – pink</td> <td>Year 4: Sea Otters - pink</td> </tr> <tr> <td>Turtles – yellow</td> <td>Penguins - yellow</td> </tr> <tr> <td>Year 2: Swordfish – orange</td> <td>Year 5: Stingrays - orange</td> </tr> <tr> <td>Seahorses – white</td> <td>Year 5/6: Manatees – white</td> </tr> <tr> <td></td> <td>Year 6: Narwhals - green</td> </tr> </table>	Colours on KS1/EYFS playground	Colours on KS2 playground	Reception: Sharks – red	Year 3: Orcas - red	Rainbowfish – blue	Dolphins - blue	Year 1: Starfish – pink	Year 4: Sea Otters - pink	Turtles – yellow	Penguins - yellow	Year 2: Swordfish – orange	Year 5: Stingrays - orange	Seahorses – white	Year 5/6: Manatees – white		Year 6: Narwhals - green
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Parking	<p>As pupil numbers increase, please do not allow parking to become dangerous once more. Non-disabled parents / carers must not park in the staff car park as this puts pedestrians at risk. Please do not park and leave your car in the stop and drop in this zone; as it you will block the bus and other parents. Equally please do not park on the main road, or the entrance to the school. The only place that is safe to park is the BVC car park – and we hope the staggered start / close will allow you to do this. Equally, please walk, cycle or scoot.</p>																
Organisation at pick up	<p>Children will be collected over a 20-minute period to reduce congestion. Learning will stop at 2.50 to allow pupils to prepare for home.</p> <p>Picking up:</p> <ul style="list-style-type: none"> • Please enter the school in the same way as the morning and queue on the spots. • When you reach the front of the line your child will be released to you. • All pupils will need collecting unless they are walking home alone. Those walking home alone will be released by staff to do so but they must stick to the marked path and maintain 2m distancing. <p>Children are already in House teams and we would like them picking up at the following times:</p> <p>2.50pm Viking pupils to be collected and bus children to be collected by bus escort 2.55pm Saxons pupils to be collected 3.00pm Romans pupils to be collected 3.05pm Normans pupils to be collected All children to be collected by 3.10pm</p> <p>EYFS pupils begin school with half-days so these arrangements will only apply to them once children start a full day. Some clubs are due to restart in September. Club providers will provide details to you of how children will be collected from classes if attending a club.</p> <p>If your child is being collected by someone other than yourself, please do call or email the office to let us know before 2.30pm. Please aim to reduce the number of social contacts for your child to reduce the risk of infection.</p> <p><i>We ask that all parents adhere to the 2m markers on the designated path</i></p>																
Childminder	<p>If you children are collected by a child minder, we are asking them to contact us on the 3rd / 4th September confirming the children they are dropping off and collecting. Child minders are being encouraged to keep their groups consistent but we would suggest they enter school soon after the gates open in the morning and afternoon, so as to ensure that they have enough time to circumnavigate the playground and drop all children safely.</p>																
Clubs	<p>We believe some clubs are restarting in September from the second week of term, club providers will send out information about these. Any clubs must provide the school with insurance details, Covid risk assessments and ensure that children are kept in small distinct groups.</p>																

<p>Dinners</p>	<p>Our caterers will be providing meals. These will be served in the dining room (Year 5 and 6 will eat in our new DT room). Children can opt to have a school meal or bring in their own packed lunch. Children will enter the hall in hub groups and will not have contact with other hub groups. Tables and chairs will be wiped down between sittings.</p> <ul style="list-style-type: none"> • Children will have a choice of a hot vegetarian meal, a hot meat / fish meal or a cold packed 'grab and go' sandwich option (cheese or ham/tuna). • If you do wish your child to bring in their own packed lunch, please send it in a named plastic lunchbox which can be carried in your child's school bag. • For children in EYFS, Year 1 and Year 2 – there will be no charge for a school dinner. School dinners will also be free for pupils in Years 3,4,5 and 6 in receipt of free-school meals. • Children will be seated with others from within their class group for lunch and tables / chairs wiped between hub groups. Children will only be seated on one side of a table – not face to face with other children. Cutlery and cups will be given to each child by catering staff. Meals will be served i.e. no self-servery of additional salad etc. <p><i>EYFS and KS1 pupils will be provided with a piece of fruit as a mid-morning snack. KS2 children can bring in a healthy snack if they wish. Milk will continue to be provided to EYFS pupils but we are not currently providing milk to children in other year groups.</i></p>
<p>What to bring to school?</p>	<p>Children should bring:</p> <ul style="list-style-type: none"> • a named water bottle • a book bag (KS1) • a small school bag with coat/book and a healthy snack (if KS2) • PE kit for children in EYFS / KS1 • any medication e.g. inhaler / EpiPen to be stored in the classroom • no pencil cases please for children in EYFS and KS1; all resources will be provided • a small wipeable pencil case can be provided for children in Years 3-6 to contain essential stationery items that must not be shared (not essential as key stationery will be provided by school) • change of clothes if in EYFS and still required • Children in Years 2-6 will need a pair of slippers (not huge ones please) that can be kept in school and worn indoors if shoes become muddy as the children may be taking some breaktimes on the field. Please name slippers and send them in a named carrier bag. <p>Children should not bring:</p> <ul style="list-style-type: none"> • toys • change of clothes for children in KS1 or 2 (we will provide these if necessary) • unnecessary items / pencil case • KS2 children should not bring in PE kits, but should wear PE clothes (including trainers) on PE days as the changing rooms currently cannot be used
<p>What to wear to school?</p>	<p>Children may well be doing sport in school – socially distanced and using equipment that is not shared with other hub groups</p> <ul style="list-style-type: none"> • Long hair must always be tied back for school • Earrings must not be worn on PE days • Nails must be short and not extend beyond the end of the fingers • Proper school uniform must be worn (or PE kit – see above). More information about uniform is available on the website.
<p>First aid</p>	<p>First aid is difficult to provide at a 2m distance – so we will limit contact as much as possible. For example we may ask the child to rinse, dry and then dress a small wound under instruction (this will be age dependent). As nearly all of us are first aid trained, the adult linked to the class will administer first aid. We will use sanitised ice packs, wrapped in paper towels, and wear gloves to treat first aid bumps and bashes.</p> <p>If a child or staff member shows Covid-19 symptoms we will isolate them into the medical room until they can be collected.</p> <p>They will be supervised from an appropriate distance. Please consider, if working, how your child could be collected if necessary. If Covid-19 is suspected, we ask that the child / staff member requests a test. Once the outcome of the test is known, please do phone the school to let us know the results. If a result is positive it may be necessary for us to ask other children or staff in the hub to self-isolate.</p> <p>More serious injuries will be treated by our qualified first aiders, but additional PPE will be worn.</p>
<p>Safeguarding</p>	<p>Safeguarding systems to log a concern or seek a referral to Social Care remain the same. An updated policy has already been circulated to staff and governors. Designated child protection trained staff will be in school each day.</p>

<p>What safety measures are we taking?</p>	<ul style="list-style-type: none"> • Children will remain in their class groups most of the time – their only other contact will be with other children within their hub. • On arrival children will hand sanitise and will wash hands throughout the day e.g. after break times and before lunch • Children will be seated, facing the front (Years 2-6) and not face to face. It is accepted that EYFS and our Year 1 pupils will not manage this at first. • Tissues will be available which if used, will be bagged and thrown away. • Doors will be wedged open to avoid handles being touched and windows will be open • Outdoor learning will take place wherever possible • Reading books will be stored for 72 hours before being put back on shared shelves • Breaktimes / lunchtimes will be staggered and children will play in demarcated zones. • Entry and exit points to the school will be managed through designated walkways • Contractors will not come into classrooms during the school day • Volunteers are not currently helping in school • All club providers are required to provide extensive risk assessments / insurance details. • Children will not move around the school unsupervised and will only access shared areas e.g. cloakrooms or toilets in small groups • Assemblies will not run, currently, in the main hall but will take place in classes or via Teams virtually
<p>Behaviour</p>	<p>Our expectations of good behaviour and being respectful to each other remain the same. However we appreciate that the changes to routine and class environments do require us to offer a lot of reassurance to the children. There will be changes in available play equipment (one box per hub that is regularly cleaned / not shared) and the way children do sport will differ as we'll encourage aerobics, dance or athletics enabling social distancing.</p> <p>It will be important for all children to respond to instructions and observe distancing. There will be a need for all of us to remind each other politely to stay apart but acknowledge that for small children that may be a challenge.</p> <ul style="list-style-type: none"> • <i>Please note that we have a strict risk assessment for our provision and children who spit at others, cough at, touch and hurt others or who leave their hub and enter another – putting themselves and others at risk of infection may be party to disciplinary sanctions. This is in line with county guidance and our behaviour policy.</i>
<p>Preparation</p>	<p>Many of your children have already been with us – but for some of you this may be new. Things may be different from what they expect in school e.g. fewer soft toys / shared resources; desks in rows or the possibility that some staff who are potentially more in contact with large numbers of parents may wear masks. Teachers will produce short films on Class Dojo to help children understand the new organisation and prepare them for their return to school.</p>
<p>Infection control</p>	<p>If a child or staff member has Covid symptoms, we will ask them to go home and request a test. If your child has been in this hub group, we will notify you that there has been a suspected case but no further action will need to be taken. If a case is confirmed, Public Health England will be notified and they may require the rest of their hub (and associated staff) to be sent home and advised to self-isolate for 14 days. Learning will be provided remotely during this period.</p> <p>If multiple cases occur within a school then it may be necessary for Public Health England to close the school at which point remote learning will recommence for all pupils.</p>
<p>Premises organisation and signage</p>	<p>Staggered starts and finishes are intended to reduce the numbers of parents on site at the same time. Parents are asked not to gather for conversations on the playground and to remain 2m apart. There will be one-way routes on to and out of the playground, in and out of classes.</p> <p>There will not be the need to queue for assembly as the hall is not available for this. Children will come into lunch, accompanied by two adults, moving through the school after washing their hands in their classroom – appropriately distanced.</p>
<p>Cleaning</p>	<p>Water fountains will not be used so pupils should bring their own named water bottles.</p> <p>Individual packs of essential equipment will be organised. Equipment will be kept separate for different class or hub groups.</p> <p>Tables and chairs will be cleaned at the end of each day. Laptops and iPads will remain in each hub group.</p> <p>Daily routine cleaning of door handles, light switches etc. will continue. If in the case of a Covid-19 infection we would isolate the people associated with that area and deep clean the space. Where possible soft furnishings / soft toys will be removed from settings.</p>
<p>Curriculum</p>	<p>We will be delivering a broad and balanced curriculum. Teachers will baseline children in September and will ensure that the curriculum is adjusted – as required – knowing that all children will return having had a different lockdown experience. Children will be encouraged to interact socially, redevelop relationships and a readiness to learn. Key areas of learning will be revisited and additional support offered to those</p>

	with identified needs. Some adjustments may be required e.g. we are not permitted to sing / shout inside currently and non-contact PE lessons are being planned.
Risk assessments	We have renewed all risk assessments and ensured that we are compliant for legionella / fire standards.
Attendance	<p>As per the attendance policy, children will be expected to attend school unless they are unwell or their absence for any other reason has been authorised by a headteacher.</p> <p>If your child has possible COVID symptoms, such as a raised temperature, a persistent cough or loss of taste / smell, we ask that you do not send them to school, but telephone the NHS 111 service to seek further advice. Please telephone the school and leave a message on the absence line or email absence@bassingbourn.cambs.sch.uk to report the absence and inform us of the advice that you have been given.</p> <p>If your child is unwell with symptoms other than those above, please report the absence in the same way, but ensure that you state what the symptoms are.</p> <p>If you are advised not to send your child to school by Track and Trace, due to them having contact with someone who has tested positive, please inform us as described above, giving us details of when they will be able to re-join us in school.</p> <p>Registers will close at 9:00 am daily. All children arriving after this time will be marked as unauthorised absent. If a child is not in school by this time and we have not received notification from a parent, we will follow our safeguarding procedures to ascertain the reason for them not attending school.</p>
Diary dates	<p>We have put some dates in the diary for events and will share these with you in September as some of them are depending on social distancing guidelines.</p> <p>The first key dates for you are (details to follow)</p> <p>16th September Year 1 Meet the Teacher session 3.30-4.00 on Zoom</p> <p>17th September Year 2 Meet the Teacher session 3.30-4.00 on Zoom</p> <p>18th September Year 3 Meet the Teacher session 3.30-4.00 on Zoom</p> <p>23rd September Year 4 Meet the Teacher session 3.30-4.00 on Zoom</p> <p>24th September Year 5 Meet the Teacher session 3.30-4.00 on Zoom</p> <p>25th September Year 6 Meet the Teacher session 3.30-4.00 on Zoom</p>