



Dear Parents and Carers,

I hope that you are all well and keeping safe in these difficult times.

I am sure that you are aware that in addition to places already available for children, including those of key-workers, new Government guidance asks us to plan for Reception, Year 1 and Year 6 children (in that order) to be phased back into school life from the 1<sup>st</sup> June if feasible with the longer term vision of the whole school back in July in some form. A list of the key-worker roles can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#critical-workers>

As Headteacher I want nothing more than to be able to welcome children back to school but with the best intentions of managing safety, wellbeing and academic achievement. The reality of what the school faces brings barriers which prevent us being able to deliver everything the Government would like us to.

- We have asked parents if they are keyworkers and 90 children have been identified as key worker children across the school. However, not all families have responded so this is the current data we are working from.
- 62 of these have indicated a return date of the 1<sup>st</sup> June if possible.
- A number of staff are classed as vulnerable and we are working with reduced staffing levels.
- The physical limitations of the school building means that we can only accommodate between 6 -13 children in each different room.

Having said this, we will endeavour to overcome these barriers and provide for the children in the best way we can. We are asking for your support, understanding and patience during this difficult period for everybody.

Following the guidance received by the Department for Education (DFE), we have now created a provisional plan for school **partly** re-opening from the Government's proposed date of 1<sup>st</sup> June (this is not a date that schools will be re-opening 'normally'). It is crucial that parents understand that this is a **provisional and conditional plan** which will follow DFE guidance and scientific recommendations as they are received.



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Our decisions are based on bringing children back to school **only** when it is safe to do so. Governors have decided that it would be best to share our plan with you early, however the plan may have to be adapted at short notice so nothing is set in stone. We will endeavour to keep you informed of any changes as soon as possible via School Spider.

Please be aware that if you do not wish for your child to return in the summer term, we will continue to provide online learning support and you will not receive a fine for non-attendance. We completely respect and understand any parents' decisions to do this given the current continuing guidance on social distancing.

Decisions have had to be made around the re-opening of school based upon the guidance, staffing and school context. We acknowledge that some of these decisions will be as challenging for families as it is for school to deliver educational needs safely for pupils and staff.

### **Phased Plan**

**The governors at Britannia School have taken the decision that school will partially re-open on Tuesday 2<sup>nd</sup> June for identified children.** This will enable staff induction on the 1<sup>st</sup> June around new processes and procedures to ensure that everybody is kept safe. Due to the high numbers of parents identifying as key workers we have had to create 6 keyworker classes. These classes may not be with your child's normal teacher or in their normal classroom. As pupils return, they will be placed into a 'social bubble'. Each group will have between 8 and 13 pupils in it depending on the class context and will have 1 teacher and 1 TA where possible.

Each bubble will not mix with any other social bubble in school. They will start and finish school at different times, they will have different lunchtime and playtime designated areas but the majority of time they will spend in their own classrooms. This will include eating their lunch within the classrooms. We will minimise contact in the communal areas as much as possible. When in the classroom, children will sit at individual tables spread out around the room at least 2 metres apart with access to their own personal tray of equipment and resources for the school day. We must be very clear with parents that social distancing within each class social bubble will not always be able to be maintained as the government recognised in their guidance and that this will be very challenging for schools. We will be robustly encouraging social distancing, however, even the oldest child in our school is still very young in real terms. Please be under no illusion that social distancing in all schools, including ours, will be practically impossible to achieve. It will not be possible for siblings to be kept in the same social bubble.

If you decide that you do not need the keyworker place, please can you contact the school on [head@britannia.lancs.sch.uk](mailto:head@britannia.lancs.sch.uk) prior to the 1st June as we anticipate that we may have to have a waiting list for keyworkers who require a place. If we have any further capacity, we may start to bring back another year group on a rota basis but we will keep you informed on this. These bubbles will be kept separate should school be able to provide this.

Careful consideration needs to be made by parents when asking to access the key worker provision. This will continue to be childcare with the children completing the online learning tasks.

This group should be kept to the minimum number of children whose parents are critical to the COVID-19 response.

Prior to returning to school, you will receive a message informing you if your child has been allocated a place. You will need to check the table and the times below to see when your child is in school, their starting time and end of day time. **It is essential to ensure that you arrive on time for drop off and pick up to keep bubbles as separate as possible.** We have staggered these times to ensure groups are not congregating at the school gates. Pupils and parents will wait 2 metres apart on the school drive until their start time. A member of staff will then open the school gates and let pupils only onto the school yard. We ask that parents **do not gather** to talk and make the drop off and collection of their children as swift as possible to ensure everyone's safety. We ask that **only one parent brings their child to school** and where possible this is through walking. If you have more than one child and they are both scheduled to be in school, you must bring them at the later time. The staggered start times are displayed below.

Dates	Keyworker group 1	Keyworker group 2	Keyworker group 3	Keyworker group 4	Keyworker group 5	Keyworker group 6
Teacher	Mrs Nuttall Mrs Bromley	Miss Birch Miss Long	Mrs Taylor Miss Halstead	Miss Rothwell Miss Moores	Miss Holmes Mrs Broadbelt	Mr Toddington Miss Caulcutt
Classroom	Reception	Year 1	Year 2	Year 3 / 4	Year 5	Year 6
Start time	8.50am	9am	8.40am	8.30am	8.35am	9.10am
Collection time	2.45pm	2.55pm	3.05pm	3.15pm	3.20pm	3.25pm

### Extended School Provision

At present, we will not be able to open our breakfast club and after school clubs as children would be mixing bubbles and we are doing this for the safety of all our children, families and staff.

### Uniform

Due to the prolonged absence from school, the children will have grown in many ways therefore for parental ease the children may come to school in their own clothes. The children do not need to wear uniform but can do if they wish. However, we are requesting that as per the DFE guidance that children come to school in freshly washed clean clothes each day. Please ensure that your child wears sensible footwear and appropriate clothing for the weather as we all know what Britannia weather is like!

### Infection Control

A range of infection control measures throughout the day will be implemented. These will include enhanced handwashing, cleaning routines, good respiratory hygiene, minimising contact between social bubbles, class room layout, emptying bins and well ventilated classrooms. PPE will be used for changing children, dealing with bodily fluids, first aid and if a child displays symptoms of coronavirus they will be looked after by staff wearing PPE. Before your child returns to school, it is essential for you to prepare them by having discussions with them around social distancing, good personal hygiene and hand-washing. The government have produced this document which supports this:

<https://e-bug.eu/>



## **Provision of education**

At this point, our priority is to allow children to resume schooling safely. Staff will use their best endeavours to ensure that children are educated at a level appropriate to their needs.

There will be a focus on wellbeing and talking to the children about their thoughts and feelings during this difficult time. We will also work on key skills for the year group and try to prepare the children for their future educational journey at Britannia. The younger children will no longer be able to access their play based curriculum and there will be limited access to continuous provision for the Reception class.

## **Food and Drink**

In order to minimise the risk further, the kitchen will be regarded as its own 'bubble'. Lunches will be prepared and collected from the kitchen by SLT and taken to the appropriate 'bubble', ensuring social distancing measures are applied throughout. As usual the children will order their meal in school or they may choose to bring in a packed lunch.

Lunches will be eaten in the classroom and children will remain in the classrooms but given a break outside shortly afterwards. All children entitled to have a free school meal will be given a meal on the days that they are in school. Vouchers will be provided for the Free School Meal children who are not in school.

All children must bring their own water bottle to school each day as the water fountains will not be in use. These must be cleaned every day at home prior to the next day.

## **Resources**

All pupils will be provided with their own stationary pack which will remain in school each day. Children will have access to reading books which can come home but will be isolated for one week when they are returned to school to minimise infection. Further reading materials can be found on the Oxford Owls site, details of which are on the school webpage.

## **Illness**

As you will be aware the guidance from the NHS states that should your child show symptoms such as a high temperature, a continuous cough or the loss of taste or smell, they should not attend school and isolate immediately. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an educational or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

### **What to do if COVID is confirmed in school?**

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

If you have identified as a key worker, you will receive a message through school spider with your child's keyworker group identified.

### **Remote Learning for Children not in school.**

If your child does not have an allocated place in school, the school will continue to provide online learning in the same format on the school webpage. This will include English, Maths and Curriculum learning. However, due to the demands placed on staff in school, they will be unable to provide feedback and answer questions via email. Therefore, we have created new points of contact for each Year group and the email details can be found below.

Reception and Year 1 queries and completed work must be sent to [katie.isherwood@britannia.lancs.sch.uk](mailto:katie.isherwood@britannia.lancs.sch.uk)

Year 2, 3 and 4 queries and completed work must be sent to [l.foulds@britannia.lancs.sch.uk](mailto:l.foulds@britannia.lancs.sch.uk)

Year 5H, 5B and 6 queries and completed work must be sent to [s.connolly@britannia.lancs.sch.uk](mailto:s.connolly@britannia.lancs.sch.uk)

Any queries for the children in school or that cannot be answered by the above staff should be sent to either [bursar@britannia.lancs.sch.uk](mailto:bursar@britannia.lancs.sch.uk), [head@britannia.lancs.sch.uk](mailto:head@britannia.lancs.sch.uk) or [deputy@britannia.lancs.sch.uk](mailto:deputy@britannia.lancs.sch.uk).

### **A Final Note**

There is nothing more than we all want than to have our happy and vibrant school community back together. However, we are not at the end of this crisis, and thus I would be remiss in my overarching responsibility to our children, parents, my team and our wider community if I did not carefully consider every single issue and option in order to safely admit children back into school. All through this time I have lived by the idea – where lives are at stake, there is no such thing as being too cautious. I care too much about all of you and the children to take my responsibilities lightly. I hope that you understand that this is the basis for any decisions that Britannia school makes now and in the future.

I thank you all in advance for your co-operation and I wish you all health and happiness. Please look after one another and stay safe.

**Mrs Longstaff**

