

BOUGHTON PRIMARY SCHOOL
INFORMATION FOR PARENTS REGARDING ROADMAP STEP 4, EFFECTIVE FROM SEPTEMBER 2021

All information in this document is correct under the guidance issued at the time of writing. We will update whenever needed or if the national guidance changes.

CATEGORY	INFORMATION
ATTENDANCE	
Who is eligible?	All pupils. Attendance remains mandatory. School reopens to pupils on 2 nd September 2021.
Who should not attend?	<i>Anybody with symptoms of Covid-19: a high temperature; a new, continuous cough, loss of taste/smell.</i> Pupils who live with someone who is showing symptoms or has tested positive for Covid-19.
Reporting absences	Normal attendance procedures apply. Parents will need to report absence via telephone (01604 842322) or email to admin@boughtonacademy.co.uk School will contact parents of any pupil not in school when registration ends.
Groupings	The requirement for “bubble” groupings ends on July 19 th 2021. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and schools no longer need to make arrangements to avoid mixing at lunch. However, operationally we’ve found there have been some benefits to the smaller groupings, particularly in terms of breaktimes, so we will find a compromise between fully mixing as a whole school when appropriate, in key stages, in pairs of classes and sometimes keeping children in their class groupings.
Staff absence	Internal cover will be used where possible.
HEALTH AND SAFETY, including HYGIENE, DISTANCING AND USE OF PPE	
General	In line with national guidance, mask wearing will no longer be a requirement. However, adults may still prefer to wear a mask when gathered at drop off/pick up. For 1:1 conversations between staff and parents we will ask that masks are worn unless a sufficient distance can be maintained.
Cleaning	Daily cleaning will take place throughout the school day. Frequently touched surfaces will continue to be wiped down when needed.
Fire Drill	We will need to conduct fire drills in the usual way, to ensure we can test the alarm systems. We will do this in a supportive way so that the children are not panicked by it.
First Aid	First aid will be dealt with by either the teacher or TA in the class, in the usual way, or at lunchtime by the lunchtime supervisor with the class; when needed, PPE will be worn (i.e. gloves and apron, with mask and protective goggles, if needed) to deal with injuries. In an emergency, teachers/TAs will contact a senior leader to attend, in line with our Health and Safety policy.
Illness (general)	Usual practices and procedures should be followed with regards to: <ul style="list-style-type: none"> • Colds/hayfever (e.g. nose-blowing and washing of hands – see hygiene, below) • Tummy aches, head aches
Illness (specific)	If a child presents with sickness/diarrhoea, staff will contact a member of the office team immediately and a call home will be made. If your child is sick during the night or in the morning, please do not bring them to school. Current guidance asks that sickness and diarrhoea require 48hours recovery from the last bout.
Illness (Covid-19)	<i>If a child or adult presents with the following symptoms:</i> <i>A new, continuous cough</i> <i>A high temperature</i> <i>Loss of sense of smell and taste</i> Staff will contact a member of the office team immediately, who will deal with it accordingly. (See Isolation Arrangements) <i>Parents are asked not to bring their children to school if they are unwell and especially if presenting with these symptoms.</i>

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Hygiene	<p>We will continue to follow the principles that would generally guide us regarding hygienic practices. Children will still be expected to maintain the effective handwashing routines we've started, especially after using the toilet. We ask for parents to support us by encouraging good habits at home too.</p>
Distancing	<p>Social distancing is no longer a requirement after step 4 of the roadmap, therefore classrooms can be organized in line with teachers' preferences (no longer front-facing rows unless that is preferred). Parents are asked not to congregate on or around the site and to depart as soon as they have dropped off or collected their child/ren.</p>
Isolation arrangements	<p><i>Should a member of staff or a child present with the following symptoms:</i> <i>A new continuous cough</i> <i>A high temperature</i> <i>Loss of sense of taste/smell (may be difficult for staff to spot or child to explain)</i> Staff will arrange for additional staff to accompany the child to the identified isolation area. The child will be looked after by a member of staff wearing PPE, whilst a second member of staff contacts the parents. The isolation area will be cleaned after the child has been collected.</p>
Toilets	<p>Pupil toilets will no longer need to be reserved for class bubbles and can be used by children from different classes.</p>
Lateral Flow Testing	<p>Staff will continue to test twice weekly. This is optional but considered best practice and will be reviewed nationally at the end of September.</p>
SAFEGUARDING	
Policy	<p>Our usual practices and procedures continue to apply, in line with our policy (see website). The only change to our usual practice is that staff are allowed to use their phones if an emergency arises.</p>
ARRANGEMENTS FOR ARRIVING AND LEAVING SCHOOL	
General principles	<p>Although there is no longer a requirement for separate entrances and exits, we have found the arrangement has worked well overall. Therefore, KS2 classes will continue to use their front doors for entering and exiting school. Reception, Year 1 and Year 2 will enter and exit via the playground gate. At pick-up times, Reception, Year 1 and Year 2 parents/carers will enter the playground and wait near their child's outdoor area. Families are asked to vacate the premises as soon as possible after pick-up. Please note, we have roof repairs planned for the autumn term, which means all arrangements may be subject to sudden changes.</p>
ARRANGEMENTS FOR PARENTAL CONTACT	
Learning	<p>Contact class teacher via email.</p>
General	<p>Email admin@boughtonacademy.co.uk</p>
Meetings	<p>Face-to-face meetings will continue to be limited to those arranged <i>by prior appointment only</i>. There should now be more opportunity to talk to the class teacher or teaching assistant at the start or end of the day, when needed. Staff will communicate information or messages via School News, email or by phone.</p>
BEHAVIOUR EXPECTATIONS	
Policy	<p>Our policy will remain broadly the same, we will follow our 1, 2, 3 system and issue consequences (yellow/red cards) if needed. Reflection time in school will resume on a rota with senior staff, to allow the children to consider what went wrong and how to make amends. We will take more serious steps if any child deliberately and persistently behaves in a way that causes others to be unsafe.</p>
CATERING AND LUNCHTIME ARRANGEMENTS	

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Lunches	Chartwells Caterers will be operating as normal; if required, please order meals in the usual way via your ParentPay login.
Lunchtimes	Reception and Year 1 children will eat in the hall. Years 2 to 6 will eat in their classrooms. If the classroom screen is used during lunch, only educational programmes will be shown, or music played. Outdoor play will be supervised by staff, on a rota. The zones and bubble arrangements have worked well for supervision and, therefore, we plan to keep these at breaks and lunchtimes, to ensure there is no adverse impact on pupil behaviour.
UNIFORM POLICY	
General information	Our uniform policy will resume on September 2 nd , when school reopens to pupils. Our uniform policy can be found on the school website. Ideally, no jewellery should be worn to school and long hair should be tied back. Pupils need to wear appropriate footwear to school, i.e. black shoes. They can bring a change of shoes for outdoor play. Parents are asked to be especially vigilant about labelling their children’s clothing and belongings, to ensure that the right items go home with the right children.
PE kit	On PE days children will be continue to arrive at school wearing their PE kit and they will be wearing this all day. If the weather is inclement, children should wear their winter PE kits (joggers and school hoody). Children will also need a change of footwear on PE days. Ideally this should stay in school to limit the amount of items being transported between home and school. Children who wear earrings MUST be able to remove these independently. It is preferable for earrings not to be worn at all on PE days, if possible. Teachers will advise parents of their class PE days and these will also be published on the school website.
EQUIPMENT	
Children will need to bring	
Daily	A packed lunch if not having a Chartwells meal
	A healthy snack for breketime, ideally fruit or veg
	A labelled jacket or coat as we will play outdoors whatever the weather
On day 1, to be kept in school	Labelled water bottle Labelled sunhat Labelled suncream
During the first full week we will issue:	A new reading record A reading book A library book A homework book (dependent on age group) These can be brought to and from school each day in a child’s bookbag/school bag.
Children will not need to bring	<i>PE kit (as this will be worn to and from school on PE days), pencil cases, toys, items from home, masks, hand-sanitiser, wipes etc. We will continue to limit what travels between home and school.</i>
CURRICULUM	
General information	It is our intention to offer the normal school timetable, once children have settled into their new classes. Teachers will observe, assess and plan accordingly for the needs of all pupils.
“Catch Up” funding	We have no information at the time of writing about whether we will be eligible to receive any additional funding.
Blended learning	In the event of an outbreak, we will have to return to bubble arrangements temporarily, which will include resuming our remote learning offer. Remote learning will also be offered to pupils who have to isolate.

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Homework	Homework expectations will be focused on practicing and securing basic skills: 1. Read at least 5 times per week <i>This is more important than anything else and must be a priority! Being able to read unlocks all other learning.</i> 2. Practise number bonds and times tables (as applicable) 3. Practise phonics and/or spellings (as applicable) 4. Carry out their Mathematics tasks 5. Carry out their Times Tables Rock Stars tasks
Communication with the class teacher	Teachers will resume the termly newsletters and provide as many updates for parents as they can, via School News and the website blogs and galleries. Reception and Year 1 staff will communicate via Tapestry. Years 2 to 6 will continue to use Google Classroom. Teachers can also be contacted via their gmail addresses.
Visits, visitors and volunteers	Assuming that the relaxation of restrictions has worked positively, we will be aiming to resume educational visits and invite visitors to school next academic year. We also intend to resume our reading volunteer rota. However, we will be requesting that volunteers have been vaccinated and take a lateral flow test on the days that they visit the school.
WRAPAROUND CARE	
Breakfast and After School Club	Breakfast and After School Club, run by Boughton Early Birds (R D Out of School Care) will continue their service. This will be separately risk assessed as it is a business independent of the school, but operating on site. Parents should contact them directly with any questions about the provision.
Other clubs	Our intention will be to resume clubs as soon as we can, details will be sent out separately.

MARY JAMES

HEAD TEACHER