



Birchfield
PRIMARY SCHOOL



SEPTEMBER 2020

INFORMATION FOR PARENTS AND PUPILS



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**UNITED WE ARE
WORLD CLASS**

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Registered office: PACT, Unity House, 27 Trinity Road, Birmingham, B6 6AJ.

Dear Parents and carers

I hope that you and your families are safe and well. As you will know, the government have now released updated guidance for the full reopening of schools in September. This requires a detailed risk assessment and planning on behalf of the school in order that we can put measures in place to minimise the risk to children, staff and parents as far as possible.

For many parents and children, the return to school may bring mixed emotions: excitement but also a level of nervousness and uncertainty. We want all our children to feel safe and happy and it is important that you talk to them about coming back to school so that they are well prepared. With that in mind, the contents of this letter have been put together to help you and your children know what is expected in September and to provide you with all the information we can at this time. Please read it very carefully as there is a lot of information to take in and we all want things to run smoothly so that our children feel calm and settled.

As set out in the government guidance, all pupils are expected to attend school unless they are unwell; self-isolating or have symptoms; have had a positive result or have had close contact with someone who has Coronavirus. Detailed attendance guidance is included in this letter. Please work closely with us by keeping school well informed about your child's health and attendance. **We must insist that we have two working emergency contact numbers for each child.** Please contact the school via email to provide these if you haven't already. Any changes to address or contact details should also be communicated to the school immediately.

All parents and carers are expected to observe and comply with the measures in place. We recognise that some things may take longer, and may be inconvenient at times but I'm sure we all understand our responsibility in working together to manage and minimise the risks as best as we can. Please be patient and considerate of others and allow extra time in the morning and at the end of the day while we admit and release the children with safety as our utmost priority.

Should the plans outlined here change significantly at any time during the summer holiday, this will be communicated via our website and school Twitter page. Thank you for taking the time to read this information and for your continued support; it really is appreciated. Please stay safe and well and we will see you in September.

Mrs Z Thewlis
Head of School.



July 2020

Dear Birchfield children,

It feels like a very long time since I saw many of you. I have missed you all and school does not feel the same when it is not full of your voices. I am so looking forward to seeing you all after the summer break.

Coronavirus has been around for several months now and sadly, it is still affecting people's health and the way we live our lives. As I am sure you know, it is a very nasty virus that can make people very unwell so we must do all that we can to prevent it spreading amongst our school community. We will all need to work together to help reduce the risks.

Because of Coronavirus, school will be a little bit different to how you remember but you will still be able to play and learn in class with your friends as you did before. You will be able to have lots of time outside in the fresh air. There will be lots of learning and we'll make sure we have lots of fun together.

I wanted to tell you some of the things to expect:

- You will have a new teacher (but that happens every year and the class list is on the website for you to see)
- You will be asked to clean your hands regularly using either soap and water or sanitiser.
- You will have your own pack of stationery to use. Please don't bring your own pencil case from home.
- The rules for coming in and out of school, moving around school and our break/lunchtimes have had to change slightly. It is really important that you listen carefully to the rules and follow them at all times.
- To help prepare you for these changes, we have sent this pack of information to your parents. We have asked them to read it carefully and they can share the content with you and help answer your questions.
- There will also be lots of posters around school to help you remember the rules and we will spend time talking to you so you know what to do and what not to do.
- All the school staff will be here to look after you and support you like we always do

Have a happy summer – make sure you keep reading and enjoy your time with your families. I am so looking forward to all of us being back together again.

Mrs Thewlis
Head of School

DATES FOR PARENTS

Calendar dates for September 2020:

- **Tuesday 1st / Wednesday 2nd September 2020** – Teacher training days.
School will be closed to all pupils to allow for annual, statutory training of all staff.
- **Thursday 3rd September 2020** – School opens to all pupils in Years 1-6.

Specific dates for our EYFS children:

Information for pre-visits has now been sent via post. If you have not received yours by Wednesday 15th July, please contact enquiry@birchfld.bham.sch.uk

- **Thursday 3rd / Friday 4th September/Monday 7th September** – All Reception children and their parents have received an invitation to come into school to meet teachers, share information and complete important paperwork. Due to the current restrictions, appointment times must be kept and parents must attend during their allocated time only.
- **Tuesday 8th September 2020** – Reception children attend full time.
- Nursery children and their parents have received an invitation to come into school for a pre-visit to meet teachers, share information and complete important paperwork. Again, please contact enquiry@birchfld.bham.sch.uk if you haven't received this information. Due to the current restrictions, appointment times must be kept and parents must attend during their allocated time only.
- **Monday 14th/21st/28th September 2020** – Nursery children begin to attend school for their allocated hours.
- **Please note:** If you accept a late admission to Birchfield, then will not have received postal information. If this applies to you, please contact enquiry@birchfld.bham.sch.uk so that the staff can make arrangements for you.

PARENTS AND CARERS ON SITE

We all need to work together to limit traffic and footfall on site. The following measures are in place until further notice:

- There will be no vehicle access at any time except for emergency services
- The school office will remain closed and be contactable via enquiry@birchfld.bham.sch.uk or 01214645661 for enquiries.
- Only 1 parent/adult should drop off and pick up their child/children.
- **There will be a one way system in place where this is possible.** Please follow instructions on all signage and from staff.
- Please ensure you are prompt when dropping off and collecting your child each day.
- Please adhere to social distancing as far as possible when dropping off and collecting your child.
- Please enter and exit the site as quickly as possible. Please do not congregate/ stop or block pathways. Please do not gather at the school gates.
- Please do not come on to the site at any other time than to drop off or collect your child unless you have permission or an appointment with the school.
- Please be patient with the school office and school staff. We will help you and respond to all enquiries as quickly as we can. Please use the email and phone systems where you can.

FACE COVERINGS:

- If you wish your child to wear a face covering when walking into school, please be aware that they will be asked to remove it on arrival at the gates (as set out in the government guidance).
- Disposable masks will be put into a bin and reusable masks will be sent back home with the parent.

ATTENDANCE:

PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY, OR ANYONE LIVING IN YOUR HOUSEHOLD, IS DISPLAYING ANY SYMPTOMS ASSOCIATED WITH COVID-19 OR IF THEY ARE UNWELL IN ANY WAY.

Covid-19 Symptoms:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

EXPECTATIONS FOR ATTENDANCE

The government have been very clear that **ALL** pupils of primary school age will return to school in September. All pupils are expected to attend school unless they are unwell; self-isolating or have symptoms; have had a positive result or have had close contact with someone who has Coronavirus

Mrs Ahmed, our Pastoral Leader, will continue to monitor attendance closely in September. Any pupils who are absent will receive phone calls home to establish why they are not in school.

SPECIFIC INFORMATION RELATING TO ATTENDANCE FROM THE DEPARTMENT FOR EDUCATION STATES:

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

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- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
 - schools' responsibilities to record attendance and follow up absence
 - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.
 - 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.
 - 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 in September (usually at their next planned clinical appointment).

Please be aware that school will need a letter from a health professional to be able to authorise absence for shielding.

If your child becomes unwell during their time at school:

We hope that this won't happen but clear procedures are in place should any child become ill or begin displaying Covid-19 symptoms whilst in school:

- *Pupil will be removed from their bubble classroom and will wait in a designated first aid room in school.*
- *They will be supervised by a trained first aider. Please be aware that it will be necessary to take their temperature.*
- *Parents will be called and asked to collect their child immediately.*
- *You will be asked to engage with NHS testing to establish whether your child does have Coronavirus.*
- *If they test positive, then all children within their bubble and all staff who have been in direct contact with them will be sent home to self-isolate in line with government guidance.*

Communication between home and school is absolutely vital in such circumstances. We must work together; acting quickly and efficiently to protect all school community members affected. Please continue to inform school via 01214645661 if your child is unwell and not going to attend school. Mrs Ahmed will continue to be in regular contact with all families regarding attendance.

You MUST provide the office with 2 working emergency contact numbers.

SPECIFIC INFORMATION RELATING TO TESTING FROM THE DEPARTMENT FOR EDUCATION STATES:

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

MEDICAL NEEDS

It is of vital importance that school staff are aware of any of your child's medical needs including asthma and any allergies.

School staff will be calling parents in the final week of term to ask parents for any updated information. Please inform school immediately if your child's needs have changed. If your child uses an inhaler, they MUST have this when they return to school and it must be in date.

PUNCTUALITY

School starts for pupils at 8:45

Now more than ever, we ask parents to work with us to ensure that children are on time for school. Processes during this time may take longer. Please can I ask all parents to bear this in mind and to allow extra time in the morning to ensure your children are not late for school.

There will be no vehicle access on site at any time. If you are coming to school by car, please allow time to park and safely walk your child on to the school site.

Please do not park over resident's driveways or in any other ways that cause inconvenience or a hazard to other road users and pedestrians.

Please note that the timings for the end of the day have been staggered slightly to reduce a build-up of people on the site. These will be in place until further notice.

TIMES FOR SCHOOL

In order to manage the numbers of parents, staff and children as safely as possible, these are the timings for school. These will be in place until further notice:

Morning:

8:45 All year groups as usual.

Home time:

3:15 Reception and Yr1 collected

3:20 Yr2, 3, 4 collection

3:25 Yr 5, 6 collection

3:30 Nursery collection

- *When you arrive at school, the Birchfield staff will support you with the direction you need to travel. We will be operating a one-way system as far as possible.*
- *N, R and KS1 children will need to enter school via the green gates by the Nursery block and make their way into the Nursery, into the Reception playground or line up in the infant playground.*
- *KS2 children should come onto site via the green gates off the playground near the office and make their way to the back playground.*
ALL OF THIS WILL BE SIGNPOSTED FOR YOU AND STAFF WILL BE THERE TO GUIDE YOU.
- *Children will need to line up with their teacher in the playground before going into school. Where possible, please encourage them do this by themselves and stay behind the marked areas when you can. We understand that this will be more challenging with younger children, especially at the start.*
- *Please let a member of staff know if your child is in year 5 or 6 and is going to arrive and leave without an adult (enquiry@birchfld.bham.sch.uk)*
- *Please ensure you have communicated who will be collecting your child if this is not the usual adult.*
- *Please enter and exit the site as swiftly as possible. Please do not block walkways.*
- *SLT will be outside at all times to support and help deal with **urgent queries**. Please understand that they are not going to be available for non-urgent queries during this time.*
- *The school office will be contactable via phone or email for all other enquiries.*
- *Reception and Nursery parents have already been contacted about arrangements for a pre-visit date and the date for starting school. Please contact school if you haven't received this information.*
- *Arrangements for Friday afternoons remain unchanged. For those families where both parents are working or are in full time education, the school has provision to look after the children until 3:30pm. Parents would need to provide proof from employers and educational establishments if they meet the criteria and should contact the school office.*

Please ensure that you keep all children with you at all times when entering and exiting the site. Please ensure young children hold your hand at all times.

FURTHER INFORMATION

Item:	Can this come into school?	Further detail:
Water bottle	YES	All children need a named water bottle in school each day. This will come home for washing each evening.
Plastic lunch box	YES	This should be taken home each day for cleaning/anti-bac spraying.
Home learning from during school closure	NO	We asked for this to be shared via the year group email addresses.
Coats	YES	We ask that on cold days, you make sure your child has a coat however if the weather is fine, your child may not need their coat and should leave it at home.
Items from home e.g. toys, holiday souvenirs	NO	These should not be brought into school. Classrooms and workspaces must be kept clutter free to allow for regular cleaning throughout the school day.
Pencil cases and personal stationery items	NO	The sharing of any resources including stationery is not allowed under current guidance. All pupils will be provided with the items they need for learning. These will be for their use only and not shared with others.
PE Kits in drawstring bags/ rucksacks	NO	You will be informed of your child's PE day once they have settled into their new class in September. They should come to school in their PE kit on their PE day each week, not their usual school uniform. Children will not be able to get changed in school.

UNIFORM AND PE

- *Children are expected to wear their school uniform which should be washed regularly.*
- *Please clean school shoes with anti-bacterial spray/wipes each day before and after school.*
- *Please do not send any other items from home.*
- *All packed lunch containers should be clearly labelled and cleaned after use.*
- *Please send your child with a full water bottle labelled with their name. Water or squash only, no fizzy drinks.*
- *You will be informed when your child will be having PE. They will need to wear their PE kit into school on that day as there will be no changing within school. Please ensure your child is dressed appropriately for PE including suitable footwear. Please note, the majority of PE lessons will be outside so your child may want a sweatshirt or hoodie that they can take off as needed.*

ORGANISING THE SCHOOL DAY

- *Your child will be in a 'bubble' in their classroom. Classes will not be working together. As far as possible, the school adults in the bubble will also remain consistent.*
- *New guidance for September accepts that social distancing in a class size of children is not possible. Instead, children will be encouraged to keep their distance from each other wherever possible e.g. when playing outside, walking in the corridor or using the bathroom facilities.*
- *All pupils will be taught about social distancing in their first days back and posters are displayed all around school to remind them of this.*
- *To avoid being directly opposite others, pupils will not sit in usual group table arrangements. This reflects DfE guidance for September.*
- *Classrooms will be organised so that children have their own space, their own resources and all face the same direction as far as is possible.*
- *Movement around school will be limited, adhering to a one-way system and at this point, there will be no assemblies.*
- *PE will be held outside as far as possible so please ensure your child is dressed appropriately (see above)*
- *Dinner times will be organised in year group bubbles and children from different year groups will be kept separate as far as is possible. This will mean that some children may eat their lunch in their classrooms.*

HANDWASHING AND HYGIENE

Please send your child to school with as few items as possible. Please do not send home learning or other items until further notice.

- *Hand washing remains a vital part of the fight against the spread of Covid-19*
- *All classrooms have handwashing facilities. All classrooms will also have antibacterial gel and cleaning products and surfaces will be regularly cleaned throughout the day.*
- *Your child does not need to bring hand-gel or wipes to school. Pupils will be given hand sanitiser on entry to school each morning and asked to rub this in before making contact with any school property/doors.*
- *They will continue to wash hands regularly and correct hand washing will be taught as part of the curriculum in the first 2 days.*
- *Hand wash and paper towels are available in all bathrooms and classrooms.*
- *Hand gel will also be used at regular intervals throughout the school day (this contains minimum 70% alcohol in line with WHO/NHS advice)*
- *Handwashing posters are on display in classrooms and bathrooms to remind children of how to wash their hands properly.*
- *An enhanced cleaning schedule from our external providers and PACT site team is also in place from September (including additional cleaning of bathroom facilities during the school day and regular cleaning of touch points such as internal and external doors)*
- *Please continue to talk to your children about the need for thorough handwashing, particularly after using the bathroom and before and after eating.*
- *Please remind your children of the need to try to maintain social distancing where possible and to respect others personal space.*

WORKING TOGETHER TO MINIMISE THE RISK

Parental code of conduct during COVID-19. SEPTEMBER 2020

<p>LIMITED ACCESS ON SITE</p> <ul style="list-style-type: none">▪ <i>There will be no vehicle access on to the site.</i>▪ <i>Parents are asked not to come onto the site unless dropping off or collecting children or for a prearranged appointment.</i>▪ <i>The school office is CLOSED. School is contactable via enquiry@birchfld.bham.sch.uk or 01214645661 for enquiries.</i>▪ <i>Please drop off and collect your child on time and follow instructions on all signage and from staff.</i>▪ <i>You MUST provide 2 working emergency contact numbers.</i>▪ <i>Only one family member should drop off and collect the children.</i>▪ <i>Please do not gather or block walkways.</i>	<p>PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY, OR ANYONE LIVING IN YOUR HOUSEHOLD, IS DISPLAYING ANY SYMPTOMS ASSOCIATED WITH COVID-19 OR IF THEY ARE UNWELL IN ANY WAY.</p> <ul style="list-style-type: none">▪ <i>High temperature</i>▪ <i>New and persistent cough</i>▪ <i>Loss of, or change in, your normal sense of taste/smell.</i>▪ <i>Please self-isolate for 14 days and inform school of this by emailing enquiry@birchfld.bham.sch.uk or via the office on 01214645661</i>▪ <i>If your child becomes unwell at school, they must be collected immediately.</i>▪ <i>All children who are well should attend school.</i>
<p>PREVENTING THE SPREAD OF GERMS</p> <ul style="list-style-type: none">▪ <i>Regularly wash all clothing items and any under garments.</i>▪ <i>Please clean school shoes with anti-bacterial spray/wipes each day before and after school.</i>▪ <i>Please do not send any items from home except a water bottle, lunch as needed, and sunhat/jacket.</i>▪ <i>Please adhere to social distancing and follow instructions from staff at all times.</i>	<p>YOU DO NOT NEED TO PROVIDE ANY HANDWASHING PRODUCTS</p> <ul style="list-style-type: none">▪ <i>All children will have access to hand soap and hand sanitizer which the children will be asked to use at regular intervals throughout the day. This contains minimum 70% ethanol (in line with WHO advice)</i>▪ <i>Children will be required to wash their hands before entering and leaving the premises and throughout the day.</i>

WE UNDERSTAND THAT YOU, AND YOUR CHILD, MAY BE FEELING ANXIOUS ABOUT THE RETURN TO SCHOOL.

- *We will do all that we can to support them emotionally with the differences they will notice in school at this time.*
- *Pupil mental health and wellbeing remains a number one priority for us.*
- *All routines, procedures and protocols have been put into place to minimise the risk posed by COVID-19*

WE THANK YOU FOR YOUR SUPPORT AND CO-OPERATION.



