



Dashwood Banbury Academy

an Aspirations Academy

Growing together; succeeding together

Amy Rogers – Principal

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Dear Parents/Carers,

As you will be aware, we have been open to almost half of our pupils over the last term and we are so pleased to be able to open to everyone from September 2020! Staff have worked tirelessly to make school a safe and fun place for pupils to learn and we have been developing our plans to get you all back to school. Despite the difficulties we have all faced, I continue to be so proud of all our staff and you at home helping to support your child(ren) and the nation - **thank you** for this on behalf of everyone at Dashwood! This letter lays out our provisional plans which are subject to government guidelines in September remaining as they are.

In preparing and planning for opening to all year groups, we plan to change a number of our procedures and policies in order to help protect staff and pupils and want to reassure you that we are planning to do everything we can to make school a fun and safe place for all. These include reference to the guidelines set out which include:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible

You can find out more information at: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Considering the above guidance, we have been planning to reduce the risk by reducing contact as much as possible and so have put the following measures in place:

Classes

- All pupils will be in classes of no more than **30 pupils** and have allocated staff working with them on a daily basis. Classes will be able to mix only with the other class in their group. We are calling these groups of staff and pupils '**bubbles**'. They will have lessons and break times in their 'double bubbles' (this is when the whole year group is together). Pupils in Early Years will be able to mix in their 'double bubble' whilst inside to access the full curriculum as our unit is large and has lots of ventilation.
- Classes will use the outdoor areas and outside doors wherever possible with internal doors being propped open where we can (bearing in mind fire safety rules) and windows will be open to provide ventilation.
- Each class will have **allocated toilets and sinks** to use daily so that pupils do not mix with other 'bubbles'.



Talk for Writing



Equipment

- Classrooms are set up for pupils in **Years 2-6** in a way which allows them to have their **own resources in a tray** with **tables facing forwards**. Pupils will be able to keep their personal belongings with them at their desks where possible.
- For pupils in **EYFS and Year 1**, we have set up **small stations** for pupils to play with **toys** that are easily wiped down or can be safely stored for periods of time between uses and no toys will be shared between double bubbles. They will have **folders** with individual equipment such as pencils and whiteboards for when they complete adult direct activities.
- All rooms have **cleaning stations and hand washing facilities** and there is a regular cleaning routine planned daily.
- At lunch and break times pupils will be encouraged to play **games** like races, hopscotch and maybe even musical statues to minimise contact and no contact sport will be offered in PE.

Learning and daily timetables

Lessons will be chunked into small sessions to help pupils engage and focus. They will focus on catching up lost learning time but also ensuring we are offering a broad and balanced curriculum. Newsletters and summer home learning packs will be coming out by the end of the week to help you prepare your child for their return to school.

As part of the daily timetables, pupils will have a safety, hygiene and wellbeing lesson every morning which is supportive and informative. Pupils will wash their hands as soon as they enter the building and then at various times in the day.

Additional information

- There will continue to be a **one way system** in the school grounds for drop off and pick up times. We are asking all parents/carers to only drop off your child(ren) at the **allocated time slot** and **collect** in your slot too. The gates on **Alma Road and Merton Street** will be for **entrance** only and the two gates on **Edward Street** will be **exit** only. Please see the map for details on this. Dropping off/collecting pupils in Peach or Pear classrooms will mean walking round the school to the Plum class outside area and through the gate there to enter the Reception playground. There will be members of SLT out each day to support this! We ask parents/carers to be mindful of social distancing so stay 2 metres away from others. There will be markings outside the classroom doors to help with potential queuing at drop off/collection times. (Please see the home school agreement for more details on this).
- **Assemblies** will only take place in 'double bubbles' or virtually for now.
- No **trips** will take place initially and when we do start to consider them, careful thought will be put into the safety procedures offered by the visiting location. For now, no residential trips can go ahead as per government guidelines (we will be in contact with the new Year 6 pupils in September about your forthcoming Rock UK visit when we know more - we are hoping it can be moved so they do not miss out.)
- **Lunchtimes and break times** will be staggered within the 'double bubbles' so year groups will use the hall/field/playgrounds at different times.
- Our kitchen will be open to provide free school meals, universal free school meals and any paid meals as we normally do. (School dinners will be accessed through ParentPay as they were before the lockdown).
- **PPE** including masks continues to be not recommended for pupils or staff to wear in Primary schools.
- We hope to have access to the fruit or milk scheme for EYFS pupils and the fruit scheme for KS1 pupils but initially will not be running a tuck shop so please send your child into school with a **healthy snack daily**. Snack time will be planned daily for each class.

- We will be **staggering start and finish times** between **8.30-9am** and **2.30-3pm** to decrease the number of people on site at each time. You will receive your child/families (we are trying to make them the same time for families) time slot in a **text** by July 17th 2020.
- Pupils in school will need to wear our **full, normal uniform so please start to prepare for this now**. This includes providing a **PE kit** for outdoor and indoor sessions which should **stay in school** to avoid moving items back and forth to school/home.
- Pupils can bring a **bookbag or backpack to school as we will provide a homework book and** reading books. We are aiming for homework to be set via Tapestry or Seesaw to reduce paper. More information on this and other specifics such as the curriculum for the year group your child is in and trips will be given in the new term through a **virtual 'What's new and different meeting' in September**. Information about these meetings will come out once the children start back along with access to the updated parent handbook as usual.
- **Attendance** will be **compulsory** and so please ensure you prepare your child to be in school as they would have been before lockdown. Only those who have specific guidance from health professionals (such as if they are told to self isolate due to having symptoms) will be authorised for absence. This means we will be starting our attendance reward schemes again and celebrating achievements in this area.
- If you are **worried** about your child returning to school, please ask to speak to either their new teacher, the SENCO or the Welfare and Inclusion Manager before the summer to help guide you and offer any **support** that may be needed.
- We are aiming to start **breakfast and after school clubs** back up and running during term 1 but we still need a **little more time** to plan for these in order to follow the guidelines of reducing contact and/or social distancing. We will let you know more about this in the new term but for now, please plan for the wrap around care not to be running for the first few weeks at least.



What can I do to support my child and what are my next steps?

- Provide them with a **packed lunch** or **sign** them up for school dinners **on the 1st/2nd September** on **ParentPay** if you want to pay for a meal or they are entitled to Universal Free school meals or Free school meals.
- Send them to school with a **named water bottle** daily.
- Prepare the correct full **uniform and PE kit** for your child (you can find our uniform policy online at: <http://www.dashwood-aspirations.org/65/dashwood-banbury-academy-uniform>)
- Follow guidelines and agree to the **home school agreement**.
- **Talk to your child** about how school might feel a bit different still but how it will still be fun and a good opportunity for them to learn new things and see many of their friends.
- Aim to **walk or scoot/cycle** to school everyday. If you have to travel via **public transport**, ensure you read the government's advice to stay safe: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Ensure you follow the latest guidelines in keeping everyone safe (this includes social distancing outside of school and currently only meeting with others if you can continue to socially distance). *Please note that if you do not stick to Government guidelines, this may result in your child or you not being allowed in school for up to 14 days.*

We have worked really hard at mitigating risks and ensuring that our plans meet not only the guidelines set out by the Government, but the needs of all our pupils, staff and the community. It has been wonderful this term to see so many pupils and we cannot wait to have the school up and running in a more 'normal' capacity. Years 1-6 are expected to be back to school on Thursday 3rd September and pupils in EYFS will be given their start dates directly due to transition events taking place. We confirm these plans by the 28th August once we are clear that no further adaptations will be required.

Thank you for your continued support and patience with all the changes we have had to put in place. Please do not hesitate to email or call if you would like to talk to a member of staff before we break up for the summer or during the INSET days when we return.

Have a wonderful summer holiday and we will hopefully see you all in September!

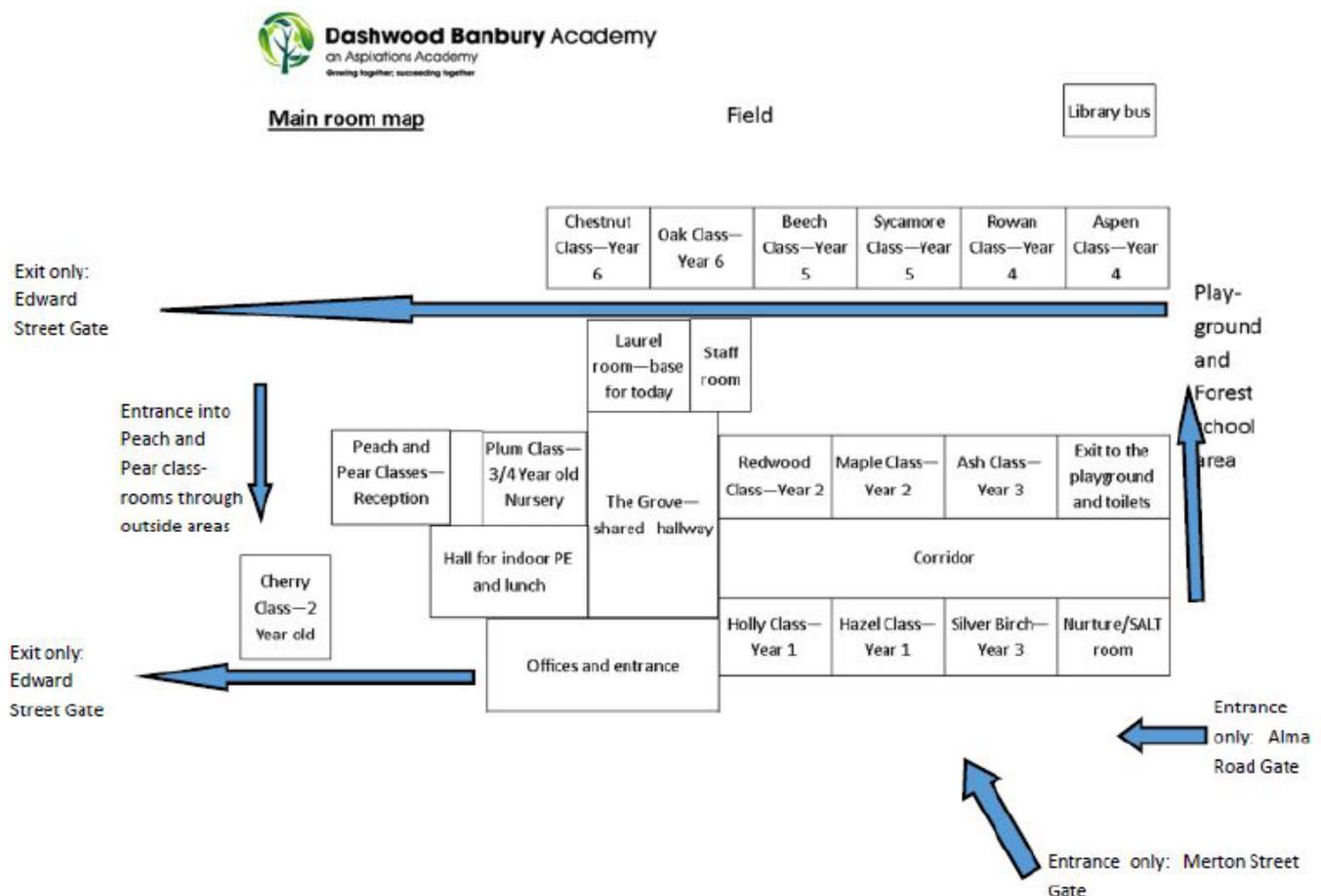
Yours sincerely,

A. Rogers

Mrs Amy Rogers

Principal

Map of the one way system





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COVID 19 Home-school agreement September 2020

As these are unprecedented times, in order to protect pupils, staff and parents/carers during the current pandemic, we have created some additional/adapted expectations for pupils and parents/carers of our academy. These will apply in addition to our normal expectations, until we have official advice that the virus is no longer a risk to the country's health. We thank you in advance for supporting these and helping to keep everyone safe.

Ready

- Parents/carers who drop off/collect their children (limited to a maximum of one parent/carer per household) must observe social distancing and stay 2 metres away from anyone not from their own household. This includes other parents/carers, all staff and all children other than those from their own household.
- Parents/carers and pupils should arrive on time for their drop off/collection slot. Please do not arrive early or wait around after to allow for social distancing.
- Parents/carers to provide their child with a clearly named water bottle and a snack daily.
- Attendance - all pupils will be expected to attend school unless they have been advised to isolate due to having symptoms or being in contact with someone who has. Therefore, parents/carers should note that our usual attendance procedures will be in place. (<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term#school-and-college-attendance>)

Respectful

- Where appropriate, and especially for older pupils, everyone will have their own seat at a desk with their own resources for day to day lessons. For the youngest children, we will work to ensure that they maintain appropriate distancing within the classroom environment as much as is possible. Pupils must respect others around them by following the rules and not deliberately making others feel uncomfortable.
- Pupils will be taught in a class bubble and mix outside with their year group bubbles (a double bubble). They must not mix with pupils from other groups but they can mix with others and use shared resources in their double bubbles.
- Pupils should enter their classroom and wash their hands on arrival.

Safe

- Pupils, staff and parents/carers displaying **any symptoms** of COVID 19 or who live in a household where someone is displaying symptoms **MUST NOT** attend school or enter the premises. In these circumstances, national guidance must be followed in terms of self-isolating. Individuals displaying symptoms must self-isolate for 7 days and everyone else in the household for 14 days. Symptoms of being unwell include showing signs of a raised temperature, a loss of sense of taste or smell or fever or a new continuous cough. All families are expected to follow the test and trace NHS guidelines at all times.
- To stop the spread of infection, parents/carers will not be able to enter the school building. Should you wish to speak to a member of staff, please speak to them at drop off/collecting times by keeping 2 meters apart or request to make an appointment by contacting the school in the normal way. A telephone call can be arranged in order for you to speak to the member of staff. The office should be used for emergencies only to support social distancing rules.
- Pupils will be asked to wash their hands regularly throughout the day or use hand sanitiser where appropriate.

- Pupils must comply with staff expectations at all times so that staff can keep them safe. Any pupil who refuses to comply with the reasonable requests of staff, given the current extraordinary circumstances, will not be allowed to attend school and will be expected to work from home with their parents'/carers' supervision.

By sending children to school, parents and carers are confirming that they will abide by the agreement and support the Principal's decision regarding expectations during this pandemic.

The latest national guidance for parents and carers can be found here: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>