



# Dashwood Banbury Academy

an Aspirations Academy

Growing together; succeeding together

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Dear Parents/Carers,

I am so pleased to be able to announce that we **will be open** to every year group in September 2020! I wrote to you in July with the details of how we are planning to open the school and I am happy to say that these plans are ready to be put in place. I thought I would take this opportunity to go back over the key elements of our plans to reiterate the main changes from our normal procedures.

In July, we were proud to have almost 90% of those that could return to school do so. This meant that every classroom was utilised. The procedures we put in place then worked really well so we are planning on continuing them all with slight tweaks to accommodate more pupils. As Term 6 went so well, we want to reassure you that we are planning to continue 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 (for adults more than pupils in a Primary setting)

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?fbclid=IwAR355281Ew704OmSVaRvPYY2\\_F1y8f0KhKypdq\\_-D1uqPLqx5CziHcgWn4k](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?fbclid=IwAR355281Ew704OmSVaRvPYY2_F1y8f0KhKypdq_-D1uqPLqx5CziHcgWn4k)

Considering the above guidance, we are reducing the risk by minimising contact as much as possible as we know special distancing is not easy (or expected) in a Primary setting 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) and so they will not mix with any other year groups at any time. 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.



Talk for Writing



- Each class will have **allocated toilets and sinks** to use daily so that pupils do not mix with other 'bubbles'. These are cleaned throughout the day.

### 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/folder 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 are available on our website under your child's year group.

As part of the daily timetables, pupils will have a safety, hygiene and wellbeing lesson every morning which is supportive and informative. We will be teaching lessons linked to pupils' physical and mental wellbeing daily and providing many opportunities for the children to discuss their feelings. Pupils will wash their hands as soon as they enter the building and then at various timetables parts of 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 staff 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 - see below).
- **Assemblies** will only take place in 'double bubbles' or virtually for now and shared spaces will only be used if they can be cleaned down between the bubbles using them.
- 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 but we will of course keep this under constant review and watch out for any new guidelines from the government.
- 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 for each class.
- We are **staggering start and finish times** between **8.30-9am** and **2.30-3pm** (or around lunchtime for part time Nursery pupils) to decrease the number of people on site at each time. You received your child/families time slot in a **text** in July. Please email the office of call on the 2nd September if you need a reminder of your time slot. Please **only arrive at your slot** and do not arrive 5 minutes early or late. We ask that when you enter the site, only **one adult** brings your child(ren) in and that you **do not hang around** to talk to other parents in order to keep the site moving freely and decrease contact with others.
- Pupils in school will need to wear our **full, normal uniform**. 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 contact the school via email or phone after the 1st September to talk to a member of staff. We expect all children to return with varying levels of anxiety and so we have adapted our curriculum accordingly to help support them.
- 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. Our hope is that the breakfast club will open in weeks 2 or 3 and after school club will open in weeks 3 or 4.



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

- Make sure you turn up to school on your child's **first day at the correct time** and collect them on time. Just to remind you, pupils in **Years 1-6** are expected to be back to school on **Thursday 3rd September** and pupils in **EYFS** have been given their **start dates directly** due to transition events taking place. As normal attendance procedures are in place, we need you to **tell us if they are not in school before 8.30am** on that day. (Please note, the **only** reason for them not to be in school would be if they are self-isolating following government regulations or poorly/have an urgent medical appointment. Holidays are not permitted in school time but if you went away in the summer and now have to quarantine for two weeks, please make sure you let us know if your quarantine period is during the time your child should be back in school.)
- 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 and healthy snack** daily.

- Prepare the correct full **uniform and PE kit** for your child (you can find our uniform policy online at: <https://www.dashwood-aspirations.org/parent-information/uniform/>)
- Follow guidelines and agree to the **home school agreement**.
- **Talk to your child** about how school might feel a bit different still but that the staff are here to keep them physically and mentally safe. You may want to go through this Barnardo's booklet with them: [PRIMARY](#)
- 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: [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Ensure you follow the latest guidelines in keeping everyone safe. *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. I would like to thank you in advance for supporting a safe return for all pupils and staff by following the guidelines we have set out. You will find a copy of the school map and the home school agreement below for your reference.

I appreciate that there is lots of information to take in so please take your time in reading this letter carefully. A paper copy can be collected on request from the office. Please do not hesitate to email or call the office on the 1st or 2nd September and someone will get back to you as soon as possible if you have any further queries.

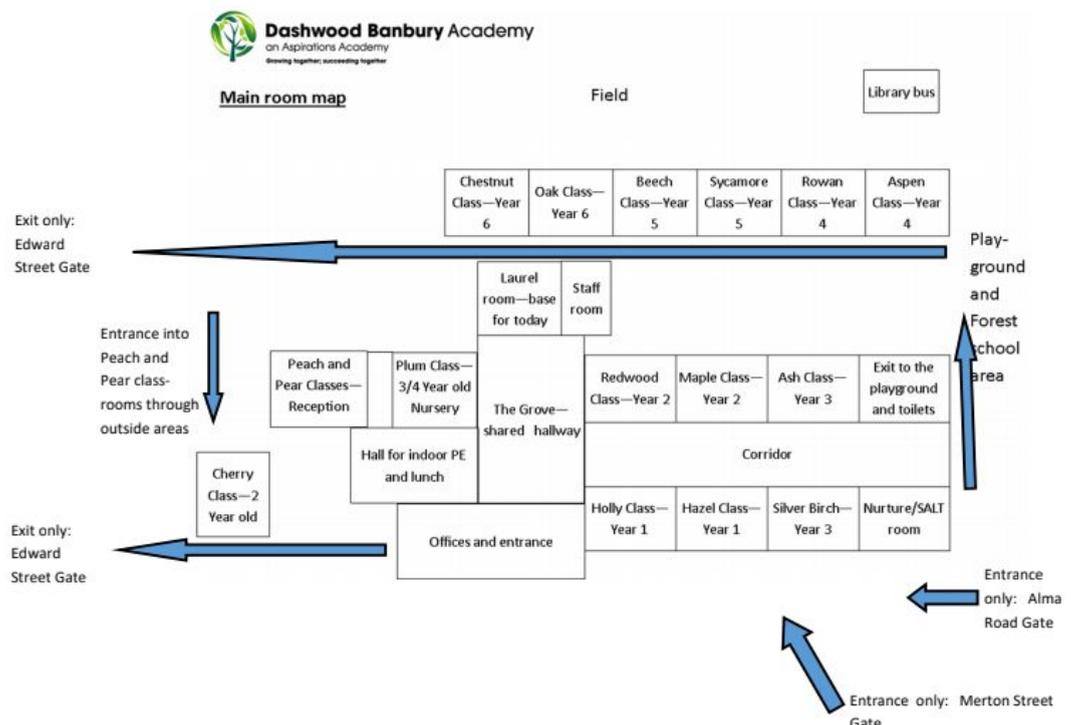
I truly cannot wait to see you all in September and start to return to providing the excellent education that we offer every single pupil in our school. I hope you have a wonderful bank holiday and continue to stay safe.

Yours sincerely,

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Mrs Amy Rogers

Principal



## 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 can wear face coverings/masks but there is no requirement too at this stage as social distancing measures are in place.
- 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 are **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?fbclid=IwAR35528IEw704OmSVaRVpYY2\\_F1v8f0KhKvYpdq\\_-D1uqPLqx5CziHcqWn4k#attendance](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?fbclid=IwAR35528IEw704OmSVaRVpYY2_F1v8f0KhKvYpdq_-D1uqPLqx5CziHcqWn4k#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/sanitise 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 and have a positive test must self-isolate for 10 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 persistent 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.