



Phased return: Important information for parents

Arrival and pick-up:

Start and end times have been staggered to help keep bubbles isolated and limit the risk of infection. We have also split the gates by which pupils should enter. It is essential that children arrive and leave school punctually to ensure that we maintain the integrity of our bubbles at all times. We would therefore ask that you ensure that your child is dropped off and picked up at the allocated time.

Bubble	Room	Entrance	Can arrive at school from	Must be in by	School day	Door to enter by
6Ha	146	Allendale car park	8:30am	8:45am	8:30am – 2:30pm	Year 6 door
6Hb	125	East Borough	8:30am	8:45am	8:30am – 2:30pm	Year 8 door
6Ma	150	Allendale car park	8:30am	8:45am	8:30am – 2:30pm	Year 6 door
6Mb	115	East Borough	8:30am	8:45am	8:30am – 2:30pm	Year 8 door
6Ra	157	Allendale car park	8:30am	8:45am	8:30am – 2:30pm	Year 6 door
6Rb	111	East Borough	8:45am	9:00am	8:45am – 2:45pm	Year 8 door
6Wa	143	Allendale car park	8:45am	9:00am	8:45am – 2:45pm	Year 6 door
6Wb	107	East Borough	8:45am	9:00am	8:45am – 2:45pm	Year 8 door
6Za	154	Allendale car park	8:45am	9:00am	8:45am – 2:45pm	Year 6 door
6Zb	Lab 1	East Borough	8:45am	9:00am	8:45am – 2:45pm	Year 8 door

KW 1	Library	East Borough	8:10am	8:25am	8:25am-3:05pm	Technology
KW 2	Product Design	East Borough	8:10am	8:25am	8:25am-3:05pm	Technology
KW 3	50	East Borough	8:10am	8:25am	8:25am-3:05pm	Technology

*Note: key worker pupils can continue to attend breakfast club starting from 7:45am. We will need notice if you wish your child to attend by end of the day Thursday so that we can plan appropriate staffing for key worker bubbles.

If your child is in a group arriving at the front gate (East Borough), they should follow the direction of staff members to their allocated line in the playground, from where they will be escorted into the building. If your child is in a group arriving at the back gate (Allendale Car Park), they must go straight to their classroom upon arrival – staff members will be posted at appropriate points to ensure pupils observe social distancing and sanitise their hands on entry.

Late arrivals:

It is essential that children arrive on time each day. If the gates are closed please call the office (01202 886738) and a member of the Senior Leadership Team will open the playground gate and take your child to their class. Our office remains closed to all visitors. Please do not bring late arrivals into our reception office.

Early pick up:

If you need to collect a child earlier than their allocated collection time then please contact our office team well in advance (01202 886738) to organise this. We need advance warning to make sure a member of staff is available to open up the gate and provide access to pick up. Access is not available via our front office as this will be closed, therefore **early pickups are logistically difficult and should be avoided where possible.**

How you can help us with maintain social distancing on arrival and pick up:

It is vitally important that parents/carers support us by making pick up and drop off as safe as possible. We would therefore ask that you follow our guidance below:

- Staff members will be present on the school gate and at intervals to guide the children in, but at a safe distance. Please respect our safety by staying at least 2m from staff at all times.
- Avoid socialising with families outside of your child's bubble during drop off and pick up times.
- Wherever possible, children should be dropped off and picked up by just one adult without siblings. If you have to bring siblings with you, please ensure that they follow the same expectations as our pupils in not socialising with others.
- Please do not congregate on or near the school site for longer than 5 minutes before the designated school start and end time for your child.
- Please ensure that your child does not mix with pupils from other bubbles, or adults, on their journey to and from school.
- Children should arrive no more than 5 minutes before the allocated time. They should immediately enter school premises and then follow the instructions of school staff.
- When dropping off there will be clear markers on the playground and paths. Children must use these to remain 2m apart from others at all times.
- At the end of the day, staff will accompany children to their allotted exit point and parents are asked to remain behind the drop off markings and outside of the school gates.
- Should any parent/carer deliberately not follow this guidance, placing others at risk, then consideration will be given to whether it is appropriate for their child to attend school at this time.

Attendance:

Normal attendance procedures will resume for all pupils in school from Monday 8th June 2020. **Please ensure that you contact the school absence line as soon as possible to notify us of your child's absence from school providing full and clear reasons for this absence.**

The above applies if you have informed us that your child will be attending school as we will expect them in school each day. If you have made the choice to keep your child at home, please be assured that, as per the government guidance, there will be no fines or other actions taken. We simply need to ensure that the children who are expected in are accounted for if they do not arrive for school on a particular day.

Behaviour and expectations of your child:

It is imperative that pupils returning to school maintain the same high standards of behaviour and conduct that we would always expect from them. We will ensure a well-supported return for pupils supported by our school's values and ethos. However **any pupils who are unable to follow the rules keeping themselves and others safe will not be able to remain in school** and parents/carers would be expected to collect their child immediately.

How you can help us with behaviour:

A copy of our Covid-19 school closure arrangements for Behaviour can be found at the end of this guide. Please read this alongside your child.

Bubbles

As schools, we have been asked to reduce risks by limiting the amount of contact between different groups of children and reducing mixing between groups through timetable changes.

To this end, all of the children have been placed in a bubble, along with two staff members. Children and staff will remain in these bubbles at all times, including break and lunchtime. They will not mix with pupils or staff from other bubbles. Initially, each bubble will have two staff members. Please note that we will not be able to maintain this provision if pupil numbers increase. The table below identifies staffing for each Bubble.

Bubble	Room	Staff members
6Ha	146	Mr Daw & Mrs Simpson
6Hb	125	Mr Wright & Ms Born
6Ma	150	Mrs Miller & Mrs Russell

6Mb	115	Mr Hazell & Miss Riddington
6Ra	157	Mr Rosa & Mrs Tivey
6Rb	111	Mr Miller & Miss Curry
6Wa	146	Mrs Foulkes & Mrs Grice
6Wb	107	Miss Fairburn & Mrs Bourne
6Za	154	Miss James & Mrs Cunningham
6Zb	Lab 1	Mr Hudson, Mrs Guest & Mrs Symes

KW 1	Library	Mrs Randall
KW 2	Product Design	Mrs Gray
KW 3	50	Mrs Giles/Ms Nash

Please note that changes to provision may occur at any time.

How you can help us maintain bubble integrity and social distancing for the children:

- To enable us to ensure appropriate provision for the children, any parents/carers wishing to send their child back to school will only be able to do so after emailing the school office, office@allenbourn.dorset.sch.uk who will make arrangements with a senior member of staff. New pupils returning will only be able to return on a Monday. If you have already notified us that your child will be attending, we will be expecting them on Monday 8th June. Any new pupils requesting a return from this point will return on Monday 15th June, or the next Monday after that following the request. Requests to return on a Monday must be made by midday on the previous Wednesday.
- To limit the risk of infection, siblings will be placed in bubbles together, and we are unable to accommodate any other arrangements.
- We ask that you do not contact us to make special arrangements for your child's Bubble allocation. It will not be possible to move groups. Every effort has been made to place pupils carefully when considering the needs of all pupils returning.

Class organisation, the field & corridors:

To maintain social distancing we have changed the layout of classrooms, so that there are only 15 pupil desks. Excess furniture has been removed, wherever possible, from the rooms and pupils will have a tray under their desk which will include their books and all equipment that they need. Please see the pictures below which demonstrate the classroom layout.



We have also allocated a zone on the field for each bubble to use during break and lunch and identified routes to each zone which limit social contact and indoor corridor use. Each bubble has an allocated external door and stair case to use to reduce foot fall in these areas.

Bags and items to come to school with:

Individual desks have been provided in the classrooms for pupils along with equipment trays and folders/exercise books. They are not required to bring a pencil case or any other equipment in to school with them. This removes the need to share these tactile resources. Please do not send children in to school with any other items.

During this gradual reopening, we ask children only bring a small bag containing their lunch box, a water bottle, a hat, and sun cream each day. These must be kept under their desk at all times. We ask parents to apply an all-day sun cream before arrival to school as we hope to use outside spaces wherever possible. If you wish to send in additional sun cream then you may, but we ask it is clearly labelled. This will live on your child's desk, next to

their water bottle. Children will need to be able to independently apply this.

Communication with the school:

In order to reduce the risk of infection being brought into school, the school office will remain closed to public access. As always, however, we are keen to maintain communication with you and so, if you need to contact us, please communicate through the school office using office@allenbourn.dorset.sch.uk email address or by calling the school telephone number that will be manned from 8:45am to 3:05pm daily. Alternatively, please use the teachers' direct email addresses to contact them – these can be found on the school website. Any items delivered to school must be left outside of the school reception entrance to be collected by a staff member.

How to help us maintain social distancing in communication:

- Please do not enter the school site unless it is an emergency and you have been asked to by a member of the Senior Leadership Team.
- Please avoid all face to face communication with staff and instead share communications through the office.
- If you do have an appointment to see a member of staff, please arrive at the appropriate time, report to reception, remaining behind the 2m line and you will be collected by the staff member who has arranged to meet you.
- If your child has forgotten something they need for the day (e.g. lunch box/water bottle) please leave these in the box in the school reception, labelled with your child's name and inform the office, by phone call or email that you have done so. We will then ensure that the item reaches your child.

Hand washing, sanitising and hygiene

As you will see from the example timetable below, we have built hand washing/sanitising into the daily routine for the children. All classrooms will be equipped with tissues, sanitiser and disinfectant wipes, which will be used throughout the day to maintain hygiene in the classrooms. Posters reminding the children to wash their hands are displayed as visual reminders around the school premises and staff will be talking to children about how to wash their hands to best effect. We will also remind the children about the importance of the 'catch it, bin it, kill it' message and how to maintain hygiene while sneezing and coughing. Again, these messages will be promoted through posters around the school.

How to help us with messages about hand washing and hygiene:

- Promote regular hand washing for 20 seconds with water and soap or use of sanitiser at home so that children are used to this routine.
- Remind children of the message to 'catch it, bin it, kill it' if they need to sneeze or cough and that if they need to sneeze or cough and do not have a tissue, to do so into their elbow, rather than their hands.
- Remind children not to touch their face.
- Please follow these links to have a look at education resources such as [e-bug](#) and [PHE schools resources](#)

Home Learning:

While we are reopening for pupils in Year 6 and for an increased number of Key Worker children, we will continue to upload work on to Google Classrooms for all children who are not in school. We will endeavour to maintain the quality of provision through our home learning programme and staff have been allocated to provide feedback to pupils, but this may not be your child's usual teacher as we have two teams of staff – one working in school and one working at home. For those pupils who have accessed work via paper packs, this provision will remain in place. These packs are available in boxes on the table tennis tables at the front of school. Returned packs should be left in the boxes on the table tennis tables for staff to collect.

Lunch arrangements:

All children will require a daily packed lunch. These will be eaten in the classroom at children's allocated desks or outside in a designated area. Lunch boxes must be kept under a child's chair. Please make sure the lunchbox can be wiped clean so this can be done easily.

Medicines:

If your child normally has medicine in school, then please provide this in a clear and, labelled plastic bag to the class teacher on the first day back. We can only accept medicines for children where we already have medical care plans in place such as epi-pens and inhalers.

P.E:

All pupils should be in full school uniform, other than on days when they have PE. Please look at the following table, which gives the days each week when the groups will have PE. On these days, pupils will come to school, and remain, in their PE kit:

Week beginning:	6Ha, 6Ma, 6Ra, 6Wa, 6Za	6Hb, 6Mb, 6Rb, 6Wb, 6Zb	Key Worker
8 th June	Monday, Wednesday, Friday	Tuesday & Thursday	Monday, Wednesday, Friday
15 th June	Tuesday & Thursday	Monday, Wednesday, Friday	Tuesday & Thursday
22 nd June	Monday, Wednesday, Friday	Tuesday & Thursday	Monday, Wednesday, Friday
29 th June	Tuesday & Thursday	Monday, Wednesday, Friday	Tuesday & Thursday
6 th July	Monday, Wednesday, Friday	Tuesday & Thursday	Monday, Wednesday, Friday
13 th July	Tuesday & Thursday	Monday, Wednesday, Friday	Tuesday & Thursday

As stated above regarding equipment, please ensure that your child has a hat, water bottle and sun cream in school as they will need these for PE lessons in the current weather. Pupils can also wear a dark coloured hooded top or jumper, track suit bottoms or leggings in the weather is cooler.

PPE:

As per Government guidance, staff and children should not wear PPE to school. Our first aid staff will have the appropriate equipment required available to them. Please do not send your child into school with a mask or other PPE items without first discussing this with a member of the Senior Leadership Team

Possible Coronavirus Diagnosis in School:

Should your child present possible symptoms of Coronavirus, a first aid trained member of staff will take them to our designated medical rooms. This member of staff will put on a pair of gloves, apron and face mask. We will take care to make sure this happens in a careful, kind and compassionate way. Should we have concerns that this child has symptoms we will call you and ask for immediate timely collection. We have an isolation room in place if required. Parents will need to book a test immediately and notify school of the outcome as soon as a matter of urgency. These rooms will be cleaned as per guidance before another child uses this space.

If a child in a Bubble develops symptoms and is sent home, Government advice is the rest of the class remain in school until a positive result is confirmed. Should this be the case then the children and staff in the bubble will be asked to remain home, request testing and self-isolate for 14 days.

How you can help us limit the risk of infection coming into school:

- If your child or a member of your family is showing symptoms of Coronavirus, please do not send them to school. The following link includes guidance on this: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Site Appearance:

When children arrive on 8th June, the site will look the same as normal, but with some modifications to keep everyone safe. Appropriate signage has been put in place and furniture around the site and in all teaching areas has been reduced significantly.

Timetable:

Below are example timetables for pupils working in school:

Year 6 Groups		Key Worker Groups	
8:45-8:55am	Register/hand wash/sanitise	8:20-8:30am	Register/hand wash/sanitise
8:55-9:15am	Class reading	8:30-10:25am	Google Classroom 1
9:15-10:25am	Core learning (Eng/Maths)	10:25-10:50am	Break/handwash/sanitise
10:25-10:50am	Break/hand wash/sanitise	10:50-12:45pm	Google Classroom 2
10:50-1:00pm	Core & foundation learning	12:45-1:40pm	Lunch/handwash/sanitise
1:00-1:40pm	Lunch/hand wash/sanitise	1:40-2:35pm	Activity
1:40-2:35pm	Foundation learning	2:35-2:55pm	Reading
2:35-2:45pm	Hand wash/sanitise before leaving	2:55-3:05pm	Hand wash/sanitise before leaving

In our experience from delivering key worker provision, children benefit from the structure of a normal school day. Whilst we will adapt our curriculum to offer outdoor time and well-being activities, children will be undertaking as normal a school day as possible.

For Year 6, they will continue to study the following subjects in school: English, Mathematics, Science, History, RE, Geography, Art, PSHE, and PE. As we have a slightly shortened day, pupils can continue to study the following subjects via Google Classroom at home: Music, Computer Science, Technology & French.

We plan to be flexible in our approach to support the children as they return and in the first few days we will be covering more PSHE activities and those designed to ease the children back in to school and enable them to be familiar with the new expectations and routines. We will continue to revisit these activities as we progress through the term, in order to address any concerns or issues that have arisen for the children as a result of the pandemic and the different approach to school and life!

Toilets:

Each Bubble will have an allocated set of toilets to use. Cleaning staff will be keeping these clean regularly throughout the day.

Travel and Car Park:

Where possible, please cycle, walk or scoot to school. If you drive and park in the Allendale car park, or on East Borough, please try to leave a space between yourself and others. Parents/carers should remain in their vehicles when dropping children to school unless alternative arrangements have been made with a member of the Senior Leadership Team. Social distancing must remain a priority so please do not park inappropriately.

Uniform:

Pupils must return to school wearing their full school uniform, or PE kit on the designated days (see PE). Children can wear a hat during outside sessions across a school day. Please ensure that your child also has sun cream if the weather is sunny/hot. Children will not change on site at any time and instead are asked to arrive in kit on the days that they have PE (see above).



Allenbourn Middle School

Policy owner: Allenbourn Middle School

Date: 20.05.2020

Date shared with staff: 29/05/2020

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. From 1st June 2020, schools are asked to prepare for the wider reopening of the school, initially to those children in years R, 1, 6 and to prepare for some face to face contact for years 10 and 12.

This addendum of the Allenbourn Middle School behaviour policy should be read in conjunction with the school's risk assessment and health and safety policy and contains details of our individual safeguarding arrangements in the following areas:

Although the trust behaviour and exclusion policies still stand, there are some more specific requirements relating to Covid 19. This is an addendum to the existing policy and remains in place until such times as it is safe to lift it.

We understand that this is an especially challenging time and support will be on offer to all pupils if required. However, all pupils and staff have the right to a safe and calm environment and so all pupils will be required to conform strictly to any measures which the school deem as important in minimising risk associated with Covid 19. These include:

- adhering to any altered routines for arrival and departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions to ensure distancing, including at social times
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- an expectation that a child will tell an adult if they are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks times, including where children may or may not play
- use of toilets

We will prioritise the safety of pupils and staff at all times, any behaviour which is unsafe or puts others at risk will be dealt with seriously. Any dangerous behaviour will result in a fixed term exclusion.

Serious breaches of the schools behaviour policy such as dangerous behaviour which is unsafe or puts others at risk are likely to result in an exclusion