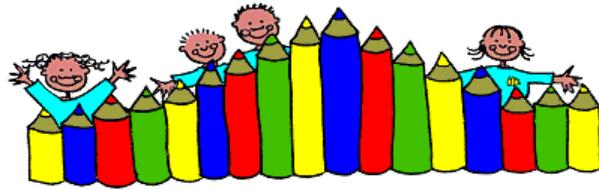


# Oldbrook First School

## Living and Learning Together



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# Parent and Carer Information Booklet

## September 2020



Dear Parent/Carers

The Government has announced the final plans for the full re-opening of schools as from the Autumn Term 2020. Oldbrook First School will be open from Monday 7<sup>th</sup> September to all pupils. Pupils who will be starting school for the first time in Nursery and Reception will have received a letter with specific arrangements to support transition into school and will need to refer to these specific dates and times.

Thank you for your continued support and understanding during these uncertain and challenging times. As a school we are looking forward to all pupils returning as well as meeting the new families and children joining our fantastic school. Our amazing school team have worked extremely hard to ensure that we are able to re-open fully in September.

Unfortunately, the updated guidance means that schools will not be able to operate in the usual way with additional measures being put into place to continue to promote social distancing, personal hygiene with additional processes to reduce the risk of transmission. These will continue until further notice. However, we will all be working extremely hard to ensure that we promote a happy and positive environment where we continue to offer high levels of nurture and interaction with all of our children.

A whole school risk assessment and action plan has been produced and agreed by the Governing Body to ensure that measures are in place in line with Government and the Department of Education guidelines which promote social distancing and hygiene. These measures are in place to try to reduce the transmission to families and the wider community however there is still an unknown level or risk which we cannot control. The procedures and processes below are to be followed by the whole school community.

Please note that If your child or a family member living within the same household displays any signs of COVID-19 then they will need to remain at home and follow the NHS guidance for self-isolation.

We look forward to welcoming your back in September. Have a lovely summer!

Mr Hopkins  
Headteacher

Mrs Haines  
Chair of Governors

## How will Oldbrook School re-open in September?

School will open to all pupils in all year groups - Nursery, Reception, Year 1 and Year 2.

## When will Oldbrook School be open?

School will be open Monday to Friday each week. The school will be deep cleaned at the end of each school day once the children have left in line with Government guidelines.

In order to promote social distancing at the start and end of the school day, a staggered approach will be in place. It is important that these times are adhered to enable us to promote social distancing. Parents and Carers are not to congregate on the school premises including the entrances and exits to the school site. Please refer to the allocated times below. If you have multiple children in different year groups they can be dropped off at the time for the earliest child and collected at the earliest time in the afternoon so that siblings can be dropped off and collected at the same time.

Year Group	Class	Drop Off Time	Collection Time
Nursery	Cygnets – Miss Muncaster	8.20	11.30
Reception	Ducklings – Mrs Bell	8.30	2.45
Year 1	Ladybirds – Miss Brown	8.40	2.50
Year 1	Robins – Mrs Hailes	8.40	2.50
Year 2	Dragonflies – Mrs Dunkley	8.50	3.00

## Will there still be Breakfast Club and Afterschool Clubs?

Breakfast club will be open from Monday 7<sup>th</sup> September from the new start time of 8 a.m. for pupils in Reception, Year 1 and Year 2. To apply for a place at the Breakfast Club, parents should complete the Registration Form (which can be downloaded [here](#)) and return it to the school office. Places will be allocated on a first come, first served basis, although priority will be given to children who have a sibling attending the club.

## Does my child have to attend school when it re-opens?

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. Therefore, school attendance will be mandatory from September 2020 and attendance will be managed in-line with our school attendance policy. Children are expected to attend school every day, unless there is a valid reason for their absence. All parents are asked to contact school by either telephone or email if their child is absent, giving a reason for the absence.

## Pupil's who are shielding or self-isolating

The majority of pupils will be able to return to school. 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.

However, if any of the follow apply, parents will need to contact Mr Hopkins to discuss further:

- Pupils unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Pupil is no longer required to shield but generally remains under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will offer access to remote education.

Where a pupil is not able to attend school due to a parent following clinical and/or public health advice, absence will not be penalised.

If rates of the disease rise in local areas, pupils (or family members) from that area, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.

### How is best to travel to school?

We are encouraging all families to walk to school at this time to reduce the congestion outside the front of school and the close proximity that may be caused when travelling by car and entering and exiting.

If public transport is required to get to school please try to travel outside of peak times. Flexible timings will be arranged to support this.

### How will we gain access to school?

From Monday 7<sup>th</sup> September access to the main school building will be restricted. Your child must be accompanied to school by one adult only during drop off and collection. A one-way system will be in place for entering and exiting the school playground to promote social distancing. Please enter through the playground gate as normal at the allocated time for your child's class and wait by the next available cone, children should stay with their parent/carer at all times.



Entrance



Queue



Exit Path

All cones have been spaced at least 2 metres apart and lead around the big pencils onto the playground. Please be patient whilst you queue. Mr Hopkins will be at the start of the queue directing children to the correct doors where they will be greeted by school staff. Once your child has been dropped off you will be directed to the exit gate which is located on the school field. We respectfully ask that parents do not gather in groups and leave the site as quickly as possible.



Exit Path



Exit Gate

When collecting at the end of the school day one parent or carer will enter through the normal playground entrance and wait at the next available cone. Your child will be released from their class and sent directly to you. This will be done one pupil at a time. It is important that you arrive within the time slot given in your letter. Once collected you must leave the school site via the exit gate on the school field. Please hold your child's hand at all times and do not allow them to use any of the outdoor equipment.



The main school office entrance will be closed to all parents, carers and visitors to reduce any risk of transmission. If you need to contact the school please do so via telephone (01908 604689) or via email ([office@oldbrookschoo.co.uk](mailto:office@oldbrookschoo.co.uk)) to make further arrangements.

**What class or group will my child be in?**

The Government guidance states that children and adults should be kept in groups (bubbles) to reduce the risk of transmission by limiting the amount of interactions with other groups. Children will stay within their bubbles for most of the day however there may be times when different adults may teach in bubbles e.g. sports coaches, specialist music teacher.

Due to the open plan nature of our school building there will be four separate bubbles.

Bubble 1	Nursery Class
Bubble 2	Reception Class
Bubble 3	Year 1 Classes
Bubble 4	Year 2 Class

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group however we will promote this as much as possible whilst utilising the outdoor space for learning.

Learning spaces have been arranged in-line with Government guidance. Pupils will be seated side-by-side and facing forwards when at desks, rather than face to face or side on.

In Nursery and Reception children will access play-based resources both inside and outside. These resources will be cleaned regularly.

### **What will my child be taught?**

The main focus initially will be to support transition for all children back into school whilst supporting their mental health and wellbeing with lots of opportunities to talk. It is important that our children are settled and happy so that they are ready for learning. Teachers will assess all children on their return as a starting point to identify strengths and gaps in learning so that these areas can be addressed in the teaching over the coming terms. Teachers will continue to teach an ambitious and broad curriculum in all subjects including Relationship and Health education from the start of the autumn term, but make use of the existing flexibilities to create time to cover the most important missed content. Our highly skilled staff will support catch-up through daily teaching and interventions. Curriculum newsletters and coverage will be available in the Autumn Term for parents and carers.

Children in Nursery will continue to focus on the prime areas of learning (communication and language, personal, social and emotional development, and physical development). For pupils in Reception, teachers will address gaps in language, early reading and mathematics, ensuring children's acquisition of phonic knowledge and extending their vocabulary.

Children in Year 1 and Year 2 will continue to follow the National Curriculum with a priority on identifying gaps and re-establish good progress in the essential areas (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary.

Children will continue to be taught music, however singing will be limited to groups of 15, positioning children side to side with a distance between. There will not be whole school singing assemblies in the school hall until further notice as well as other larger gatherings.

PE will continue to take place twice per week. Children will be kept in year group bubbles, sports equipment will be thoroughly cleaned between each use by different groups, and any contact sports avoided. Outdoor PE will be prioritised for Term 1, maximising distancing between children.

Children will only need a pair of trainers in their PE bags for the Autumn term as they will not be getting changed into their PE kits. These can stay in school for the whole term. Children will need to wear school trousers or black leggings to school on PE days. Parents/Carers will be notified when full pe kits will be allowed in school again.

### **What happens if my child is exhibiting symptoms of coronavirus whilst at home?**

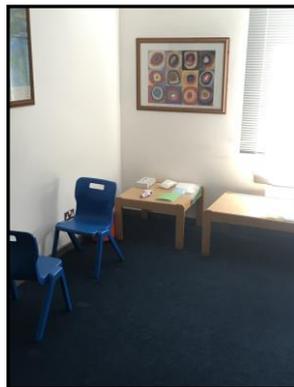
If your child or a family member living within the same household displays any signs of COVID-19 (continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) then they will need to remain at home and follow the NHS [‘stay at home: guidance for households with possible or confirmed coronavirus infection’](#). It is important that you notify school immediately so that we can take the necessary steps.

### **What happens if my child is exhibiting symptoms of coronavirus whilst at school?**

It is important that you notify the school office via email ([office@oldbrookschoo.co.uk](mailto:office@oldbrookschoo.co.uk)) if you have changed your telephone number or emergency contact details so that we can get hold

of you in an emergency. If we believe that your child is exhibiting any of the current coronavirus symptoms (persistent cough, temperature, loss of taste/smell) then the following procedure will happen to ensure they are well looked after and that the appropriate actions can take place to reduce transmission:

1. Your child will be taken by a first aider to the isolation room. The member of staff will be wearing PPE (apron, gloves and face mask).
2. A member of staff will contact you requesting to collect your child immediately.
3. Your child will be cared for until you arrive.
4. The isolation room will be deep cleaned after each use.
5. Your child will need to be tested ([NHS Testing Link](#)) and must self-isolate for 7 days. Siblings will also need to be collected at the same time. Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If the test result is negative and they feel well, they can return to school after further discussions with the headteacher.
6. Any members of staff who has helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.
7. The area of school where the group is situated will be deep cleaned in accordance with the guidelines.



### How can I support the NHS Test and Trace Process?

Parent and Carers must be ready and willing to:

- [book a test](#) if their child or a member of the household are displaying symptoms. Children 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.
- School must be notified about the outcome of all tests taken.
- 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)

## **What happens if my child becomes unwell whilst at school with different symptoms?**

If your child becomes unwell at school we will notify you by telephone to come and collect them immediately. We will still be applying the 48-hour rule to any pupils who present with sickness or diarrhoea.

## **What will Oldbrook School be doing to help reduce transmission?**

### **Hand Washing and Hygiene**

Your child will be taught and reminded throughout the day about regular hand washing. This will take place at the following times as a minimum:

- Entering the school in the morning
- Before snack time
- After Play time
- Before Lunch time
- After lunchtime
- Before home time

Children will be encouraged to use a tissue or their elbow if they sneeze and to wash their hands for a minimum of 20 seconds.

All group bases also have access to alcohol free hand sanitiser which they will use throughout the day at regular intervals. We request that you check your child's skin on a daily basis to look for any evidence of skin irritations.

### **Cleaning Schedule**

Throughout the day designated members of staff will be continually cleaning areas and wiping down sides as well as toilets and wash basins. Waste bins will be emptied and cleaned throughout the day.

Every day the site team will thoroughly clean the whole school.

### **Personal Protective Equipment (PPE) for Staff**

Members of staff will not be wearing PPE whilst working with children in groups. Staff will only be wearing PPE (gloves, aprons, masks, face visors) when dealing with suspected cases of coronavirus, children requiring intimate care, severe first aid or when a child is vomiting. Please talk to your child about this as this may feel strange for them and we do not want them to be worried.

### **Can my child wear a face mask or face covering?**

You may wish for your child to wear a face mask or covering whilst walking to school. Once children enter school they will not be allowed to wear face masks or coverings.

Children arriving at school wearing a disposable mask or covering will be asked to remove it, place it in a refuse bag and for it to be disposed of at home. Any home-made masks or coverings must be removed and placed into a plastic bag and taken home. New masks or coverings can be re-applied once off the school premises at the end of the school day.

### **What do I need to send my child to school with?**

Your child will need to attend school in their normal school uniform which will need to be freshly laundered each day. They will need to bring a named water bottle which must be cleaned thoroughly and refilled for each day. They will need to bring their book bag daily and a piece of fruit for morning snack time. On warm days please apply sun cream before they come to school and send them into school with a sunhat.

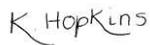


As you can see there are a lot of new arrangements and procedures in place to reduce the risk of transmitting coronavirus and working in partnership will help to ensure this.

I know that we will all work together as we have done over the past 6 months to continue to support each other in a positive and caring way to do the very best for our children.

The staff and governors look forward to welcoming you back in September. Have an amazing summer holiday!

With very best wishes



Mr Hopkins  
Headteacher

## Annex 1 Attendance Guidance

School attendance will be mandatory from September 2020 and attendance will be managed in-line with our school attendance policy.

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control of the risks?
<b>Pupil with confirmed Covid-19 Virus</b>	Must NOT attend school	Test – Positive Self-isolate for at least 7 days and until well.	Parent must contact school to report absence. Pupil to be absent for a minimum of 7 days. Household members should not leave the house for 14 days. Parent to contact school before returning to assess risk. School to contact Local Authority and Public Health England and complete joint risk assessment. If appropriate wider self-isolation and deep cleaning.
<b>Pupil showing symptoms of Covid-19</b> <a href="#">Self-isolation advice</a>	Must NOT attend school	Self-isolate for at least 7 days and until well. Household members to self-isolate for 14 days.	Parent must contact school to report absence. Test to be undertaken and school notified. Pupil to be absent for a minimum of 7 days. Household members should not leave the house for 14 days after the last member of the house has had symptoms. Parent to contact school before returning to assess risk.
<b>Pupils who fall into the extremely vulnerable or clinically vulnerable group and may have received a shielding letter from the NHS</b> Link: <a href="#">shielding</a>	Must attend school	Pupil to attend school from Monday 7 <sup>th</sup> September.	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

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control of the risks?
			<p>with their health professional before returning to school (usually at their next planned clinical appointment).</p> <p>You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</p>
<p><b>Pupil living with someone in the <u>extremely</u> vulnerable or clinically vulnerable group</b></p> <p><a href="#">Shielding Guidance</a></p>	Must attend school	Pupil to attend school from Monday 7 <sup>th</sup> September.	<p>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).</p> <p>This means that pupils who were shielding family members can also return to school.</p>