



Wednesday 20<sup>th</sup> May 2020

Dear Parents/Carers,

Following on from the government's announcement last week regarding school opening, and with time having now been spent considering plans and the details of how Brookburn will do this, we wanted to write to you to communicate how we intend to support our community and welcome back our pupils.

Before we share plans, we feel it is important to recognise and thank a number of people.

Firstly, we would like to thank you, our parent community. We recognise how challenging this period of time will have been for you. You will have all experienced this crisis with unique circumstances to overcome, and we know that the impact of Covid-19 will be long-lasting, but through everything, you have supported our school and your children wonderfully and this deserves recognition. Thank you.

Secondly, we want to thank our pupils, who have shown amazing maturity and kindness throughout this period. We have loved hearing from them via blogs, twitter posts, zoom calls, emails and phone calls. We have heard wonderful things from so many parents amazed at how brilliantly children have coped with and managed with such huge change and disruption in their lives. Well done to everyone.

Finally, we want to thank our staff, who have done a simply fantastic job navigating their way through what is arguably the hardest change many of us will ever experience in our professional lives. Our staff have done an amazing job at becoming remote, holding zoom calls with pupils, posting videos to keep in touch, setting the continuation of learning at home, speaking with parents, preparing resources and revising planning for the summer term and beyond. They have done all of this in addition to supporting our daily childcare provision since school closed on Friday 20<sup>th</sup> March. The Brookburn team have been exceptional and we would not have been able to do all that we have done, and are set to do, without their support. They have done all that they have done whilst managing their own personal challenges throughout this crisis, much like you, and we wanted to acknowledge how proud we are of everyone.

And now, to look to the future. Outlined in the next few pages is information that we hope clarifies our position and how we intend to reopen our school. We want to stress that we cannot go into the government's reasoning about whether this is the right or wrong thing to do – what we can say is that we have been asked to reopen and have created a plan which we believe helps to keep our community as a whole as safe as is possible given the current circumstances. The government have produced multiple documents which are freely available to refer to via the DfE website should you want any further information. However we must stress that this is guidance, and with the support of Manchester Local Authority, we have set our own course for how the school will reopen subject to conditions being met.

With so much still to do and prepare prior to reopening, we have taken the decision to remain closed on Monday 1<sup>st</sup> June. This is to give our staff time to organise provision spaces throughout school and offers the opportunity for SLT to work with groups of staff to offer further training and support prior to opening on **Tuesday 2<sup>nd</sup> June.**



The headlines of our reopening plans are as follows:

- Children will return in groups of 15 and will remain in this 'bubble' for the duration of the school day
- Children will be taught by their class teacher or another teacher from within their phase.
- Y6 will be the first year group who return to school, followed by Y1 a week later and, provisionally, reception after that.
- Currently, due to restrictions with spacing and staffing numbers (with some shielding), we are not able to open our nursery.
- Pupils will stay as a bubble in class, at break time, lunch time etc.
- N/Y2/3/4/5 will continue to learn virtually
- School will be closed to all year groups (except for key worker children) on Friday every week.
- For at least the first 2 weeks, our kitchen will remain closed, hence children in returning year groups will need a packed lunch.
- The plans in place are provisional. They will be subject to change based on ongoing evaluation and dependent on updates from the government.
- We will not be able to provide before and after school clubs or childcare.

We will do everything we can to make school as nice as experience as possible for those pupils who do return (we know this is a part of our moral purpose through all of this). However we must be honest and realistic about what school will be like compared to how children will remember it. School will be different and we ask that, should you choose to send your child back to school, you speak to your children about this so that they understand that there will be new rules and expectations about things like where they sit, who they see, who may teach them and who may or may not be a part of their bubble. Children need to understand that adults will keep their distance and that resources, toys and equipment will be limited and in some cases, removed from classrooms. Children need to be prepared for the fact that they may not be with their friends, and they will not necessarily have their teacher, in order to help them prepare for their return.

Having heard from many parents in Nursery, Reception, Year 1 and Year 6, we know that many of you are undecided about sending your children back to school and were awaiting more information from us about what our plan looked like. Having read through the following information, we would very much appreciate it if you could let us know of any decisions now made, which may include some parents deciding to change their mind from what has previously been sent. We fully respect any decision that you as parents make. This is not an easy decision and there will be no negative consequence should you choose to keep your children at home.

You can contact us to confirm your intention by emailing [schoolclosure@brookburn.manchester.sch.uk](mailto:schoolclosure@brookburn.manchester.sch.uk).

We do not need parents for other year groups to indicate intentions at this time, but should there be updates to how school will reopen for other year groups, we will be sure to keep you informed.

We look forward to seeing you all soon and in the meantime, hope that you are all well. Thank you once again for your support and for the kindness you have shown in the many emails we have received passing on your best wishes and thoughts. We have been humbled and touched.

Please continue to keep safe,

The Senior Leadership Team and the Brookburn Staff



# Brookburn Primary Reopening Plan

## What is a "Brookburn Bubble"?

- A maximum of 15 children in a bubble (half the usual class number)
  - For Reception pupils, this bubble will be with a member of staff from the EYFS team.
  - For Year 1 and Year 6 pupils, this will either be with their class teacher or another class teacher from their phase
- Adults and children will stay in this bubble all day, with a designated indoor space and playground area to stay in.
- Children will be spread out in class and there will be staggered playtimes/lunchtimes for year groups
- Children will be encouraged to stay in their bubbles at playtimes, through playing in designated parts of the playground/field
- Less sharing of equipment—children will have their own zip wallets with equipment and books
- Lunches and coats etc. will be in classrooms not in cloakrooms. We ask that **no** school bags are sent to school.
- Using outside spaces more, moving in the corridors less and one-way systems where possible

## Will my child be socially distanced 100% of the time?

The government has been clear: the focus is on bubbles of up to 15. Primary-aged children cannot be expected to remain 2 metres apart from each other and staff. In Reception, social distancing is impossible and we will not even try to implement it as it could have greater emotional harm if implemented. In other year groups, children will be distanced in the classroom however again, we cannot guarantee that this will be 2m due to the size of the classrooms.

### *The focus is on:*

- Minimising contact and not mixing between bubbles
- Avoiding contact with anyone with symptoms
- Frequent hand washing (new wall mounted hand sanitisers have been purchased and placed around the school and in **every** classroom) and good respiratory practices
- Regular cleaning of settings

## My child is in Reception: what else can you do to keep them safe?

As we said, social distancing between pupils will not be enforced in Reception (because quite simply, it can't be achieved and nor is right for the children). Therefore, we are utilising the entire EYFS area including nursery spaces, removing lots of equipment, increasing hygiene practices, washing hands more frequently, washing what equipment we can and spending more time outdoors. We want to stress that whilst our intention is to open to reception in mid-June, this is provisional and we will be constantly reviewing our plans in the meantime to ensure that what we are doing is as safe as possible.

## My child is in nursery. What provision are you opening for them?

Currently, we have no plans to open our nursery provision. This is because we have neither the space, nor the staffing, to be able to reopen to this year group alongside re-opening to Reception, Year 1 and Year 6 in addition to our key worker provision. As the term continues, and we look at additional guidance and information being sent out, we will continue to look at plans. Whilst we appreciate that this will be frustrating for those of you wanting your children to return, we can only take year groups when our risk assessment supports this as being safe.

## When will my Reception/Y1/Y6 child come to school?

Manchester Council are supporting schools in adopting a methodical and gradual phased approach to school reopening. Our plan is conditional, subject to reopening on the 2nd June, and whilst we hope this plans works, we must be completely transparent in stating that it could change dependent on any updates.

On Tuesday 2<sup>nd</sup> June 2020, we are only welcoming back our Y6 pupils, Monday to Thursday (with the exception of week one where a Teacher day is being enforced on Monday 1<sup>st</sup> June). On Monday 8<sup>th</sup> June 2020, we are welcoming back our Y1 pupils, Monday to Thursday. Reception pupils will start school in the week of 15<sup>th</sup> June, Monday to Thursday.

**There is no school on Friday**, in order to give our teachers their planning and preparation time for both in school work and home learning. We also have a team of cleaners who will deep clean the building on this day.

### **As a parent, how can I help?**

- Take your child's temperature before you come to school. Children must not come to school with a temperature above 37.7 degrees. We recommend that children are tested for Covid-19 if this is the case.
- Ensure your child has washed their hands
- Be on time and stick to your time for the staggered start to the day. We cannot accept children who are late.
  - Surnames A-G arrive at 8.50am, collect at 3.10pm
  - Surnames H – O arrive at 9am, collect at 3.20pm
  - Surnames P – Z arrive at 9.10am, collect at 3.30pm
- Socially distance from the teacher and other adults
- One parent per family 'drop and go'; Please keep moving and do not stop and chat in the playground or outside the gates.
- Send any messages for teachers via the school office phone number/email rather than on the playground
- Use the gate to the left of the front entrance gate for Y6 entry and exit, and the gate to the left hand side of the front staff car park for Y1 entrance and exit. Parents attending keyworker provision can use either gate to reach Y3/4 phase doors.
- Meet older children at agreed meeting points away from school, if you feel it's appropriate, as many older pupils have previously done.
- Do not send your child to school if they are unwell, even with mild symptoms. Utilise the Covid-19 testing on offer for pupils and please keep us informed of the outcome.

### **What about Y2/3/4/5?**

At the moment, these year groups will stay at home with the government's intention that they return for the last four weeks of term. For the time-being,

- Y2/3/4/5 will continue to learn virtually using work set by teachers via google classroom.
- Due to the teaching commitment of most staff from 8<sup>th</sup> June, we are unable to continue with Zoom catch up calls.

You can continue to contact teachers using the admin or parent inbox email addresses

We must stress that in order to reopen, our teachers are now being asked to do considerably more on site than during the period of partial school closure. In the next few weeks, our nursery teachers will be teaching in Reception, Y2 teachers will be with Y1, Y3/4 teachers will be running keyworker provision and our Y5 teachers are with Y6. We will not be able to increase the amount of teacher input for these year groups alongside the approach to setting work. All our staff in Y2/3/4 and 5 will have one day of PPA to plan for and provide home learning activities.

### **What will happen if my child is in the specified year group to attend school but I choose not send him/her in?**

Our understanding is that the government will not be issuing fines to parents whose children do not return after 1<sup>st</sup> June (or a future specified date for Y2/3/4/5). As a school, we respect your parental choice and encourage you to make a decision that is right for your family.

There will be changes to how we support home learning for these year groups. Our teachers are good—very good—but they cannot run a full time physical and full time virtual classroom. We have shared the workload amongst other teaching staff from different year groups to continue providing home learning for YR/1 and 6 but we want to stress that this is to help with the continuation of structure and ideas at home, and will not be personalised by your own year group teacher. Miss Cooper will continue to set work for Y5 and in Y2, due to the teaching commitment of our teachers henceforth, home learning has again been shared with other staff members in our team.

### **If my child does attend school, what will their day look like? Are they being taught or offered child care?**

For all children returning, our primary aim first and foremost is to support mental wellbeing, especially given the reality that so many of them will have missed friends and staff, and will find themselves returning to a very different school experience from that which they remember. Initially, we will spend time doing lots of activities to support well-being. As children settle into school, we feel it is important to provide routine and structure within their day, and normalise being back in school as much as possible. At this point, children will receive structured teaching sessions. We have no intention of putting child under pressure to cram or catch up on missed learning.

We will be planning in multiple learning opportunities which utilise the school grounds so that our children are spending as much time as possible outside.

### **Will my child get to see and play with their friends in school?**

Children will be placed in a bubble of 15, split halfway down our class registers dependent on the number of pupils who return. This means that they *could* have some of their friends with them, but not all. This bubble will play together throughout the day, but they will not mix with other bubbles. Given the level of planning and organisation currently needed to reopen safely, school do not have the capacity to organise bubbles by way of friendship groups. Logistically, we cannot personalise each bubble, especially given that so many families will be undecided about their return up until the date of school reopening. Health and safety must be a priority as we reopen and we apologise that we cannot do more here.

### **What should my child wear to school?**

In the interest of safety and ease for you as parents, we ask that that children come to school in a fresh/clean set of clothes each day, rather than their uniform which would be difficult to wash every day. We ask that children wear comfortable PE style clothes and sensible trainer style footwear for multipurpose activities. This means that there will be no need to change during the day for outdoor activities and prevents the need for PE kits (extra bags) in school.

### **What will Brookburn do if there is a suspected COVID-19 case?**

- We have separate, ventilated isolation rooms which will only be used for suspected cases
- The child will be supervised by an adult who will wear PPE equipment
- The parent will be called to come and collect the child
- The child will be given a face covering to wear (to protect others) when they leave the building to be collected by their parents
- The isolation room will then be thoroughly cleaned.

### **What happens if there is a confirmed case?**

The child/staff member would self-isolate for 7 days, with rest of household isolating for 14 days. Any child or member of staff who displays symptoms are encouraged to be tested for COVID-19. Where the child/staff member tests negative, they can return to school.

Where the test is positive, the rest of the 'bubble' will be sent home and advised to self-isolate for 14 days. Household members of the bubble do not need to self-isolate unless the child/staff member subsequently develops symptoms.

### **Shielded and extremely clinically vulnerable families**

Children classed as extremely clinically vulnerable due to pre-existing medical conditions are not expected to return to school. Those classed as clinically vulnerable should follow medical advice as to whether a return to school at this time. If your child lives with an extremely clinically vulnerable adult then they should only attend 'if stringent social distancing can be adhered to'. As a school we cannot guarantee that, therefore your child will need to stay at home.

### **How can I communicate with the school office?**

- For the safety of our office staff, we ask you to communicate with the office via email and phone, even if you are on the premises.
- All items required for the day should enter school with the child. Forgotten items should not be brought in and will not be accepted.
- If you do have to come to the office, only one person in the lobby at a time and please stand at least two metres from the office window according to the floor markings.

### **Safeguarding**

Our key priority is always the care and safeguarding of children. We are in regular contact with many families and pupils but, if you have a non-urgent safeguarding issue, please call school or email [admin@brookburn.manchester.sch.uk](mailto:admin@brookburn.manchester.sch.uk) and ask for either Miss Henderson or Ms Ferris to contact you. If something is urgent, you can contact the MASH (multi-agency safeguarding hub) on **0161 234 5001** or the police on 999.