



# QUEENSWAY SCHOOL

Brantwood Rise  
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Tuesday 2<sup>nd</sup> March 2021

Dear Parents,

In readiness for all children returning to school on **Monday 8<sup>th</sup> March 2021**, I wanted to communicate information which forms the basis of our risk assessment to keep everyone as safe as possible and prevent the spread of the virus. So, please read the following information carefully. We will be operating in class bubbles up to Easter then we will review whether class bubbles are sustainable or whether we revert back to cohort bubbles.

<p><b>Is it compulsory for my child to attend school?</b></p>	<p>Yes. The Government are very clear about this. We will be following our normal attendance policy.</p> <p>Only children with a letter from the NHS which states they are <i>Clinically Extremely Vulnerable (CEV)</i> must shield at home until 31<sup>st</sup> March. We are required to see the letter. This does not include anyone who lives with someone who is CEV. They must attend school as normal.</p>	
<p><b>What can my child bring to school?</b> (Everything must be clearly named)</p>	<p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>● PE kit</li> <li>● A coat</li> <li>● Indoor plimsolls</li> <li>● A wipe clean lunch box and water bottle</li> <li>● Sun cream &amp; hat, dependent on weather</li> <li>● Inhaler (and spacer if applicable)</li> <li>● Book bag, which should have their homework book/folder in as well as their reading books.</li> <li>● A piece of fruit for morning break.</li> <li>● The younger children may bring a change of clothes in case they have a toileting accident.</li> </ul>	<p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>● Toys</li> <li>● Hand Sanitiser</li> </ul>
<p><b>What should my child wear?</b></p>	<p>Normal school uniform</p>	
<p><b>What time should I drop off and collect my child?</b></p>	<p>This is changing. We are now having a 15 minute window for all children in Reception to Year 6 to arrive and be collected. We have done this as families were naturally falling into this pattern before Christmas, so we will give it a go and review after the first week. It is important that parents do not block the pathways around the school by gathering unnecessarily so.</p> <p style="text-align: center;"><b>Drop off - 8:30-8:45am</b> <b>Collection - 2:50-3:05pm</b></p> <p>Children arriving after 8:45am will be marked as late.</p> <p><u>Children in Nursery:</u> 15 hour mornings - drop off at 8:30am and collection at 11:30am 15 hour afternoons - drop off at 12pm and collection at 3pm 30 hour - drop off at 9am and collection at 3pm</p>	
<p><b>Can parents come on site?</b></p>	<ul style="list-style-type: none"> <li>● We are still encouraging only one adult to come onto the school site per family.</li> <li>● Parents will not be allowed in the building.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Parents will be encouraged to wait in the designated areas and only come onto the site at the allotted drop off and collection time.</li> <li>● Parents wishing to speak to their child's teacher are asked to do this whilst respecting social distancing.</li> <li>● Government guidance strongly urges families to walk to school where possible.</li> <li>● Parents must supervise their children when on site, ensuring they do not use the wooden play equipment or gazebo. Children must walk with their parent/carer and not run off.</li> </ul>
<b>Will there be a one way system still in place?</b>	Yes. Please enter the school via the side entrance off of Queensway and exit onto Brantwood Rise.
<b>Can child minders come onto the site?</b>	Yes. Please be aware that Government guidance discourages parents from using multiple childcare providers as it increases the number of bubbles children are mixing with.
<b>Should parents wear face coverings on site?</b>	Yes, unless you have proof of exemption.
<b>Can my child wear a face covering in school?</b>	No. Government guidance states this is not necessary due to low transmission rates between children.
<b>Will staff be wearing a face covering?</b>	Only in the following circumstances: <ul style="list-style-type: none"> <li>● At drop off and collection time.</li> <li>● If a 2m distance can't be adhered to in the classroom <i>between the adults</i>.</li> <li>● When moving around the school.</li> </ul>
<b>Will staff be wearing PPE?</b>	Only in the following circumstances: <ul style="list-style-type: none"> <li>● Administering first aid.</li> <li>● Assisting with intimate care.</li> <li>● If they are waiting with a child in the sick bay who is displaying Covid symptoms and are awaiting collection by their parent.</li> <li>● Whilst cleaning.</li> </ul>
<b>What systems will be in place to encourage good hygiene?</b>	<ul style="list-style-type: none"> <li>● Hand sanitiser available in every classroom.</li> <li>● Regular access to hand washing with anti-bacterial soap.</li> <li>● 'Catch it, bin it, kill it' approach - tissues available in every classroom, together with lidded pedal bins for safe disposal. Bins will be emptied twice daily, double bagged and disposed of in accordance with guidelines.</li> <li>● Hand washing notices and reminders in all classroom and cloakroom areas.</li> <li>● Children educated in the importance of hand hygiene. Hand washing supervised as needed.</li> </ul>
<b>What happens if my child becomes unwell at school with potential Covid-19 symptoms?</b>	<ul style="list-style-type: none"> <li>● The child will immediately be removed from class and taken to the sick bay with an adult staying with them, who will wear PPE.</li> <li>● We will ring parents to collect the child straight away.</li> <li>● You should arrange for a Covid test and the whole household must remain at home until the results are back. You must notify the school immediately with the results.</li> <li>● The school will contact Public Health England for instruction.</li> <li>● If the result is positive the bubble will be notified and will have to self-isolate for 10 days, so will not be permitted into school during this time; this applies to both adults and children in the group.</li> <li>● If the result is negative, the child may return to school as soon as they are fit and well.</li> </ul>

<p><b>What are the lunch arrangements?</b></p>	<ul style="list-style-type: none"> <li>● Only children in Reception will eat their lunch in the hall, one class at a time. All other classes will eat in their classrooms, remaining in their bubbles.</li> <li>● All children in Reception, Year 1 and Year 2 are entitled to a hot meal under Universal School Meal Scheme and can make their menu choice on the day. However, families can still choose to bring a packed lunch if they wish.</li> <li>● Children in Years 3-6 who are eligible for a Free School Meal will also be able to choose on the day to order a hot meal or bring a packed lunch.</li> <li>● Children in Nursery and Years 3-6 can also choose to pay for a hot meal if they wish, via ParentPay in advance. Again, menu choice can be made on the day.</li> </ul>
<p><b>What happens to the e-vouchers for Free School Meals?</b></p>	<p>This will stop from Monday 8<sup>th</sup> March. However, families entitled to FSM will be issued with e-vouchers over the Easter period.</p>
<p><b>Will children in Nursery, Reception and Year 1 still have the free fruit scheme?</b></p>	<p>Yes.</p>
<p><b>Will Reception children still have the free milk scheme?</b></p>	<p>Yes.</p>
<p><b>Will the classrooms be laid out differently?</b></p>	<p>The children will sit side by side at a table as much as possible, as opposed to opposite each other, in a group formation. The children won't be sitting on their own table.</p>
<p><b>Will there be any trips taking place?</b></p>	<p>We aren't going to plan any trips at this stage that involve going on a coach out of town. We will review this situation in the coming months.</p>
<p><b>Will my child still do indoor PE?</b></p>	<ul style="list-style-type: none"> <li>● Wherever possible PE lessons will be outdoors so please ensure that your child has a warm outdoor PE kit with a change of trainers.</li> <li>● Each class has a timetabled indoor session as back-up if bad weather prevents the outdoor session. The hall will be well ventilated with windows and doors open.</li> <li>● Each cohort bubble will have its own PE equipment to avoid sharing resources. Large static equipment will be cleaned down between use by different cohorts.</li> </ul>
<p><b>Will there be any curriculum restrictions?</b></p>	<ul style="list-style-type: none"> <li>● Using musical instruments which go in mouths, such as recorders will not be used at this stage.</li> <li>● Music For Schools private tuition will not be taking place until at least Easter.</li> <li>● Children in Year 5 will not be doing Frank Wise integration or swimming.</li> </ul>
<p><b>Will my child be set homework?</b></p>	<p>Yes. We will be following our normal homework policy.</p>
<p><b>Will my child be tested in when they return to school to see where they are in their learning?</b></p>	<p>As a school we only ever administer statutory tests as we believe in on-going informal <i>teacher assessment</i> through everyday teaching and learning. Within the first couple of weeks, teachers will use their professional judgement to see where your child is working at and then plan work from that point. They will not be doing 'tests'.</p>
<p><b>Will there be assemblies?</b></p>	<p>All assemblies will be class assemblies held in the classrooms rather than being all together in the hall. We will still follow the structure of a celebration assembly, a story assembly and an assembly based on our values across the week.</p>

<p><b>How will my child's mental health and well-being be supported?</b></p>	<ul style="list-style-type: none"> <li>● We are very lucky to have lots of Teaching Assistants so every child has the opportunity to speak to adults if they are feeling worried or anxious.</li> <li>● We will be using resources produced by various national organisations within our circle times and PSHE lessons.</li> <li>● We will refer children to the Mental Health Support Team to offer external support if necessary.</li> <li>● We will run nurture groups as necessary.</li> <li>● Debbie, our Home School Community Link Worker, is available full time for children and their families.</li> <li>● Children will be encouraged to exercise at every opportunity to keep fit and well.</li> <li>● Parents are encouraged to speak to staff at the first opportunity if they are at all worried about their child.</li> </ul>
<p><b>Is Wrap Around Care on offer, i.e. Breakfast and After School Club?</b></p>	<p>Yes. Parents need to be aware that the bubbles in Wrap Around Care will be different to the bubbles children are in during the day.</p> <p>Breakfast Club - children will have a table per class bubble, but all bubbles are in the hall spread out. Even if you returned your slip, you still need to make the booking via Parent Pay. Breakfast Club opens at 7:45am. Parents must still adhere to the one way system when accessing Breakfast Club.</p> <p>ASC bubbles will be as follows:</p> <ul style="list-style-type: none"> <li>● Nursery, Reception and Year 1 together, led by Miss Maskell</li> <li>● Years 2 and 3 together, led by Mrs Hughes and Miss Taylor</li> <li>● Years 4, 5 and 6 together, led by Mrs Adams</li> </ul> <p>If you have sent in a form with your requests by yesterday (1<sup>st</sup> March), please take this as confirmation of your booking. Miss Maskell will be in contact with you with your After School Club invoice based on the sessions you asked for on your slip. Any new or amended bookings must be made to the usual email address: <a href="mailto:childcare@queensway.oxon.sch.uk">childcare@queensway.oxon.sch.uk</a></p>
<p><b>Will clubs be running at lunch time and after school</b></p>	<p>Not at the moment due to the limitation of mixing cohorts. This includes paid clubs such as Dance and Hotshots.</p>
<p><b>Will other professionals be visiting school such as Social Workers, School Nurses, Speech Therapists?</b></p>	<p>Essential visits will happen following our risk assessments. All other professionals will continue to offer virtual support. Where visiting professionals have to attend site this will be so we can deliver a full provision of support to our children in order to meet their needs. 1:1 sessions will be in ventilated rooms with adult and child sat side by side not opposite each other. Strict hygiene measures will be in place.</p>
<p><b>Will children be outside at play times together?</b></p>	<p>No. they will remain in their bubbles. Each bubble has been allocated a set playtime and location so they aren't mixing with other bubbles. They will have their own set of play equipment.</p>

The main way in which we can stop the spread of the virus is by strictly following the message below:

**Children must not come to school if they are unwell, showing any Covid symptoms or living within a household where someone is awaiting test results or has tested positive.**

If you have any further questions, please do not hesitate to get in contact with us. We are really looking forward to having a full school again and to see all the children.

Best wishes,  
Mrs Sarah Horbury-Jakeman  
Head Teacher