

25 August 2020

Dear Parents/Carers

Opening Arrangements – September 2020

I hope you are keeping safe and well and we look forward to seeing our students next week. Please find below information regarding how the centre will operate in September following the most up-to-date Government guidance.

Throughout the summer, we have worked hard to ensure we are ready to open at the start of term. Our risk assessment will be available on our website at <http://www.brightsparkslearningcentre.org/information/policies> which is currently being populated. Please be aware this is a working document and will be frequently updated as government guidance changes. Our risk assessment has been written to follow government guidance on the full re-opening of schools and educational settings. More information can be found 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>.

The risk to young people from Covid-19 is extremely low; however, it is important that we all follow rules to reduce the spread of the virus within our community. Not following the rules could place vulnerable friends and family at risk and will also increase the chance of further local restrictions. At times, we may find some of the rules frustrating; however, we must remember that we are doing this because it is the right thing to do and for the benefit of everyone.

The rest of this letter makes clear how we will operate in September and I hope offers reassurance that we have strict procedures in place to keep everyone safe.

1 First day of term – Wednesday, 2 September

The autumn term commences on Wednesday, 2 September.

Students should arrive at the front entrance of the centre by 9:00am where they will be met by staff and guided to their tutor room.

Students will be asked to use the school's hand sanitiser on entering the site and their temperature will be taken with a digital temperature gun.

Students will begin with a morning of induction which will include a range of ice-breaking activities. Normal subject lessons will commence at the start of period 3.

2 Student equipment for September

The centre will provide all students with their own stationery pack which will be for their exclusive use; this pack will remain on the premises. The pack will include the following equipment:

- pens and pencils
- eraser
- ruler
- colouring pencils
- glue stick
- maths equipment
- scientific calculator



Parents are very welcome to supplement this pack with additional stationery items / pencil cases, but these items must remain in the centre at the end of the school day.

Hygiene stations, including hand sanitiser and tissues, will be located at the entrance of each classroom and in all communal areas.

3 Catering

The centre will not be providing lunchtime meals. Students should bring their own food and drinks for breaks and lunches.

Arrangements will be made with outside caterers for students who are eligible for free school meals. Should there be an occasion where a student forgets to bring their lunch to school, a lunch will be ordered from an outside caterer to the maximum value of £3.00. This must be reimbursed by parents within the following 5 days.

The centre will have a variety of break-time snacks available to purchase. All food or drinks sold will be packaged.

We do strongly suggest that students bring their own reusable water bottle which can be refilled.

4 Break

At break times, students should follow the one-way system to the covered outside learning area at the rear of the building.

In inclement weather, students will be allowed to eat in the studio.

All areas inside of the building will be clearly signposted to support students in navigating their way around the building.

5 Bubbles

Due to the smaller size of our setting, and because we are not typically organised by year groups, we will adopt a whole school bubble as part of our system of control and in order to best meet the needs of our students.

Students should still maintain a distance of 2m between other students and staff.

6 One-way system

The one-way system inside the building must be adhered to at all times by both students and staff (unless there is a fire alarm or a lock down signal). Where possible, students will remain in their allocated teaching room with subject teachers travelling to them. Students should not stop in the corridors at any time whilst on the way to the toilet or break time and should walk directly to their target area.

7 Wearing of face masks

The Department for Education's latest guidance (26th August) has made it clear that they are not making the use of face coverings mandatory for schools/educational settings but will give them discretion on their use in communal areas and moving around the buildings. To this end, we will be requiring all students to be in possession of a face covering for wearing at break times and lunchtimes. We will also be asking students to wear face coverings on the arrival to the centre and on their exit. This is because we are unable to stagger the start and end of our day.



Face coverings in lessons are not recommended and will not need to be worn. We expect students to bring their own face coverings to the centre as part of their mandatory equipment. Face coverings are now widely available and already in use in many parts of society. Guidance on how to make simple face coverings can be found on the department for education's website. Guidance on the storing of face coverings is also clear and that is that they should be stored in a plastic bag when not in use. As well as a face covering, therefore, students will need to ensure they have a plastic bag with them so that they can safely store their covering when not required. We also understand some students may not be able to wear face coverings because of certain medical conditions: please ensure this is communicated to staff at office@brightsparkslearningcentre.org.

Any face covering worn in the centre should be appropriate for the setting. If images are present on the face covering, they should not be **offensive** or inappropriate.

We are very much looking forward to welcoming our students next week and please do not hesitate to contact me if you have any queries or require any further information.

Yours sincerely

Claire Fyfe

Claire Fyfe
Principal



FREQUENTLY ASKED QUESTIONS

How do students travel to the centre?

Most of our students are transported individually to school by parents/carers or by private taxis. Students who use taxis are advised to wear face coverings whilst in the taxi and hand sanitiser when entering and exiting the taxi.

Students who may use public transport should follow government guidance and wear face coverings whilst on public transport and hand sanitiser when getting on and off public transport.

Students who live closer than 2 miles to the school are politely requested to use the following methods of transport to reduce the numbers on public buses: walking, cycling or being dropped off by parents.

How regularly is the school cleaned?

Once open in September, all classrooms and facilities, including toilets, key touch points and desks will be cleaned regularly each day.

Students will be reminded of hygienic protocols to ensure each student is regularly washing their hands and sanitising on entering and leaving each room. Reminders will be delivered through regular verbal briefing and visual posters.

Use of toilets

Staff will be on duty at break times and lunchtimes to manage the use of the toilets (one student in at a time). The toilets will be cleaned throughout the day, and students reminded of the importance of washing their hands through visual signposting and verbal reminders.

What should I do if my child, a family member living in the same household, or a member of our support bubble becomes ill?

Students (or staff) should not attend school if they, a family member living in the same household, or a member of their support bubble are showing the symptoms of Covid-19. These are:

- a high temperature – this means you may feel hot to touch on your chest or back (you do not need to measure your temperature);
- a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you have a cough, it may be worse than usual);
- a loss or change to your sense of smell or taste - this means you have noticed you cannot smell or taste anything, or smell or taste different to normal.

If any of these persons has any of these symptoms, they should be tested as soon as possible. They must then stay at home. Visitors should not be allowed to the family home until the result is obtained. Anyone else in the family or support bubble, must also stay at home until the result is obtained.



Students should self-isolate for at least 10 days if:

- they have symptoms of Covid-19 and have tested positive, had an unclear result or did not have a test
- they have tested positive but have no symptoms.

If symptoms are present, the 10 days start from when the symptoms were first shown. If symptoms are not present, the 10 days start from when the test was taken. If symptoms appear after the test, they person will need to self-isolate for a further 10 days from when the symptoms start.

Self-isolation can end after 10 days if either:

- there are no symptoms
- there is just a cough left or a change to sense of smell or taste (these can last for weeks after the infection has gone).

Please notify the school by calling reception or emailing office@brightsparkslearningcentre.org in the usual manner stating the suspected reason behind the illness.

What will happen if my son/daughter becomes ill during the school day?

Should your son/daughter develop any of the main symptoms during the school day, they must inform the closest member of staff immediately, who will escort them directly to the medical room. Parents will be notified immediately.

They will remain in isolation in the medical room until parents are able to collect their child. If the illness is none Covid-19 related, parents will be contacted in the normal way.

Will work be set during a child's absence?

If your son/daughter is away from the centre for three days or more, we will provide work for them to undertake. In many cases, this will include remote teaching. If this is the case, we will have strict protocols in place to ensure that students and staff are safeguarded. Other students will not be visible to those students logging in to lessons remotely.

If my family have been contacted by 'Track and Trace', do I need to contact the school?

Yes, please contact reception.

If I am in a shielding group, do I have to send my child into school?

Yes, from September all children are expected to return to school.

Will there be drinks and water available?

Students should bring their own reusable water from home in a bottle. They can top this up if required, but where possible please ensure your child has enough water for the day with them.



What if my child has an appointment or needs to leave school partway through the day?

Good attendance is essential to ensure that your son/daughter receives the full benefit of attending the centre and reaches their upmost potential. We ask that appointments are made outside of school hours. Where this is not possible, parents should email the school office directly to inform the school of any required leave of absence; the attendance officer will reply to confirm the request. Please email with 48 hours' notice where possible to office@brightsparkslearningcentre.org.

Will there be a first aider on site?

Yes.

Will there be a safeguarding member of staff in school?

Yes.

Will there be a senior leader in school all the time?

Yes.

Will the students be expected to socially distance from one another?

Yes.

Will teachers be 2m away from the children?

Yes, rooms have been designed in a way that allows the staff member to remain 2 metres apart from students.

Will there be hand sanitiser and tissues available in every room?

Hand sanitiser stations and tissues will be in every classroom by the door as students enter the room as well as at the entrance to the building and along corridors. We will encourage all students to follow the 'catch it, bin it, kill it' protocol and have installed lidded bins in every classroom, along with wipes and appropriate cleaning products.

Should my child be wearing gloves?

Gloves may be worn on the way to school. However, they provide no more protection than hand washing/sanitising. They should then be removed when on site so that hands can be sanitised upon arrival.

Will teachers be wearing PPE?

This is not a requirement from PHE, but some staff may choose to wear face masks. PPE will only be worn by first aiders who may need to be in closer contact with your child.



What will happen if there is a fire alarm?

Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation. They will then meet at the muster point at the front of the building.

Using door handles

All doors throughout the buildings will be propped open during the day to reduce the need for touching door handles. The door handles will be cleaned as a matter of course throughout the day.

Can I meet my child outside school?

We ask that parents/carers do not congregate or meet outside the school.

Do students have to come in uniform?

Yes, students will be expected to wear full uniform. During days where students are partaking in physical exercise, students will wear their sportswear to school and remain in it for the duration of the school day. During this time, students can wear their own sportswear as long as it is appropriate and is not offensive.

Will my child be doing practical activities?

Yes, practical subjects are happening at this time, but this may be restricted.

Will my child be doing PE?

PE lessons have been planned carefully in order to avoid contact. Where equipment is used, it will be allocated to individual students and cleaned regularly.

What will happen if there is a local or national lockdown?

In the event of any further lockdowns, students will revert to home learning. All work will be set by teachers. Staff will use a blended approach to what they set which will include work to be completed independently by students, through pre-recorded videos or audio files and live sessions through Microsoft Teams.

Further information, and detailed guidance, will be provided to parents and students if, and when, necessary. Detailed guidance will be provided to parents and students if, and when, necessary.

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