



Bessemer Primary School

Part of the Bessemer and Keyworth Federation

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Executive Headteacher: Ms Sarah Beard

Head of School: Mrs Elizabeth Whitehead

Friday 29th May 2020

Dear Parents and Carers,

I hope that you all remain safe and well and have been enjoying the lovely weather. Once again I would like to start by thanking you for the ongoing support and positivity that we have been receiving from you as we have shared information and plans about the reopening of some year groups at Bessemer. This is a challenging time for us but your encouragement and understanding have made it that bit easier!

School Reopening

Following the government update yesterday I can confirm that the planned reopening of Nursery, Reception, Year 1 and Year 6 will go ahead next week. As stated in my letter of 15th May we will be closed to all children, including vulnerable children and those of keyworkers on Monday 1st June. This is because we are having an Inset day to ensure that all staff are familiar with the risk assessment, action plans, new staff guidance and adaptations to the behaviour and safeguarding policies. On Tuesday 2nd June we will open as planned for children in Nursery, Year 1 and Year 6. If this goes well then children in Reception will return on Thursday 4th June. Unfortunately we have had to delay the reopening of Little Stars, which will now only be open for children of key workers, but Little Stars parents have been contacted separately about this.

Please note that if your child is one of the returning year groups they can only come back next week if you expressed your wish for them to do so ahead of last week's deadline. Parents and carers of the children that we are expecting should have received a confirmation email about this. If you are expecting your child to return and have not received an email, please contact the school office today or on Monday.

As stated in my previous letters if you decide over the coming weeks that you would like your child to return to school you will need to contact us by the Wednesday preceding the week in which you would like them to return. If there is a space in a pod for their year group they will then be able to attend the following week. However, if all pods are full they will be added to a waiting list and a new pod will be opened once there are enough children on the list to make it viable. Places will not necessarily be allocated on a 'first come, first served' basis, if necessary they will be allocated based on the level of need for the place.

Safety Precautions

We have been very busy over the last two weeks preparing the school environment for reopening, you will find the changes that we have made detailed in the risk assessment document and my letters of 15th May and 21st May. I recommend that you re read these documents (found under 'school reopening' on the website) over the weekend to ensure you are aware of the measures we have taken to create a safe environment. I must however repeat the message that while we have taken every recommended safety precaution it is impossible to completely eradicate the risk of infection. We do however believe that we have done everything we can to minimize this risk.

Due to all of the changes made, school will feel very different for the children who are returning. The teachers of the returning year groups have shared welcome videos and social stories on Google Classroom, please look at these with your child and discuss the changes with them. While the government guidance is clear that primary aged children are not expected to be able to maintain social distancing at all times, e.g. when they are playing, we will be expecting them to follow social distancing rules when walking around the school, while at tables in their classrooms and while using the toilets, so please do talk to your child about this. Obviously our expectations will vary according to the age of the child, and children will not be told off for getting it wrong or forgetting, however there will be frequent reminders.

Please remember that in order to reduce the risk of transmission we are limiting the items that children bring to school with them. All children should bring a labelled water bottle and a sun hat. Children can also bring sun cream if needed, which they will be supervised to apply themselves, however this should be thoroughly applied before school as well. Children can bring their own packed lunch if needed, it must follow existing packed lunch guidelines and must be able to be managed by the child themselves. If children travel to school by bike or scooter we ask that if at all possible these are taken away again by parents, however they will be stored on site if necessary. Children should **not** bring book bags or other bags, P.E. kits or any other items from home (Although children in Early Years can bring a change of clothes if needed). Children should wear trainers or plimsolls every day for school as we will be doing lots of P.E. and outdoor activities. Children should wear uniform to school if possible, but as clothes should be washed daily we understand if this is not possible. Please do not send your child with a coat or jumper if the weather does not demand it. Children will be allowed to take home reading books if desired, please let staff know if you would like to do so. When these books are returned they will be placed into boxes outside the classrooms by the children and will not be recirculated for several days.

Breakfast and After School Clubs

When school reopens there will not be any Breakfast Club provision, and After school Club will be for the children of keyworkers only. Any keyworker parents who would like to use After School Club must let the office know, preferably today but definitely by Monday, as this will affect the pod in which the child is placed, to avoid cross contamination of pods.

Dropping off and Picking Up

We have staggered the drop off and pick up times for different year groups to minimize the number of people arriving and leaving at any time. It is essential that you arrive on time to drop off and pick up your child as members of SLT will be opening and supervising the gates at these set times. This also applies to the children of keyworkers who have had flexible drop off and pick up times up till now. Please check the information below carefully for the different times and gates to be used and the details of dropping off and picking up procedures.

Year group	Drop off time	Drop off Gate	Pick up time	Pick up Gate
LS (keyworkers' children only)	Any time from 8.30	Blue LS gate	Any time up to 5.00	Blue LS gate
Nursery	9.15 (morning and full time children) 1.00 (afternoon children)	Black EYs gate Green EYs gate	12.00 (morning children) 3.45 (afternoon and full time children)	Green EYs gate Black EYs gate
Reception	9.00	Red gate	3.30	Red gate
Year 1	8.45	Black KS1 gate	3.15	Black KS1 gate
Keyworkers years 2-5	8.30	Black Year 3/4 gate	3.00	Black Year 3/4 gate
Year 6	8.30	One of the Black Year 5/6 gates	3.00	One of the Black Year 5/6 gates
After School Club (Keyworkers' children only)			Between 4.00 and 5.00 (Please do not come before 4pm)	Red gate

- Gates will be clearly labelled with the year groups who should use them, the opening times and social distancing guidelines.
- It is essential that children arrive at school at the correct time for their year group so that they can enter school through the correct gate while it is open. This includes key workers' children in Years 2-5 who must arrive at 8.30.
- Any child who arrives at school after their gate has been closed should buzz at the red gate and wait outside for an adult to collect them.
- Key workers' children in Nursery, Reception or Year 1 should be dropped at their year group's gate if they are arriving at the time set for their year group. If they are arriving at 8.30 they should be taken to the year 3/4 gate with the other key workers' children and a member of staff from their pod will collect them.
- If you have children in more than one year group please bring both children at the later of the times for their year groups. E.g. if you have a child in Nursery and Year 1 you should drop off both children at 9.15. When picking up you should pick both children up at the earlier time, so the children in Nursery and Year 1 should both be

collected at 3.15. For both drop off and pick up you should use the correct gate for each child; the gates will be reopened or opened early for siblings. If you live very nearby or can wait safely in a car between drop offs or pick ups you can drop off and pick up each child at the correct time for their year group.

- Once the Year One pods are finalised, their pick up times may be staggered further to avoid congestion at their gate.
- If at all possible please take scooters and bikes home with you again after drop off. If this is not possible they will be stored inside each gate.
- Children are not allowed to bring bags or any belongings from home except a packed lunch if needed, a water bottle, sun hat and sun cream or essential medication. You will be asked to take home anything else that your child brings with them.
- Children should be dropped off and picked up by one adult, and where possible siblings should be left at home. If you need to bring siblings with you to drop off and pick up please keep them with you at all times and ensure they follow the social distancing guidelines.
- When you arrive to drop off or pick up please queue along the pavement outside the correct gate. Please stand 2m apart and follow the social distancing guidelines.
- No parents, carers or siblings are allowed onto school premises.
- Please prepare your child for the fact that you will not be able to come into school with them. If a child can not be taken safely into school then it may be necessary for the parent to take them home.

Year groups Not Yet Returning

If your child is in a year group that is not returning to school yet they will continue to receive daily maths and English lessons from their teacher on Google classroom. We will keep you informed of any updates regarding the further expansion of the reopening to include more year groups.

A Message from The Governors

Jonathan Keil, the chair of Governors for the Bessemer and Keyworth Federation sends this message:

I wanted to send best wishes to all of our families and communities, as well as a big thanks for your support and co-operation so far – and I am sure that you agree with the governors about what an amazing job all the school staff have done (and continue to do) throughout this difficult time! Please bear with us, and with the senior leaders and other staff, as we work through the next steps over the coming weeks and months – our focus is on keeping the children and staff safe and we ask you to be patient and to follow all instructions which are shared with you.

The governors have reviewed and provided feedback on the risk assessment which has been prepared for the school; we are also in regular contact with the senior leadership team and with the local authority. We will keep the risk assessment under regular review, and changes to the way things are done might be needed as we receive further advice and recommendations, and when we start to welcome more children and staff into the

buildings. We will need your support to help to keep everyone safe and healthy, and we look forward to starting to see things gradually get back to normal in a calm, careful and thoughtful way.

Jonathan Keil

We will be reviewing our provision and our risk assessments constantly and will make changes to our provision as and when necessary to ensure that we are protecting children, staff and families. We ask that you help us to keep our community safe by continuing to follow the government guidance. We have updated our website with the most up to date guidance and will continue to do so. We also ask that you understand the need for added caution at this time and do not send your child to school if they are unwell, even if the symptoms they are displaying appear mild.

Finally, as things begin to return to 'normal' we have not forgotten that this is still a difficult and worrying time for many people. We are still here to support our families and community, so if you have any concerns please do give us a call at school.

Yours sincerely,

A handwritten signature in cursive script that reads "Elizabeth Whitehead".

Elizabeth Whitehead