



Birchfield
PRIMARY SCHOOL



March 2021

INFORMATION FOR PARENTS AND PUPILS



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**UNITED WE ARE
WORLD CLASS** ➤

The Prince Albert Community Trust is a company limited by guarantee with no share capital, registered in England and Wales, company number 09718257.
Registered office: PACT, Unity House, 27 Trinity Road, Birmingham, B6 6AJ.

Dear Parents and Carers,

Firstly, I hope that you are all safe and well. As you are now all aware, following a lengthy period in lockdown, we have been tasked with reopening school to ALL pupils from Monday 8th March.

I want to begin by saying that I know there will be a wide variation in thoughts and feelings about school reopening. We find ourselves in a continually evolving situation. However, the most recent announcements signal hope and that a return to some form of 'normality' is on the horizon.

We have been navigating this situation together for almost a year now and our approach as a school remains the same: we are here to support our families in any way we possibly can. We know there will be some anxieties around school returning and we will do all that we can to mitigate the risks, welcome pupils back and re-establish routines.

Following the government announcement and release of updated guidance on Monday 22nd February, the Prince Albert Community Trust has been planning for the full reopening of our five schools. This process has included the updating of risk assessments, review of control measures previously in place and in-depth reviewing of guidance.

What follows in this information pack is the important information for you as parents. It is being shared to give you a complete overview of:

- what school will be like for pupils,
- what is expected of you as members of our community
- what you can expect from us as a school.

It is extremely important that we continue to work together to ensure the safety of our pupils, staff and parents on site, so I thank you in advance for your support with the measures and logistics outlined. The control measures in place depend on us all doing our bit to reduce the risk.

The past 8 weeks of home learning have been a testament to our school and our wonderful community. The positive feedback we have received has meant the world to staff and we continue to be so unbelievably proud of our pupils for their resilience, efforts and determination. We are very much looking forward to greeting you all on Monday 8th March.

We know that there may be some changes of circumstance or key information that you want us to be aware of ahead of your child returning to school. If this applies to you, please follow this link and complete a short survey to share this with us: [Birchfield Parent Questionnaire](#) (by 3:30pm on Thursday 4th March)

If you have any further questions about any of the content of this information pack, please do not hesitate to email us via enquiry@birchfld.bham.sch.uk or to approach a member of our Senior Leadership Team on gate duty.

Take good care and we will see you soon,

Mrs Z Thewlis
Head of School

DfE Guidance on reopening school:

Published guidance states school must take action under two categories: 'prevention' and 'response to any infection'. These categories inform schools of how to reduce risk and how to 'create an inherently safer environment'.

Under the **PREVENTION** category, school will be enforcing the following:

- Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensuring we act quickly and appropriately if someone in the school community becomes unwell during the school day.
- Ensuring face coverings are worn by adults in recommended circumstances.
- Ensuring everyone in the building cleans their hands thoroughly and more frequently than usual.
- Ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintaining enhanced cleaning, including cleaning frequently touched surfaces often, using appropriate detergents.
- Minimising contact across the site and maintaining social distancing, wherever possible.
- Keep school spaces well-ventilated.
- Engaging with twice-weekly LFD testing for adults working in school.

Under the **RESPONSE TO ANY INFECTION** category, school will:

- Promote and engage with the NHS test and trace service.
- Manage confirmed cases of Coronavirus amongst the school community, ensuring all necessary steps/actions are taken.
- Contain any outbreak by following PHE local health protection team advice.

Staff members, parents and carers will need to:

- Book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- Self-isolate immediately and not come to school if:
 - They develop symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24
 - Anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - They are required to do so having recently travelled from certain other countries
 - They have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Calendar dates for Spring/Summer Term 2021

- **Thursday 4th and Friday 5th March** – School will be closed to all pupils (including critical worker provision) to enable us to prepare the school building for reopening and complete all risk assessment training with staff. Home learning will still be set by class teachers and link to World Book Day. Live registration sessions will also continue as normal.
- **Monday 8th March** – School opens to all pupils.
- **Thursday 25th March** – Parents Evening (specific details TBC – this is a preliminary date and subject to change dependent upon Covid restrictions)
- **Thursday 1st April** – Final day of term. Break up for Easter holidays.
- **Monday 19th April** – Teacher training day.
- **Tuesday 20th April** – Summer term begins. School reopens to all pupils.
- **Thursday 6th May** – Teacher training day (polling)

Procedures for dropping off and collecting children:

Year group:	Morning drop off:	Afternoon collection:
NURSERY	From 8.45 am	3.30 pm
RECEPTION	From 8.40 am	2.40 pm
Y1	From 8.40 am	2.50 pm
Y2	From 8.40 am	2.55 pm
Y3	From 8.40 am	3.05 pm
Y4	From 8.40 am	3.10 pm
Y5	From 8.40 am	3.20 pm
Y6	From 8.40 am	3.30 pm

- We appreciate that there are parents with multiple children across multiple year groups.
- Due to the size of the school and our limited waiting space we still need to stagger collection times by year group in order to ensure the safe dismissal of our pupils.
- This has been separated by year groups to prevent large footfall at the school gates.
- Parents will have to come in through the Trinity Road entrance and leave through the Bayswater Road side entrance – maintaining the one way system.
- Please drop off and pick up your child/children in the relevant time slot shown above. If you do find yourself running late or your pick up then we will look after your children in the infant hall. Please come to the red doors to collect your child.
- Please minimise the number of family members dropping off children to prevent congestion. One family member only please.
- ***Social distancing must be maintained at all times on the school site and there can be no congregation of different households and families. Please leave the site promptly once you have dropped off your child.***
- Senior Leaders will be on gate duty every day to ensure the safety of our school community. Staff will also be on duty in playgrounds and across the school site to ensure social distancing and the swift drop-off/collection of pupils.
- You have the option to allow your child to wear a face covering, to and from school, but this needs to be removed before entry and taken home by the parent. We ask that parents continue to wear face coverings whilst on our school site (unless medically exempt).

Social distancing and bubbles within school:

You are all familiar with the 'bubble' system now, as it was used in school throughout the autumn term. Classes being treated as a single 'bubble' minimises the number of individuals that pupils and staff are exposed to.

In their bubble, pupils will learn together in the classroom, play together outside and access lunchtime provision together too. As much as possible, the school adults in the bubble will also remain consistent.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and also assists in keeping the number of affected people to a minimum.

Under the robust risk assessment in place, every possible measure has been taken to reduce the opportunity for bubbles to mix. However, there are some instances where children will be in a larger bubble due to the logistics of ensuring all 650 pupils at our school receive their curriculum and lunchtime entitlements across the school week.

For example:

- During lunchtime year group bubbles will be out on a playground at the same time but they will be in separate coned off areas of this space and have separate adults to support them.
- Year 6 will be taught in their own bubble and sometimes in 'target groups' during the day for their core subjects. This is an essential part of their preparations for the year ahead and the challenge of Y6 SATs.

Friday afternoon closures:

School will still close on Fridays to most pupils. This enables teachers to take their statutory PPA time without exposing pupils to a number of additional adults.

We will continue to offer 'Friday Enrichment' provision for children who meet the criteria set out below:

- Both parents/ single parent working.
- Both parents/ single parent in full-time education.
- One parent working, one in full-time education.
- Children with EHCPs.
- SEND children who are on the SEN register with a specific, identified learning need (e.g.: Hearing impairment)
- Children with Social Services or Family Support Worker involvement
- Children with specific pastoral need as identified by school.
- There will be a small number of additional places that can also be used. If a problem arises, which means your child has to stay in school for a Friday afternoon then this will be by arrangement with the Head of School and the school must have at least 7 days notice.
- There is no charge for accessing Friday Enrichment.

If you require a place for your child, please email enquiry@birchfld.bham.sch.uk to receive the application form. **This applies to all children as we will not be using previous registers as we know some parents circumstances have changed. Thank you.**

Social distancing within the classroom:

SOCIAL DISTANCING

PLEASE FOLLOW THIS ADVICE:



**KEEP YOURSELF
2 METRES AWAY FROM
OTHERS WHERE POSSIBLE.**



**RESPECT THE PERSONAL
SPACE OF OTHERS.**



**LIMIT TOUCH WHERE YOU
CAN AND WASH HANDS
REGULARLY.**



Current DfE guidance accepts and acknowledges that social distancing in a class size of up to 30 children is not possible.

Instead, children will be encouraged to keep their distance from each other wherever possible e.g. when playing outside, walking in corridors or using the toilet facilities. All pupils will be reminded about social distancing in their first days back and posters are displayed all around school to remind them of this.

Whilst seated in the classroom, pupils will sit next to each other (with the tables in rows and all pupils facing the front.) To avoid being directly opposite others, pupils will not sit in usual group table arrangements. This is the same approach as used in the autumn term so pupils are used to this.

Break times:

To further limit the opportunities for bubbles to mix, the normal break time will continue but children will play in their own area and will not mix with other bubbles. (EYFS children will continue to have open and free access to their outdoor classroom throughout their learning time.)

Please continue to send a **healthy snack** in with your child each day for their break time (for example, a piece of fruit or a cereal bar). **Crisps and chocolate bars should not be sent into school.**

Classes will be encouraged to take additional physical activity/outside breaks to support children in transitioning back to the full school day and increasing their learning stamina following long periods at home.

Lunchtime Arrangements:

School dinners:

- Our daily hot school meal offer will continue.
- Children in Reception, Year 1 or Year 2 who access the universal free meal, along with children who are free-school meal eligible from across school, will receive a hot school dinner each day.
- Dinners are also a payable option for all other pupils. Payment of £2.25 per day is required via School Money. (£1.95 for Nursery children)

Packed lunches:

- If you prefer, a packed lunch can be provided each day.
- This should not contain any nut-based products as we are a nut-free school.
- It should also contain a healthy selection of food from across the food groups.
- Lunchboxes should be clearly named. We continue to ask for plastic reusable lunchboxes, instead of fabric ones please, as these are easier to clean/anti-bac daily.

One hour lunch period:

- Regardless of whether your child is a hot school dinner or a packed lunch, they will be eating in the school canteen either infant/junior hall and they will be accompanied by the other children in their bubble.
- They will also have an assigned member of staff to supervise them during lunchtime – this person will remain consistent to reduce contact with multiple staff members across a week.
- They will have a period of time outside and a 20 minute period inside for eating their lunch.
- A robust cleaning schedule is in place to ensure that this dining area is cleaned with anti-bacterial spray after use by each bubble.

Is there anything else children should bring?

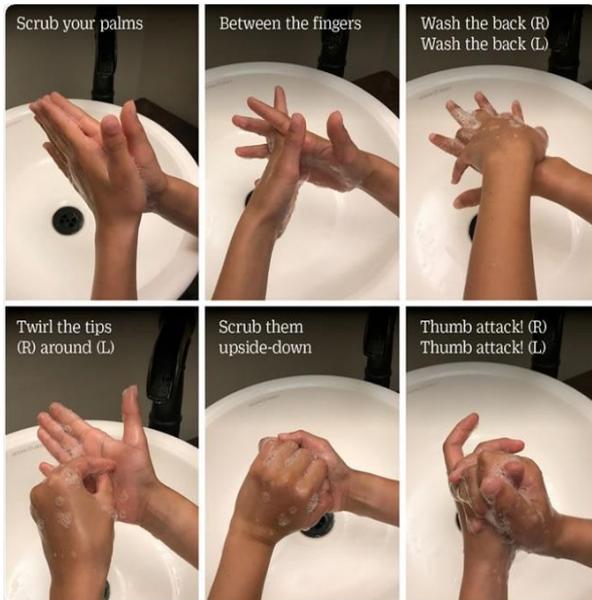
- A named water bottle should come with your child to school each day and can be accessed at any time throughout the day, including during learning time.
- This should contain water only (no squash or flavoured water)
- It will come home each evening to be washed thoroughly ahead of the next day.

Cleaning and Hygiene Procedures:

All classrooms will continue to have access to cleaning materials which will be used throughout the day to wipe down surfaces, door handles and other touch points.

To prevent possible spread, an enhanced cleaning schedule from our external providers and PACT site team is also in place (including additional cleaning of toilet/washing facilities during the school day and regular cleaning of touch points such as internal and external doors)

Hand washing and hand sanitiser:



Hand washing remains a vital part of the fight against Covid-19 spreading and is an essential cog in the school risk assessment measures.

- Pupils will be given hand sanitiser on entry to school each morning and asked to rub this in before making contact with any school property/doors.
- They will continue to wash hands regularly and correct hand washing will be taught on their return to school.
- Hand wash and paper towels are available in all bathrooms and classrooms.
- Hand gel will also be used at regular intervals throughout the school day (this contains minimum 70% alcohol in line with WHO/NHS advice)
- Hand washing posters are on display in classrooms and bathrooms to remind children of how to wash their hands properly.

Good Respiratory Hygiene:

The 'Catch it, bin it, kill it' approach also continues to be very important:

- All classrooms have supplies of tissues for children to access.
- All classrooms and learning spaces also have lidded bins for used tissues to be disposed of safely.
- Pupils will be re-taught the 'Catch it, bin it, kill it' approach.
- Where needed, younger pupils will be supported to understand and follow this guidance.
- Supportive posters are displayed all around school to remind children of this



What can and can't come into school?

In September, we asked for a minimal number of items to be brought in to school each day to minimise the risk. We know that the virus can be spread via touch points and surfaces.

Item:	Can this come into school?	Further detail:
Water bottle	YES	All children need a named water bottle in school each day. This will come home for washing each evening.
Plastic lunch box	YES	This should be taken home each day for washing/anti-bac spraying.
Coats	YES	Cloakrooms will be accessible to pupils. Hats, scarves and gloves should also be sent in on days where it is particularly cold.
Home readers	YES	School provided plastic wallets for these at the start of the academic year and books are returned to school for quarantining before being given to another child.
Items from home e.g. toys, holiday souvenirs	NO	These should not be brought into school as they could get lost or damaged. Classrooms and workspaces must be kept clutter free to allow for regular cleaning throughout the school day.
Pencil cases and personal stationery items	NO	All pupils have their own A4 zipper wallet containing all of the items they need for learning. These will be for their use only and not shared with others. Please do not send in any stationery items from home.
PE Kits in drawstring bags/ rucksacks	NO	As during the Autumn term, pupils should come to school in their PE kit on their PE day each week to prevent the need for changing. (See below for more info)
Sweets for birthday celebrations	YES	However, they must be individually wrapped e.g. treat-size chocolate bars or mini bags of Halal sweets.

School Uniform:

The compulsory uniform for Birchfield Primary is:

- Birchfield Primary sweatshirt/cardigan (with BF logo is preferred)
- White polo shirt (BF logo embroidered is preferred)
- Grey trousers/skirt/pinafore
- Grey tights/socks
- Black school shoes (NO TRAINERS)

For PE, the compulsory uniform is:

- White sports t-shirt (BF logo preferred)
- Black shorts (shorts with BF logo are available and preferred)
- Black PE pumps/trainers for outdoors
- Plain black tracksuits can also be worn due to children wearing their PE kits all day.

You can find further information about how to order school uniform on our website.

The ventilation of school is an important part of the risk assessment.
Windows and doors must be kept open, regardless of the weather conditions.
 Please ensure your child wears appropriate layers on colder days.

WORKING TOGETHER TO MINIMISE THE RISK

Parent Code of Conduct for SPRING TERM 2021 – following school closures for Covid-19

INFORMATION FOR PARENTS AND CARERS – COMMUNICATING WITH SCHOOL AND EXPECTATIONS ON SCHOOL GROUNDS:

- We have to minimise the number of people on school grounds and reduce the opportunities for different classes/children to encounter each other.
- We expect all adults to adhere to current social distancing guidance at all times.
- The main school office is CLOSED to all parents.
- Any urgent query needs to be raised via phone or email.
- School is contactable via: enquiry@birchfld.bham.sch.uk.
- Please only call the main school office if the matter is URGENT (0121 464 5661).
- Please drop off and collect your child at the allocated time.
- Please ensure you are prompt and on time in both dropping off and collecting your child each day.
- We ask that ONE family member drops off and collects please to avoid unnecessary gathering/congestion.
- Please wear a face covering at all times whilst on our school site (unless medically exempt).
- Please speak and behave respectfully towards all members of staff and other families.

PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY, OR ANYONE LIVING IN YOUR HOUSEHOLD, IS DISPLAYING ANY SYMPTOMS ASSOCIATED WITH COVID-19

- *High temperature*
- *New and persistent cough*
- *Loss of, or change in, your normal sense of taste/smell.*
- *Please self-isolate for 10 days and inform school of this by calling and following our normal absence procedures.*
- *Please be very clear if you leave a voicemail message about whether your child has symptoms or not.*
- *If your child needs to be tested, please communicate this with school and inform us of results as soon as you receive them via enquiry@birchfld.bham.sch.uk*

YOU DO NOT NEED TO PROVIDE ANY HANDWASHING PRODUCTS

- All groups will have access to hand soap and warm water.
- All classrooms have bottles of hand sanitiser which the children will be asked to use at regular intervals throughout the day. This contains minimum 70% ethanol (in line with WHO advice)

SPEAKING TO STAFF MEMBERS

- Senior Leaders will continue to be on gate duty each morning to answer any queries you may have.
- Face-to-face contact with teachers is not possible – please continue to use the class email address to contact your child's teacher.

WE UNDERSTAND THAT YOU, AND YOUR CHILD, MAY BE FEELING ANXIOUS ABOUT THE RETURN TO SCHOOL.

- We will do all that we can to support them emotionally with the differences they will notice in school at this time. Pupil mental health and wellbeing remains a number one priority for us.
- All routines, procedures and protocols have been put into place to minimise the ongoing risk posed by COVID-19

WE THANK YOU IN ADVANCE FOR YOUR SUPPORT AND CO-OPERATION

Attendance to School:

Attendance to school is mandatory. The government have been very clear in their expectation that **ALL** pupils of primary school age will return to school on Monday 8th March. Mrs Ahmed, our Pastoral Leader, will continue to monitor attendance closely in the usual way. Any pupils who are absent will receive phone calls home to establish why they are not in school.

The guidance states: **School attendance will be mandatory for all pupils from 8th March.**

This means the usual rules on school attendance will apply, including:

- *parent's duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' code of conduct*

Clinically extremely vulnerable pupils: School will need a letter from a health professional to be able to authorise absence for shielding. Any child at home for this reason will be expected to engage in home learning.

If your child is absent due to isolating for 10 days because a member of the household has tested positive, they will also be expected to engage with home learning.

Home learning:

In the event of self-isolation, pupils will be expected to engage with home learning. All pupils now have the relevant log-in details needed for this (MS Teams) and school have a small number of devices (iPads) available to loan to those isolating who need them. Paper packs may also be used.

In line with our remote learning plan, the content of this home learning will match that being covered in school as much as possible. Some school-based learning is resource dependent so where needed, government recommended resources, such as Oak National Academy, will be used. Our remote learning plan can be found here: [Remote Learning Plan BF](#)

Pupils who are absent due to self-isolation must regularly submit their work to their teacher for feedback and to ensure understanding.

If your child becomes unwell during their time at school:

It is essential that school have up-to-date contact information for every pupil we care for at all times. However, in the current situation, this has even greater importance.

We hope that this won't happen but clear procedures are in place should any child become ill or begin displaying Covid-19 symptoms whilst in school:

- Pupil will be removed from their bubble classroom and placed in a designated first aid room in school.
- They will be supervised by a trained first aider.
- Parents will be called and asked to immediately collect the child.
- You will be asked to engage with NHS testing to establish whether your child does have Coronavirus.
- If they test positive, then all children within their bubble and all staff who have been in close contact with them, will be sent home to self-isolate in line with government guidance.

Close contact is defined as:

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - Been within 1 metre for 1 minute or longer without face-to-face contact
 - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - Travelled in the same vehicle.

Communication between home and school is absolutely vital in these circumstances. We must work together; acting quickly and efficiently to protect all school community members affected.

Extra-Curricular Activities and Breakfast Club

Breakfast Club:

Our Breakfast Club provision has been quite popular and we know that some parents rely on this for getting to work and as a result, are making this provision available from Monday 8th March.

Breakfast Club will continue to ask children to sit in their house bubbles to minimise contact with children from across school. To support our younger pupils, siblings from the same household are also allowed to sit together.

Breakfast Club will be pre-booked in the usual way and paid for via SchoolMoney.

The cost for Breakfast Club is £1.50 per day.

Afterschool Clubs:

At Birchfield Primary, we pride ourselves on offering extra-curricular options for our pupils afterschool.

Our first priority is to get all children into school for their normal school day; ensuring maximum safety and wellbeing for all. Once these routines and practices are re-embedded, we will look to widen our opening hours and offer afterschool clubs for pupils.

Monday 1st March 2021

Dear Birchfield children,

I know that you have all been working so hard at home during January and February. School staff have been overwhelmed by your positivity, resilience and efforts in home learning. It has been a strange and challenging time for everyone but together, we have made it work. I am so proud of you all and have once again been reminded of how awesome you all are!

Prime Minister Boris Johnson recently announced that ALL children will be returning to school on Monday 8th March. I am sure lots of you already know this or may have been spoken to by your parents about it. All of the adults in school are really looking forward to seeing you all and having you back in the school building.

When we return, it is going to be a real team effort! I am going to need help from you and your parents to keep us all safe. Lots of the things which were in place before like staggered start times, social distancing, hand gel and class bubbles will continue.

To help prepare you for these changes, we have sent this pack of information to your parents and there will also be lots of posters around school to help you remember the rules.

We can't wait to see you all again!

Mrs Z. Thewlis
Head of School

