



BRONTË HOUSE

Parental Guide – from 8th March 2021



Dear Parents

I do hope that this communication finds you and your families well and that the children are beginning to look forward to the forthcoming return to school.

The purpose of this Guide is to provide parents with some clarity on the modifications to school routines as we continue to prepare for a full re-opening on Monday 8th March.

Last week, the government published the latest document: Schools coronavirus (COVID-19) Operational Guidance. In our preparations for re-opening next week, we are following closely the measures and systems of control stipulated in this handbook.

For this reason, the same routines and systems that were present in the Autumn Term will, once again, be in place in order to maintain the wellbeing of the school community. Last term, we were incredibly fortunate to have very limited exposure to Covid within school and we hope that our continued vigilance in adhering to our risk assessment protocols will afford us the same privilege as we begin the journey out of lockdown.

All measures will be kept under review and we hope to be able to relax some restrictions in the Summer Term, pending further advice from the Government as both the local and national situation continues to evolve.

The Parental Guidance issued in September 2020 has been updated and adapted; new sections have also been added. For ease, any material changes or sections of high importance have been highlighted in yellow.

Please read through the following pages carefully. We have included what we hope is, all of the necessary information to facilitate a smooth return. If there is anything additional that you would like to know, please email Mrs Bedford and we will address any concerns or queries that you may have:

Bedford.k@brontehouse.co.uk

After such an extended break, we are hugely excited about being able to open our doors again and we look forward to welcoming you back to Brontë in the coming days.

With very best wishes,

A handwritten signature in black ink that reads 'S. Chatterton'. The signature is written in a cursive, flowing style.

Sarah Chatterton

Head, Brontë House

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YEAR GROUP BUBBLES

Each of the Year Groups, from Pre-Nursery to Year 6, are operating as separate bubbles. This is a preventative measure to decrease the likelihood of widespread infection should a member of staff or child in a particular bubble test positive for COVID-19. Children in different classes but in the same year group are considered to be in one bubble and mixing freely is acceptable when participating in outdoor sports and playground activities. When inside, we will continue to reduce mixing in closed classroom spaces as much as possible in order to limit the opportunity for virus spread.

Children will remain in their year group bubbles for all aspects of the day: Pre and After-School Care, including all extra-curricular activities and Prep; academic curriculum time; PE/Games and all break and mealtimes.

Every effort has been made to ensure that children in different bubbles will not mix whilst they are on the School site. With this in mind, the following list, which is not exhaustive, details the measures that have been put in place through the bubble structure:

- Colour coded year-group zones around school with floor and wall markers for the children to follow
- Separate entrances and exits to school (as far as possible)
- Staggered lesson, break and mealtimes to alleviate congestion around school
- One-way systems are in operation
- No shared resources between year groups
- Designated bubble bathrooms and cloakrooms
- Designated bubble staff with limited movement of staff
- Children supervised as they move between lessons by a member of staff

All members of staff have been allocated to a bubble with children grouped in consistent classes for all indoor activities and taught, predominantly, by the same member of staff for most of the day.

For the small number of staff that do move between bubbles, strict protocols are in place.

Year Group/ Bubble	Class Teachers	Additional Bubble Staff	Teaching Assistants
Year 1	Mrs Abbott, Mrs Defurey, Miss La Via	Ms Stega*	Miss Whitby-Eccles, Mrs Lawrance
Year 2	Miss Campbell, Mrs Small		Mrs Bader, Mrs Downes, Mrs Myers, Mr Boggie
Year 3	Mrs Simpson, Mr Marshall	Miss Bell, Mrs Chatterton*	Miss Broscombe
Year 4	Mrs Downs, Mrs Ellershaw*	Mr Moorhouse, Mr Waterhouse*	Miss Bland
Year 5	Mrs Gifford, Mrs Sugden (in place of Mrs Mac)	Mr Phenny*, Mrs Couzens*	Mrs Malir, Mrs Pinkney
Year 6	Miss Pearson, Mr Graham, Mrs Rayner		Mrs Riley, Mrs O'Grady

*indicates staff who work in more than one bubble.

TIMINGS OF THE DAY

School will continue to open at 7:30am for those that wish to access Pre-School Care and Breakfast. Children may arrive at any point from 7:30am – 8:25am and registration will take place at 8:30am.

The timings at the close of the day were amended slightly in September 2020 to incorporate a staggered end to the School day and this is something that will continue to be in place following the 8th March 2021 reopening. Not only does this assist with car parking and traffic flow but it also varies the timings of lessons for Years 1-6 which impacts on break and lunch timings and creates space on the playgrounds to ensure that year group bubbles are kept separate.

Please see below:

Ashdown Lodge	3:30pm
Years 1 and 2	3:15pm
Years 3 and 4	3:30pm
Years 5 and 6	3:45pm

THE MORNING ROUTINE

When you arrive at school in the morning, between 7:30am and 8:30am, please park in the bottom car park.

If your child is in Years 1-3, we ask that you accompany them to the main front door of the school building (red door). Please be advised that all parents or appointed adults must wear a mask when accompanying children on the school site.

If your child is in Years 4 - 6, they should walk from the car-park independently, up to school. Children in Year 5 must enter school through the door adjacent to the Library; children in Years 4 and 6 should use their allocated door in the Greenwood Building.

Please ensure that you observe your child entering the school building before you leave the site.

A one-way system is in operation from the car park. As you look up at the School from the car park, please walk up the right-hand path next to the Sports Hall. Parents with children in Years 1-3 will then need to turn left and walk along the top of the terrace where a member of staff will meet you at the main front door to supervise and direct the children to their classroom, where breakfast will be served between 7:30am – 8:00am. Please note that, under the terms of our risk assessment, no parents are allowed within the school buildings without prior agreement of the Head. Parents should then walk back down to the car-park via the steps next to the road.

If your child is in Year 5, they should walk up the steps from the car park and gain access via the external door at the side of the Library. Children should use this door and go directly to the Year 5 cloakroom to hang up their belongings and wash their hands. They will then go straight to the Dining Hall where breakfast will be served between 7.30am and 8:00am.

If your child is in Year 4, they should walk up the steps next to the Sports Hall and turn right on the terrace, before placing their belongings in the outdoor cloakroom at the end of the terrace. The left-hand door into the Greenwood Building should then be used to go directly to Mrs Down's classroom. When they reach the classroom, children should wash their hands in the sink before sitting down in their allocated seats. Breakfast will be served in Mrs Down's room between 7.30am and 8:00am.

If your child is in Year 6, they should enter the Greenwood Building via the right-hand door before hanging up their belongings in the cloakroom on the ground floor. Children should then use the adjacent toilets to wash their hands, before moving to the Sports Hall, where breakfast is served between 7:30am-8:00am. Children should sit in their allocated space, within their class. Children arriving after 8:00am should also make their way to the Sports Hall, ready for Wake-Up Workout to begin at 8:30am.

The above arrangements were in place for the second part of the Autumn Term and the children are well-versed in the routines.

Last term, we received multiple complaints from parents who felt uncomfortable with the level of social interaction and exchange between families following both the morning drop off and

afternoon collections. Can we respectfully request that parents return to cars and vacate the site as soon as they are able to do so, avoiding congregating in groups on the car-park.

Late Arrivals

We were extremely grateful, last term, for the concerted effort by parents to ensure that children arrived at school on time. Due to the restricted movements of children and staff around the School and the increased difficulty in relaying information, we ask that this continues when school re-opens on 8th March.

Children who arrive after 8:30am MUST be brought to the main Office door; however, parents are not permitted to enter at this time. It is imperative that late children DO NOT enter the building using their usual entry point as other bubbles may be moving around at this point. Once in the Office, children will then be escorted to their classroom by a member of Office staff who will need to wear PPE.

Reporting Absence

If your child is absent due to illness, please report this at the following email address:

absence@brontehouse.co.uk

THE END OF THE DAY

For children in Years 1-6, the time between the end of the School day and 6:00pm will comprise four different elements:

- Co-Curricular Activity
- Outside Playtime
- Tea
- Prep

For each Year Group bubble, these will take place at different times to ensure that the children remain separate.

Co-curricular activities will continue to be run solely by Brontë House staff. This is in order to prevent any increased risk of infection from external providers who teach in multiple settings.

Every day, after school, an activity will be run by a member of staff within your child's bubble. All children who remain in school past the end of the school day will participate in this activity. There will be no option for children in After School Care to 'opt out' of the Year Group's activity for that day and, for this reason, you will not be required to 'sign up' for Co-Curricular activities in the usual way.

The latest government guidance released to schools last week is clear that wrap around care should be accessed sparingly and only in the following circumstances:

'the use of the provision is reasonably necessary to support them (parents) to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group'.

Children attending after-school care mix more freely within their year group bubble in the classroom environment; something that we do not allow at any other time during the day. Last term, some year groups reported that over 80% of the children remained in school for After-School Care. We are aware that some parents rely on the availability of this service and we are committed to ensuring that the School remains open fully; however, if you do not need your child to remain in school past the end of the day, can we politely request that they are taken home? This will ensure that we remain compliant with the government issued Operational Guidance whilst also assisting us in keeping the site as safe as possible.

Parents who are using out-of-school extra-curricular activity providers are advised to limit their use of such settings and only visit one external provider, in addition to school. Thorough checking should also take place to establish if appropriate protective measures are in place. Further guidance for parents and carers may be found on the link below.

[Extra-Curricular Activity Guidance for Parents](#)

In order to provide full wrap-around care in year group bubbles, we have increased from the usual 3 bubbles of children to running 9 separate bubbles every morning and evening which means that the duty allocation for all staff is hugely increased and impacts on their ability to provide

additional activities. Whilst we appreciate that we are unable to offer a full programme at this time, we are sure that the children will enjoy the range of activities available throughout the week.

The schedule of after school activities for the remainder of the Spring Term is as below. Please note that these will commence with immediate effect, on Monday 8th March.

Year 1 and 2

YEARS 1&2					
	Mon	Tues	Wed	Thurs	Fri
Y1	Lego	Drawing	Book Club	Let's Create	Film Club
Y2	Construction	Computer Club	Drawing Club	Film Club	Cricket Club

If your child is in Year 1 or 2, their school day finishes at 3.15pm. Children who have specified that they will be collected straight away, will be taken to the playground, and can be signed out from the member of staff on duty between 3.15pm and 3.30pm.

Children who have not stated they are going home immediately at the end of the school day, will remain in the school building, participating in the after-school activity for that day.

At 4:00pm the children will finish their activity and go out to play until 4.20pm. If you wish to collect your child during this period, sign your child out with the member of staff on duty in the playground.

At 4.20pm the children will return to their classroom where they will be served tea until 4.40pm. From 4.40pm – 5:00pm will be story time. 5:00pm – 6:00pm will be Prep/play time in the classrooms. If you wish to collect your child between 4.20pm and 5pm, you must approach a member of staff in the playground and ask them to radio through for your child to be sent to meet you at the main front door (red) of school. From 5:00pm, a member of staff will be located outside the main front door to assist you.

Year 3 and 4

YEARS 3&4					
	Mon	Tues	Wed	Thurs	Fri
Y3	Mindfulness	Cricket Club	Book Club	Drawing Club	Film Club
Y4	Drawing club	Master Builders	Cricket Club	Outdoor Explorers	Film Club

If your child is in Year 3 or 4, their school day finishes at 3.30pm. Children who have specified that they will be collected straight away, will be taken to the playground, and can be signed out from the member of staff on duty as normal, between 3.30pm and 3.45pm.

Children who have stated that they are not going home immediately, at the end of the school day, will remain in the school building, participating in the after-school activity for that day. In the event that you need to collect your child during this period, you can approach a member of staff in the playground, who will radio through for your child to be sent outside to meet you.

At 4.20pm, the children will finish their activity and go out to play until 4.40pm. If you wish to collect your child during this period, sign out with the member of staff on duty in the playground.

At 4.40pm, the children will return to the school building for tea in the Dining Room.

5:00pm -6:00pm will see Prep completed, either in the Library or the Dining Room, dependent on the type of tea that the children have been served. If you wish to collect your child between 5pm and 6pm, you must approach the member of staff outside the main front door of school. They will radio through for your child to collect their belongings and meet you at the front door of school.

Years 5 and 6

YEARS 5&6					
	Mon	Tues	Wed	Thurs	Fri
Y5	Cricket Club	Mindfulness	Chess Club	Paper craft	Film Club
Y6	Art Club	Mindfulness	Film Club	Cricket Club	Book Club

If your child is in Year 5 or 6, their school day finishes at 3.45pm. Children who have specified that they will be collected straight away, will be taken to the playground, and can be signed out from the member of staff on duty, as normal, between 3.45pm and 4:00pm. At 4:00pm, the children will be taken back inside to join their bubble.

Children who have stated that they are not going home immediately, at the end of the school day, will remain in the school building, participating in the after-school activity for that day. In the event that you need to collect your child during this period, you can approach a member of staff in the playground, who will radio through for your child to be sent outside to meet you.

At 4.40pm, the children will finish their activity and go out to play until 5:00pm. If you wish to collect your child during this period, sign out with the member of staff on duty, in the playground.

At 5pm, the children will return to the school building for tea. Any parent collecting their child after this point should approach the member of staff at the main front door of the school.

End of the Day Routine (dry weather)

The end of day routines are well-established and worked well last term. As such, there will be no change to these arrangements.

The same one-way system is in operation after school as in the morning. Parents collecting children straight away must approach the tennis court from the right-hand path from the car park, ensuring that they are appropriately distanced from each other and wearing a face mask. If a lot of parents are queueing, we would suggest that parents wait in cars for a couple of minutes until the queue has subsided.

Children will be lined up on the tennis court and signed out by the member of staff on duty and parents should then walk with their child along the corridor that has been marked on the tennis court, exiting the large double gates on the left hand-side in order to return to cars.

The same system will be used for all parents collecting between 3:15pm and 5:00pm. If you are collecting your child after the initial signing out period, please be aware that staff on duty will have to radio through to the bubble for children to be sent down from classrooms so there may be a slight delay and you will be asked to wait outside the large double gates to the side of the tennis court.

End of the Day Routine (wet weather)

Year 1 and 2 children, who are leaving school at 3.15pm, should be collected from the main entrance to school.

Year 3 leaving at 3.30pm should be collected from the main entrance to school.

Year 4 and Year 6 children, who are leaving immediately at the end of the school day, will be available for collection from the Greenwood Building doors up until 4:00pm. Please queue up the steps adjacent to the Sports Hall, along the terrace to the right; collect your child and exit down the Sports Hall internal stairs and out of the door at the bottom of the Sports Hall.

Year 5 children leaving between the end of school and 4:00pm will be available for collection from the Library door. Parents should queue along the front of the Library to the bottom of the stone stairs up to the Library door. Parents and their child should then walk along the terrace and down the steps adjacent to the driveway.

If you are collecting your child after 4:00pm, please proceed to the front entrance and staff will radio for children to be sent to meet you.

Please be aware that this is ONLY in case of wet weather. All parents should continue to wear a mask.

School Buses

The school bus service will run as normal. Appropriate control measures are in place and parents will be advised of these when purchasing their child's bus ticket.

Please note, no 'ad-hoc' requests for bus travel will be permitted due to the need for prior understanding of numbers.

Children travelling by bus in the evening may not be able to have tea in school, dependent on their year group and the time allocated for their bubble to use the Dining Room.

Once tickets are purchased and we have an understanding of the children this may affect, a senior member of school staff will arrange a discussion with parents.

DAILY ROUTINES

During the day, the children will consistently remain within their year group bubble and will remain in the same classroom for the majority of their lessons.

The timetable is now staggered to ensure that Year Groups are not mixing unnecessarily throughout the day. This includes staggered lessons, breaks, lunchtimes, and finish times to assist with the separation of Year Group bubbles. To this end, Years 5 and 6 will begin every day with a 'Wake up Workout' session, led by one of our PE staff, as this enables us to begin our staggered day. This will combine some elements of fitness and conditioning exercises. Children are not required to wear PE kit for this if they do not have a curriculum PE lesson on that day.

Please find below a copy of the whole school daily schedule to understand key timings of the day for different year groups. Children in Years 1 and 2 will be sent a weekly tea form home for parents to indicate collection times. Years 3-6 will be asked for this information each morning so please ensure that they understand what time they are going home.

DAILY SCHEDULE MARCH 2021

	8.30 - 8.45	8.45 - 9.00	9.00 - 9.15	9.15 - 9.30	9.30 - 9.45	9.45 - 10.00	10.00 - 10.15	10.15 - 10.30	10.30 - 10.45	10.45 - 11.00	11.00 - 11.15	11.15 - 11.30	11.30 - 11.45	11.45 - 12.00	12.00 - 12.15	12.15 - 12.30	12.30 - 12.45	12.45 - 13.00	13.00 - 13.15	13.15 - 13.30	13.30 - 13.45	13.45 - 14.00	14.00 - 14.15	14.15 - 14.30	14.30 - 14.45	14.45 - 15.00	15.00 - 15.15	15.15 - 15.30	15.30 - 15.45	15.45 - 16.00	16.00 - 16.20	16.20 - 16.40	16.40 - 17.00	17.00 - 17.20	17.20 - 18.00			
1B 1H 2B 2H	REG	PERIOD 1	BREAK	PERIOD 2	LUNCH	PERIOD 3	PERIOD 4	PERIOD 5	Signing out	CLUB	play	tea	Story time	Prep / Play																								
3B 3H 4B 4H	REG	PERIOD 1	PERIOD 2	BREAK	PERIOD 3	LUNCH	PERIOD 4	PERIOD 5	Signing out	CLUB	play	tea	Play / prep																									
5B 5H 6B 6H 6S	REGISTRATION & WAKE UP WORKOUT	PERIOD 1	PERIOD 2	BREAK	PERIOD 3	LUNCH	PERIOD 4	PERIOD 5	Signing out	CLUB	play	tea	Play / prep																									
	REGISTRATION & WAKE UP WORKOUT	PERIOD 1	PERIOD 2	BREAK	PERIOD 3	LUNCH	PERIOD 4	PERIOD 5	Signing out	CLUB	play	tea	Play / prep																									

At this time, there will be no whole school assemblies, including Awards Assembly, or whole school events, as we need to consider the safety of all of our children and staff. Our main priority is to keep the bubbles in separate areas of the school and therefore meeting as a whole school in any circumstance is not possible. Individual year groups may hold their own assemblies and there will be a virtual assembly each week from a member of the Senior Management Team, which will include House Point Awards. Good Work Awards will continue and these will be presented in classes each week.

MEAL TIMES

Children will continue to enjoy breakfast, lunch, and tea in school. Breakfast will be served in Year Group bubbles from 7:30am until 8:00am. We are unable to provide the usual offering of cereal and toast so this will take the form of pre-packaged finger foods such as cereal bars, yoghurts, and fruit.

Lunches will also be served in Year Group bubbles. For Years 1 and 2, this will mean an early lunch each day at 11:15am in the Dining Room. Years 1 and 2 will be served a hot lunch every day.

Years 3/4 and Years 5/6 will be served lunch at approximately 12:45pm and this will alternate between hot lunch served in the Dining Room and a picnic lunch served either in the classroom or outside, weather permitting. This is necessary as we are unable to serve lunch to all the children in key stage two in the Dining Room each day and ensure sufficient cleaning time between sittings.

Last term, we introduced 'hot pots' to the lunch menu on picnic lunch days. These were very well-received as an alternative to sandwiches and we will be continuing with this option whilst the current dining restrictions remain in place, with a greater range of options, including: chicken curry, casserole and a variety of pasta, rice, and noodle pots. Menus will be issued in advance on a three-week cycle.

Tea will also be served in Year Group bubbles. Years 1 and 2 will receive a sandwich tea in classrooms each evening and Years 3/4 and Years 5/6 will be served a hot tea in the Dining Room on the days when they received a picnic lunch.

Children must continue to 'book' their place in tea each evening by informing their class teacher of their intention to stay in school during Registration each morning. Children in Years 1 and 2 will be issued with a 'tea form' each Friday, to be returned on a Monday with an indication of timings for collection. Year 1 and 2 children will then choose their sandwiches for the evenings that they are remaining in school for tea.

Children may still bring a snack from home of fresh fruit or vegetables.

UNIFORM AND EQUIPMENT

Following the announcement that the School have appointed School Blazer as the uniform supplier for the academic year 2021-22, the Monkhouse School shop is now closed. The online service will continue to be available for the remainder of the academic year and parents are able to order uniform to be delivered to their home. A 'Click and Collect' service from Woodhouse Grove main Reception is also being investigated; more details to follow from Mrs Cadman later this week.

The ABA are keen to support families with 'Pre-Loved' items of uniform available on the Year Group WhatsApp sites.

In order to remove the need for shared changing areas, children will be required to wear their School PE kit on the days that they have PE/Games. For boys, this means their Gilbert shorts and either Rugby shirt or PE top; for girls, this means the Gilbert skirt and corresponding PE top. The School Gilbert tracksuit, consisting of fleece and tracksuit bottoms, should be worn over the top to ensure that legs are covered during lesson times. If the weather becomes warm in the coming weeks, we will make a whole school decision to remove tracksuits to ensure the children remain comfortable.

For children in Years 3-6, the tracksuit should be removed for Games lessons and then put back on at the end of the day, before going home.

On all other days, children should wear their full school uniform. Summer uniform may be worn following the Easter holidays.

Please see the table below for details of your child's uniform requirements each day.

DAYS WHEN CHILDREN WILL BE PARTICIPATING IN CURRICULUM SPORTS AND PE KIT MUST BE WORN					
CLASS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1B	X	X			
1H		X		X	
2B			X	X	X
2H			X		X
3B		X	X		X
3H		X	X		X
4B		X	X	X	
4H		X	X	X	
5B	X	X			X
5H	X	X			X
6B	X			X	X
6H	X			X	X
6S	X			X	X

To assist with movement around school and decrease the likelihood of bubbles mixing, children will not be changing into trainers for play time so please make sure that they have sturdy school shoes for days when they are wearing uniform. This removes the need for a pair of indoor

trainers/pumps as the children will remain in the same footwear all day. Children playing Rugby/Football will continue to need boots and these should be brought to school in the boot bag.

All children must have a named coat in school at all times.

As last term, children in Years 3-6 are required to bring their own pencil case from home. This is to prevent any unnecessary sharing of resources. Please ensure that children's pencil cases are checked and re-stocked with the equipment below prior to the return next week. The following items are required:

- Writing pencils
- Eraser
- Ruler
- Colouring pencils
- Blue handwriting pen (no fountain pens, please)
- Glue stick
- Scissors
- Pencil sharpener

Every child will also need their own, named water bottle each day.

Please note, in a change to the published list in the Parents' Handbook, children in Year 3 require the Brontë House rucksack.

COMMUNICATION

Relaying messages from the Office to individual pupils around school continues to be more problematic than usual due to the need for staff and pupils to remain in consistent bubbles. Please can we ask that, as far as possible, you make arrangements with your children each morning regarding after-school plans. If you are running late or wish to change your collection time, you do not need to inform us of this; your children will always be looked after until you arrive.

Please be aware that the member of Office staff between 5:00-6:00pm will not be in the Office to answer calls as they will be greeting parents at the front door and assisting with collection of children from classrooms.

After such an extended break, whilst the majority of children are excited and looking forward to a return to school, we recognise that, for a minority, the next few days may be a worrying time. If you are concerned that your child is feeling anxious about the return to school, please contact your child's class using the email address recorded in the front of your child's diary. Please do not hesitate to get in touch with any queries or concerns; we are here to help and to ensure that the return to school process goes as smoothly as possible.

For safeguarding issues or concerns relating to children's mental health needs, please contact the Assistant Head based in your child's section of the School: either Mrs Simpson or Miss Pearson. Email addresses for all senior staff, including Mrs Chatterton, are located in the front of your child's diary.

TEACHING AND LEARNING

From 8th March, children will return to the classes that they were grouped in prior to Christmas and they will be taught in these consistent groupings for all subjects, with the exception of Music, ICT and Games.

Academic reports will be published, as usual, at the end of the Spring Term. A hard copy will be placed in your child's bag on the last day of term and an electronic copy is also available on the Parents' Portal.

Most year groups have experienced some changes to usual staffing, due to the recent need to balance remote learning with on-site provision. In order to ensure that reports present an accurate reflection of children's work throughout the last 8 weeks, the member of staff who has been teaching your child during this period of lockdown will be writing their report. For those children who have been accessing Critical Worker care on a part-time basis, this is left to the discretion of year group staff to decide on the most appropriate course of action.

Year group staff have been working as a team throughout the lockdown; children's effort, attainment and progress has been consistently shared between staff. Seesaw also means that all staff within a Year Group have sight of all children's work. If your child's class teacher has not been their main tutor throughout this period of school closure, please be assured that the class teacher has had oversight and understanding of your child's work and attainment.

Parents' Evenings, due to take place this term, are postponed until week commencing Monday 26th April so that children have time to settle back into school routines and expectations; and class teachers, who may not have taught some children since before Christmas, have an opportunity to assess their progress and plan next steps in learning.

Year 6 will undertake the Entrance Assessment for Woodhouse Grove in the final week of the Spring Term: week commencing Monday 22nd March. The results from this will assist with setting processes in Year 7. A full programme of preparing the children for this, including practising and reviewing past papers, has been planned by the Year 6 teaching staff, so that pupils and parents have no cause to feel worried or concerned. Further information on this, along with arrangements for scholarships, will be shared with Year 6 parents in the coming weeks.

All children in Years 1-6 will sit formal, end-of-year assessments in English and maths, as usual, in May. The results of these will be published with the final report in July and will identify attainment against average norms and progress since the previous assessments in May 2019.

Children with Special Educational Needs will continue to receive regular support. This will be coordinated by Miss Bell, our SENCo, and will be delivered by the Teaching Assistants allocated to each Year Group bubble. The Teaching Assistants have received training in this from Miss Bell and are able to offer more frequent, targeted support to those children with identified needs. Due to the need to allocate Miss Bell to a particular bubble, she will continue to work alongside Mrs Simpson and Mr Marshall in Year 3.

Mr Moorhouse will continue to work alongside Mrs Downs and Mrs Ellershaw in Year 4. This enables us to divide the two Year 4 classes into three smaller groups for English and maths, providing greater individual attention for our children when they return to school and maximising their progress.

SPORT

The safe return of all pupils to school and engagement in sport and physical activity is the priority for the rest of the Spring Term. Pupils will enjoy a variety of sports and activities this term with the aim of developing physical, social, and mental well-being. We will look to offer netball and rugby during Games lessons; a mixture of badminton and tennis during PE lessons; with Cricket being offered after-school as the Co-curricular sport option. The plan is to introduce all pupils to the Summer Term sports to promote early engagement.

Due to the obvious risks associated with travel to other schools and mixing of children between settings, we will not be participating in any competitive sports fixtures at this time. We appreciate that this is disappointing for the children and will continue to review our risk assessment, in accordance with the guidance from the National Sports Governing Bodies.

The Summer Term is fast approaching; we will look to prioritise athletics, cricket, and tennis across all year groups. Athletics will play a major part in the curriculum in order to prepare students for Sports Day later in the Summer Term. We hope to engage in inter-school fixtures in athletics, cricket and tennis and we are currently organising inter-school fixtures for the Summer Term in the hope that restrictions are lifted and competitive sport against other schools is given the 'green light'; however, we will continue to monitor and review Government and National Sports Governing Bodies advice and will update parents accordingly.

The swimming pool will not reopen this academic year. Swimming lessons will continue to be substituted with an additional PE lesson, taught by one of our specialist Games staff.

PERFORMING ARTS

Mr Phenny will continue to teach Music across the School but with restrictions on singing and instrument use, as per the Government guidance. After the Easter break, Miss Cook will continue to provide Dance lessons each week for Years 3 and 4, though she is not able to teach Drama in Years 5 and 6 at this stage. For the moment, Drama will be overseen by Mr Phenny.

Peripatetic music lessons will remain online at the current time. This is due to concerns of ventilation, adequate cleaning of practice rooms between pupils and possible virus spread from visiting staff to groups of children in different bubbles. This will be reviewed at the end of the Spring Term but, for the moment, we ask that lessons continue to take place remotely, in arrangement with individual peripatetic staff.

KEEPING SAFE

Please find below some of the measures that we are employing to keep our children and staff safe.

Handwashing

All children will wash their hands upon entry to the school, and then at regular intervals during the day. Our younger children will be fully supervised by a member of staff when washing their hands and the children will be taught thorough handwashing techniques during their Induction.

Outdoor sinks have been installed to allow children to wash hands before they return to classrooms after playtimes; additionally, hand sanitiser is located at all entry points into the school.

Medical Attention and First Aid

All bubbles have a fully stocked First Aid kit and all members of staff in the bubbles are First Aid trained. When administering First Aid, all staff will wear a visor, apron and gloves.

All emergency medication must be returned to school on the first day of the new term. This will continue to be stored securely in the School Office.

Face Coverings for Staff

All Brontë House staff wear a mask in corridors and common areas within the School. Specialist staff who are working with children across the school in a classroom environment will also be wearing masks from 8th March.

Within their own classroom bubble, staff may choose to wear a visor or mask; this is left to their discretion.

Staff in close proximity to children when they hear them read may choose to wear a mask but, when teaching a class of children, they may choose not to.

If there is more than one member of staff present in a classroom, staff are encouraged to remain 2m apart and, if this is not possible, wear a mask.

We will continue to support our staff to feel comfortable and confident in their individual roles in school.

Face Coverings for Children

The government are not advising that children wear masks in school. However, the school appreciates that some parents may prefer for their child to wear a face covering at certain points in the day, though this is not advised for very young children. Pupils and Staff who are using face coverings must adhere to the following guidance regarding face coverings:

- Pupils and staff using public transport and school buses to travel to and from school must follow the Government Guidelines in the use of face coverings.

- Pupils and staff should not touch the front of their face covering during use or when removing them to prevent contamination with germs from hands.
- Pupils and staff should wash their hands or use hand sanitizer immediately on arrival and before and after removal of face covering.
- Temporary face coverings must be disposed of in a covered bin.
- Reusable face coverings should be placed in a plastic bag while not in use.
- Face coverings should be changed or washed daily in line with manufacturers guidelines.
- Fabric face-coverings must be plain in colour and may not contain wording.
- Pupils and staff must continue to wash their hands regularly.

What happens if my child develops a symptom of Covid-19 whilst at school?

If your child becomes unwell, at home, with recent onset of a new continuous cough or high temperature or loss of/change in normal sense of taste or smell (anosmia), please telephone the school office as soon as possible. If it is after 5:00pm or before 8:00am, please email absence@brontehouse.co.uk

If your child becomes unwell in school with any one of the aforementioned symptoms, your child will be moved to the Isolation Room, which is the school's Meeting Room at Brontë House. The member of staff taking your child to the isolation room will be wearing full PPE and you will be informed and asked to collect your child as soon as possible. Any siblings must also be taken home at this point.

The School will advise you to book a Covid-19 test for your child as your child will not be able to attend school again until the test result returns as negative or, if positive, until they have completed 10 days of self-isolation and are free of symptoms (other than a cough or loss of smell, as these symptoms can go on for several weeks after the infection has gone).

Where your child tests negative, they can return to school and fellow household members can end their self-isolation.

What happens if a child or staff member tests positive for Covid-19?

If a child or staff member tests positive for COVID-19, close contact tracing will commence to identify which members of the school community have been in close contact with the positive case up to 48 hours before they became symptomatic or, in the case of an asymptomatic pupil or staff member, 48 hours prior to the positive test result.

Close contact means:

- 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 or a plane

Close contacts will be advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. Household members of close contacts do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms.

As part of the national Test and Trace programme, if other cases are detected within the bubble, or within the wider setting, Public Health England's Local Health Protection Teams will conduct a rapid investigation and advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure.

If a positive case is detected in a bubble of very young children; or if a positive case is detected in a child who has mixed more widely within their bubble eg, through use of both Pre and After-School Care facilities; it may be necessary to collapse the whole year group bubble. In this instance, learning will switch to the School's remote learning platform 'Seesaw', including the recent addition of live lessons through Zoom.

PARENTAL AGREEMENT

It is imperative that we work together with families in order to facilitate a safe and smooth return to school. With this in mind, the information below details the role of parents in this process.

- You will need to take your child's temperature **each morning**. We will not be recording this in school, but it is helpful for you to understand your child's natural temperature range to help identify a possible spike. Children must not be brought to school with a temperature above 37.8 degrees.
- Please **DO NOT** give your child Calpol or any other paracetamol suspension to reduce a fever and then bring them into school.
- Only one parent is permitted to approach the school building with children at drop off/collection times. This should be a consistent adult, as far as possible, to limit the number of adults accessing the site. Any other adults and siblings must remain in the car.
- We appreciate that many of you will be delighted to see each other but if you wish to have a conversation, please arrange to meet away from the school site.
- Parents are not permitted within the Ashdown Lodge or Brontë House school buildings without the prior agreement of the Head. If you need to speak to a member of staff, please email them in the first instance.
- Provide your child with a named water bottle each day and a pencil case containing items detailed in the equipment list.
- Please do not allow your child to bring into school any toys/resources from home.
- Parents should begin to prepare children for the aforementioned changes before they return to school; in particular, the need to distance from others; keep hands away from faces; catch coughs and sneezes; and follow all rules outlined by staff.

Please do not bring your child in to school if they are showing any signs which may indicate they have COVID-19.

- A new, continuous cough - coughing a lot for more than an hour, or three or more coughing episodes in 24 hours **OR**
- Fever - temperature is above 37.8C **OR**
- Loss of smell or taste.

If a child or adult within the 'bubble' develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for 10 days and their household members should isolate for 10 days.

Staff and pupils will have access to a test if they display symptoms of coronavirus and will be strongly advised to get tested in this scenario.

If they test positive, the rest of the 'bubble' - staff and pupils – deemed to be close contacts, will be sent home and advised to self-isolate for 10 days.