



Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



Friday 17th July 2020

Dear Parents/Carers,

We are really looking forward to having all children back in school in September. As you can imagine, reopening school safely for 360 children is a huge undertaking: we have been working through ever changing government guidance and amending our risk assessment accordingly.

Please read this letter carefully; it contains important information for September.

Year 3 will start on **Thursday 3rd September**. **Years 4, 5 and 6 will start on Friday 4th September**. This is to allow us to carry out effective transition for our new Year 3s and allow them to tour our school safely before full bubbles come in to operation.

In order to keep your children, our staff and the wider community as safe as possible, please follow the guidelines as set out below and in the overview of the risk assessment.

Your child's class will not mix with any other class. They will be placed in a bubble and cannot leave this bubble at any point. The integrity of the bubbles is of paramount importance. Each bubble will have unisex designated toilets and a play time area which will be timetabled so they do not mix. This timetable will be strictly adhered to.

General guidance for start and end of school day:

1. Please keep to our one way system in order to maintain social distancing on the school grounds.
 - a. Front: Entry off the Hulme Street car park near the main school entrance. Exit on to Hempshaw Lane. (Please note, this is a change from our current system)
 - b. Rear: Entry via the single gate. Exit out of the double gate off the field.
2. To limit the amount of people in the school grounds at once, we are asking that only one parent/carer should drop off/pick up.
3. Please be prompt. If your child is late, you will need to wait with your child in a holding area by the main office until they can be safely escorted around the school to their relevant bubble. Latecomers put others at risk.
4. If your child has siblings, they must be dropped off together at the earlier sibling's start time to avoid parents having to wait on the school grounds.
5. If you have siblings with different pickup times, you may collect them together at the later finish time.
6. Please vacate the school grounds as soon as possible after drop off and pick up to enable social distancing on the playground.
7. Please wait for your child in the appropriate bubble waiting area at the end of the day (see map).
8. We are planning to open our Breakfast Club facility in September on a reduced service from 8.15am - more details to follow next week.

'Believe to Achieve'

Headteacher - Mr. E. Milner

E-mail: headteacher@bankslane-jun.stockport.sch.uk

Address: Hempshaw Lane, Offerton, Stockport, SK1 4PR Tel: 0161 480 2330





Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



Class	Teacher	Bubble	Start Time	End Time
3L	Mrs Daniels	Yellow	8.45am	3.00pm
3S	Miss Selby	Blue		
5L	Miss Roberts	Green		
5S	Mr Threader	Red		
3B	Mrs Senogles	Red	8.55am	3.10pm
5B	Miss Rock	Green		
6L	Mr Ellison	Yellow		
6S	Mrs Scott/Mrs Wraith	Blue		
4B	Mrs Harvey	Blue	9.05am	3.20pm
4L	Miss Adshead	Yellow		
4S	Miss Thorley	Green		
6B	Mr Grinsted	Red		

Bubble school entry and exit doors:

Red	1 st main school playground door
Yellow	2 nd main school playground door
Blue	Rear of the school opposite blue prefab building
Green	Rear of the school through the field door

Please see an attached map which shows our bubbles, bubble doors and our one way system. Please take some time to familiarise yourself with this map. Plenty of staff will be there to guide you over the first few days.

Also attached is an overview of our risk assessment. The actual risk assessment is over 30 pages long including appendices; we have tried to summarise it as much as possible to make it more accessible. However, if you would like to view the risk assessment in its entirety, we will make this available on our school website in September: it is currently out for consultation with governors and staff.

Thank you for your continued support and understanding. We will release further information next week along with our home/school agreement. I am sure there will be more to update you with in September. We know there is a lot to take in, so if you have any questions, please don't hesitate to ask.

Yours sincerely,

Mr E Milner
Headteacher

'Believe to Achieve'

Headteacher - Mr. E. Milner

E-mail: headteacher@bankslane-jun.stockport.sch.uk

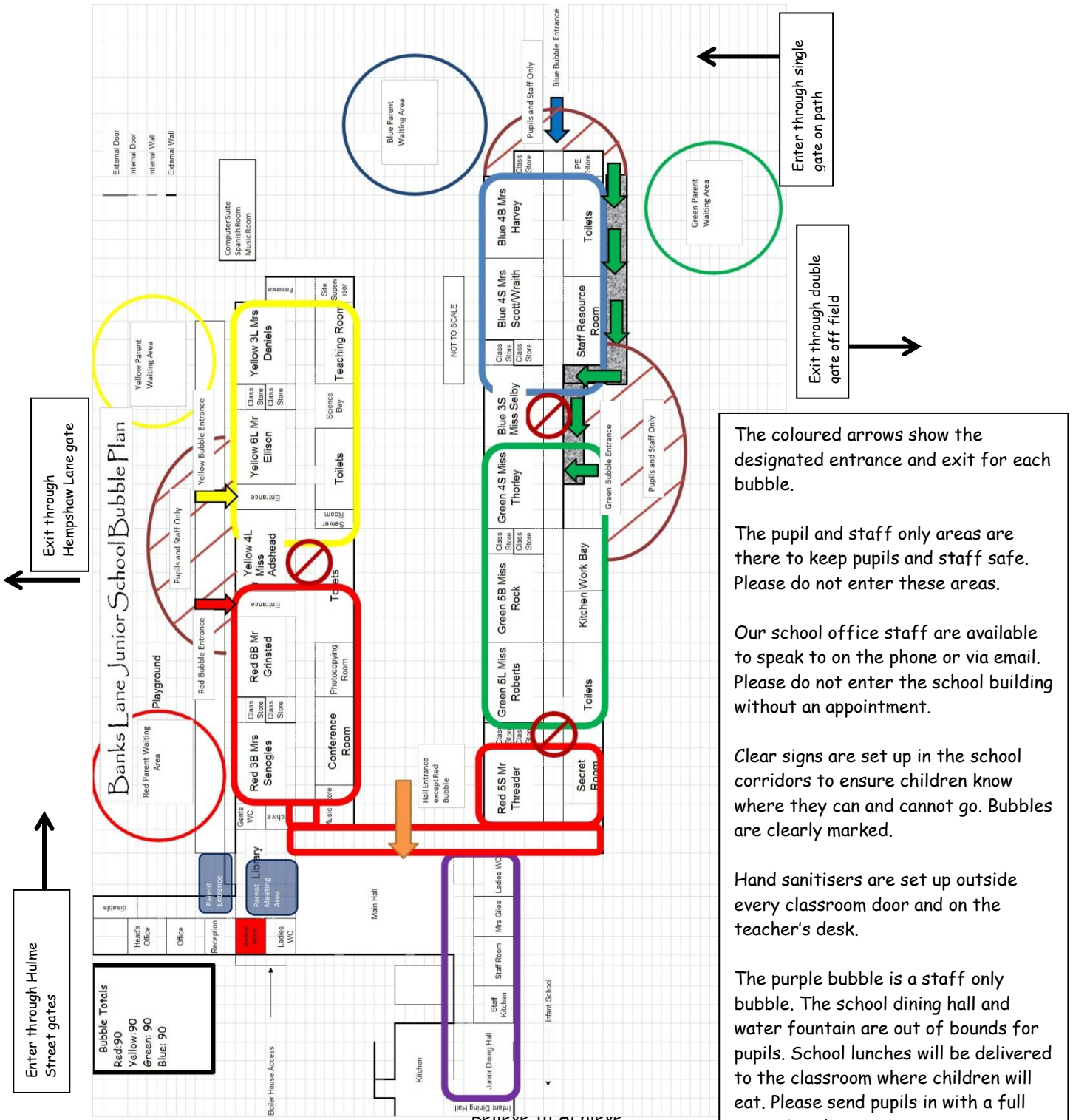
Address: Hemphshaw Lane, Offerton, Stockport, SK1 4PR Tel: 0161 480 2330





Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



The coloured arrows show the designated entrance and exit for each bubble.

The pupil and staff only areas are there to keep pupils and staff safe. Please do not enter these areas.

Our school office staff are available to speak to on the phone or via email. Please do not enter the school building without an appointment.

Clear signs are set up in the school corridors to ensure children know where they can and cannot go. Bubbles are clearly marked.

Hand sanitisers are set up outside every classroom door and on the teacher's desk.

The purple bubble is a staff only bubble. The school dining hall and water fountain are out of bounds for pupils. School lunches will be delivered to the classroom where children will eat. Please send pupils in with a full water bottle.





Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



Banks Lane Junior School Risk Assessment Overview – September 2020

Our risk assessment will only work if everyone who enters the school campus works together.

Please support us in keeping our children, parents and staff safe.

	Activity to keep children, staff and parents safe
Regular hand washing or sanitising	<ul style="list-style-type: none"> Please help us by ensuring children have washed their hands before leaving home. Outside every classroom there is a hand sanitising station - children will be expected to sanitise hands on entry and leaving the classroom - sanitiser is also available on the teacher's desk. Handwashing is regularly timetabled each day - this will be supervised. Children will regularly be shown a handwashing video and reminded of the importance of handwashing.
Regular cleaning	<ul style="list-style-type: none"> Extra cleaning is allocated each day for key areas such as toilets, sinks, taps, locks, switches, handles, doors. All classrooms are deep cleaned each night. All tables, chairs, surfaces are disinfected. Rooms are clear of soft furnishings, desk top displays and extra furniture to create more sterile and clean environments.
Social distancing	<ul style="list-style-type: none"> 2 metre social distancing will be maintained where possible; but for teaching to successfully take place we recognise that this will be impossible at all times. Children will be encouraged to keep their distance. Classrooms will be set up so that children all face forward - limited collaborative learning will be encouraged.
Routines	<ul style="list-style-type: none"> Everyone needs to stick rigidly to our timetables; <ul style="list-style-type: none"> Please ensure that you and your child enter their bubble at their allocated time and parents need to leave the premises promptly to allow other children to be safely dropped off. Siblings can be dropped off at the earlier sibling start time. Siblings can be picked up at the later siblings finish time. Teachers will adhere to strict timetables to ensure toilets, hand washing, hand sanitising, play times, lunch times, PE sessions etc. do not overlap.
Keep children, parents, staff and bubbles apart	<ul style="list-style-type: none"> Children will all face forward in lessons and have little interaction in groups within the classroom. Children will not be allowed to enter another bubble or play with children from another bubble. If children need to move around school they will be supervised by staff. Children who arrive late will need to be escorted to their bubble entrance by staff when all bubbles are safely closed. Parents will need to wait with their child until children can enter school safely. If this is persistent entry to school may be refused. Staff can only meet colleagues from other classes in staff only zones following social distancing guidelines. Parents cannot come into our building unless by prior appointment - parents will be unable to enter staff/children zones. We are here to help - so please phone/email the office if you have concerns.
Report your concerns	<ul style="list-style-type: none"> Ensuring the safety of the school community is everyone's responsibility, if anyone has any concerns about the integrity of bubbles, infection control, cleaning, Covid symptoms, parents, children or a staff member they must contact SLT via the school office or email.
If you or your child is	<ul style="list-style-type: none"> Stay off - get tested - inform us of the outcome. Stay safe. You can book a test here: www.nhs.uk/ask-for-a-coronavirus-test

'Believe to Achieve'

Headteacher - Mr. E. Milner

E-mail: headteacher@bankslane-jun.stockport.sch.uk

Address: Hemphshaw Lane, Offerton, Stockport, SK1 4PR Tel: 0161 480 2330





Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



unwell	
Resources	<ul style="list-style-type: none"> Teachers are not allowed to share resources with children unless they have been thoroughly cleaned. Children are not allowed to bring toys, games, cards etc into school. Mobile phones must be kept in a child's bag/coat and if they are stolen or damaged we will not be held responsible. We would advise no mobile phones in school. Our outdoor equipment remains off limits - we would be expected to clean this after each use - we simply don't have the staff for this - keeping the inside of school sanitised is our top priority. Please support us by not letting children on the climbing frames before or after school.
Supervision	<ul style="list-style-type: none"> Toilet breaks and hand washing will regularly take place - staff will be located at the toilet entrances. Staff will supervise use of resources and ensure thorough cleaning before and after use. Staff will be on duty and ensure playtimes/lunchtimes run on time to maintain safe bubble integrity.
Behaviour	<ul style="list-style-type: none"> Children and parents will need to agree to our Covid specific home/school agreement and agree to the content before starting school in September. Our positive encouragement system will remain as our key behaviour tool. Parents will be contacted if children's negative actions endanger the integrity of bubbles and put children, parents or staff at risk.
Ventilation	<ul style="list-style-type: none"> Increased ventilation reduces the spread of infection - windows will remain open - so wrap up!
Dropping children off/picking up	<ul style="list-style-type: none"> We have created a one way system - parents will need to support school to keep everyone safe. This may take a bit of getting used to! Please follow signs and staff member's directions. It may be a slight inconvenience but keeping everyone safe and keeping school open for all bubbles is our number 1 priority.
Breakfast Club	<ul style="list-style-type: none"> This will now start at 8.15 - we hope that this will still help families. All children will be in the school hall, but separated in to bubble tables. We are planning on providing breakfast as usual but children will not have access to toilets due to bubble restrictions.
School uniform	<ul style="list-style-type: none"> Full school uniform is expected and will need to be regularly cleaned - ideally every day. We are providing every child with a new tie to support families in reintegrating back in to school and hopefully proving a spare to help with laundering!
Lunchtimes	<ul style="list-style-type: none"> Lunch will be eaten in classrooms to prevent cross contamination of bubbles and pupils. Children who normally have a school dinner will have a 'grab bag' packed lunch delivered to their classroom.
First Aid	<ul style="list-style-type: none"> All first aid will be administered within bubbles by a qualified first aider. If a first aid incident is deemed an emergency, pupil/staff safety will override bubble integrity.

'Believe to Achieve'

Headteacher - Mr. E. Milner

E-mail: headteacher@bankslane-jun.stockport.sch.uk

Address: Hemphshaw Lane, Offerton, Stockport, SK1 4PR Tel: 0161 480 2330

