



BROOK INFANT SCHOOL  
AND NURSERY

Salterns Road  
Maidenbower  
Crawley  
West Sussex  
RH10 7JE

15.07.2020

Dear Parents and Carers,

I am writing to provide you with the final arrangements for the full reopening of our Breakfast and After School Clubs as of Monday 7<sup>th</sup> September 2020. We are all really excited about being able to bring our club staff and children back, but we are also really focused on making sure that everyone is as safe as they can be.

As an SLT, we have now had the chance to examine the guidance thoroughly and have been able to carry out a full risk assessment for our wrap around care. The guidance clearly states that schools should plan to resume 'any breakfast and after-school provision, where possible from the start of the Autumn term' and so this letter sets out our plan for a safe return.

### Bookings

All booking for the clubs continue to be made through our online booking system. As always, please visit <https://brook.childcare-online-booking.co.uk/> to make your booking. If you are new to the club, please visit the booking site and register and then email Nicola on [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school) so that any special requirements for your child can be discussed.

Please note, at the moment you will only be able to book sessions for the first half of Autumn term. The dates for the second half of Autumn term will be released on Monday 14<sup>th</sup> September 2020.

### Days and Times of Operation

All dates and times for the clubs remain the same. We will not open for the Autumn term until Monday 7<sup>th</sup> September 2020. This is because on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2020, we will be having a full team briefing, focusing on the risk assessment in detail and also ensuring our many preparations are complete and we have all of the measures agreed in place. We will also be carrying out our required annual training, including safeguarding along with health and safety.

### Collection and Drop off at the Club

The guidance sets out some requirements about parent interactions in the playgrounds at drop off and pick up. Please can we therefore set out the following rules to ensure safety:

- Only **one parent allowed** on the site to drop off or collect children.
- **No standing around or chatting** at gates or on the school site.
- All **parents on the school site must wear a face covering**, either a mask or a scarf.

Headteacher: Mrs Sarah Cox BA (Hons) NPQH

Tel: 01293 886521 ... Fax: 01293 889328 ... Web: [www.brookinfant.school](http://www.brookinfant.school)

Email: [head@brookinfant.school](mailto:head@brookinfant.school) ... [sbm@brookinfant.school](mailto:sbm@brookinfant.school) ... [office@brookinfant.school](mailto:office@brookinfant.school)

- Everybody **must social distance** from each other.
- No parents will be allowed under the school outside area canopies or onto the back playground.
- No parents will be allowed in the main school hall or main entrance of the school in general. All parents must wait at the side hall door for a member of staff to greet them.
- Staff will mark the children in and out of club.
- All communication to the school needs to be done via telephone to the office on 01293 886521 or BFC/ASC mobile 07562378006 or via email on [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school).
- Bikes and scooters cannot come inside the school grounds.

Under current COVID-19 guidance, we are not allowing parents in the school building. Therefore, we will be greeting the children at the side hall door and the children will be met by a member of staff. We will also be saying goodbye to children at this door.

### **Walking Bus**

The walking bus to the junior school will leave at 8.25am every morning. This will mean that the walking bus will leave our site before lots of parents start to arrive. Mrs Jenkins has informed us that MJS have set two drop off times in the morning of 8.35am and 8.45am and collection at 3.10pm and 3.20pm.

We have discussed our arrival with Mrs Jenkins and she is happy for the walking bus to arrive on time all together. She has asked that we drop our Year 3 children in the care of her member of SLT who will be waiting at the Year 3 doors and then drop our Year 4 children in the care of the member of SLT standing on the Year 4 doors. The children for Year 5 and 6 will then walk through to the upper school playground where Mrs Jenkins and another member of SLT will be waiting.

At the end of the day, the walking bus will then wait for children on both the 3.10pm and 3.20pm pick ups from the usual place and will walk them back to Brook Infant School.

The children will be asked to wear Hi-Vis jackets as always, but these will be either washed or sanitised after each wear.

Children will be encouraged to social distance on the bus by asking them to walk single file. Parents are asked to ensure children understand about social distancing and how to keep themselves safe.

### **Arrival and Departure from the Clubs**

On arrival to club, children will be asked to use the hand sanitiser available at the door. There will then be regular handwashing through their time in club and children will be encouraged to wash their hands for the advised 20 seconds. Please encourage your children to do this at home so they are able to do this comfortably.

Children will also be encouraged to use the hand sanitiser when they leave club either for walking bus, Brook Infant School or when they go home in the evening.

### **Bubbles**

Schools have been encouraged to group children into bubbles, however there is no size limit on bubbles. At Brook Infant School and Nursery we are encouraging children to remain in year group bubbles, which is around 60 children, whereas in secondary schools and larger primaries, their bubbles can increase to up to 300 pupils. The guidance is clear that schools are encouraged to resume their breakfast and after school clubs and they recognise that bubbles are difficult to achieve when more than one school and siblings are involved. The guidance therefore states that 'If it is not possible to maintain bubbles being used during the school day then

schools should use small consistent groups'. Our small consistent group will be the children who attend club, but we will also want to take this further.

We want to keep to the guidance as closely as we can because we want to provide as much protection for our children in school, clubs and staff. We will therefore be looking to set up some separation between the three schools – this will be managed by relevant group activities, an increased use of the outside areas and extensive cleaning before, during and after session. Depending on numbers in club we may even have to divide the hall to encourage social distancing.

The children attending club will have access to their own outside equipment, which will be sanitised each night. If it is to be used by another group of children it will be sanitised and left fallow, before going to another group - 48 hours for wooden objects and 72 hours for plastic objects.

### **Breakfast and Dinners**

Staff will continue preparing food following all good hygiene protocols. All tables and chairs will be sanitised by staff before and after food times.

All children will wash their hands thoroughly before eating.

All of the plates, cups and cutlery will be washed at a high temperature in the industrial dishwasher. The children will have their cutlery laid out for them so that they do not have to rummage for it in a shared container.

### **Toilets**

We will assign each school a set of toilets each. There will therefore be a set of toilets for Maidenbower Junior School, Maidenbower Infant School and Brook Infant School. Children will be directed to the correct toilet by staff.

If a child has a toileting accident, they will have an adult from club help them, but wearing PPE. **WE ASK ALL PARENTS WHOSE CHILDREN ATTEND CLUBS TO ENSURE THEY HAVE A SPARE SET OF CLOTHES IN CLUB WITH THEM AS WE CANNOT LOAN CLOTHES.** Even if your child is not prone to 'accidents', please pack spare clothes, because anxiety and worry can have an impact on these things and also when having fun when playing on a wet day in the NoMow, the children may well get their clothing wet and they might need a change.

### **School Office**

Although the school will be fully functioning and staffed, we still cannot welcome parents into school unannounced. Please can all parents continue to telephone and email the school office instead of dropping in with queries. We will be endeavouring to go as paperless as we can during these times, but also into the future, to minimise the amount of paperwork coming into the school office.

### **The School Hall**

The Hall will be ventilated with windows and doors being open. Due to this, the hall will feel colder and the children need to have layers to help with this. Any frequently used resources used within the clubs will be sanitised every day.

Please can we ask that children do not bring unnecessary items into club.

In the clubs, we will be encouraging good respiratory hygiene by promoting the 'Catch It, Bin It, Kill It' approach and there will be plenty of tissues and also a peddle bin for the dirty tissues to go in.

## First Aid

All first aid will be managed in club, but the staff will wear PPE to do this including gloves, masks and if necessary a plastic apron.

If a child in club shows symptoms of COVID-19, the child (plus any siblings even if in other settings) will have to go home to isolate and have a test.

## Test and Trace

As a school, we have a duty to engage with the NHS Test and Trace as part of our COVID-19 prevention. **Therefore, we will be working hard to ensure that if anyone becomes unwell with a continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell, is sent home and expected to self-isolate for at least 7 days, and should arrange to have a test to see if they have COVID-19.** Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any child awaiting collection from signs of covid, will be in the outside area attached to the hall. PPE will be worn by any adult caring for the child.

If the person with symptoms tests negative, if they feel well and no longer have coronavirus symptoms, they can stop self-isolating.

If the person with symptoms tests positive, they must continue to self-isolate for at least 7 days from the onset of their symptoms and then only return to school if they do not still have a high temperature. The cough and change in taste or smell can last for several weeks after the infection has gone. Other members of the household should continue self-isolating for the full 14 days.

**It is essential that our families inform school if any member of their household is suspected of having COVID-19 symptoms or have received a text to isolate from the NHS Test and Trace Team.**

As a staff team, we were advised to apply hospital hygiene procedures throughout this pandemic. What that means is, we do not wear jewellery; we do not wear our lanyards around the children; we always wear our hair tied up; and we shower the minute we arrive home and before any member of our family greets us, ensuring our clothes go straight in the wash. We believe this has helped us to stay safe over the last few months and so we wanted to share this advice.

Therefore, please ensure that every day your child:

- Is **NOT wearing any jewellery**, including earrings.
- Has **long hair tied up**.

**We recommend that your child showers as soon** as they get home in order to reduce the risk of them bringing the virus home on their clothes and bodies.

Regular handwashing for at least 20 seconds and using the antibacterial hand gel on arrival remains our policy.

Sorry for the length of the letter, but there is a lot to communicate. I felt that everyone would like to hear about our systems and processes before the holidays, so that there was wide awareness of the situation we find ourselves in.

We will be working as hard as we can to keep everybody as safe as we can in these challenging times.

Warm regards,

*Sarah Cox*

Sarah Cox  
Headteacher