



2<sup>nd</sup> March 2021

Dear Parents/Carers,

We are all really looking forward to welcoming our students back to BBEC. Since the government announcement on the 22<sup>nd</sup> February we have been planning and making preparations for the return of all our students. We have followed all government guidance and completed all relevant risk assessments to ensure that we can all keep as safe as possible. We know that some people are anxious about children returning to school and so we are putting in place all the safety measures we can to enable everyone to get back to learning as safely as possible and prevent the spread of infection in school and in our community.

This letter sets out all we are doing to enable everyone to come back into school safely, it includes our safety measures and some general reminders so all students can make a really good start. Some of the information in this letter has been in previous communications but I feel that it warrants repetition. I apologise again for the length of this letter, but again, there is a lot to say.

### How will children return to school?

We have planned a **phased return** of students throughout the first week so that all students have time to be introduced to all the arrangements we have put in place and we can implement the testing for COVID-19 that the government has asked us to carry out.

Year	Day	Arrival Times
11	Monday 8 <sup>th</sup> March	8.30-12.00
10	Monday 8 <sup>th</sup> March	12.30-3.00
	Tuesday 9 <sup>th</sup> March	8.30-10.00
9	Tuesday 9 <sup>th</sup> March	10.00-3.00
8	Wednesday 10 <sup>th</sup> March	8.30-12.50
7	Wednesday 10 <sup>th</sup> March	1.30-3.00
	Thursday 11 <sup>th</sup> March	8.30-11.30

In the table above you will see the overall plan for returning students to school across the course of the week beginning 8<sup>th</sup> March.

**Parents/Carers will be sent a specific arrival time for their child(ren) via text message in the next couple of days – please look out for this.** It is very important that students **arrive at the right time** as this is when they will be tested for COVID-19 if consent has been given. Students will remain in school once they have arrived at their appointment time.

**Key worker and vulnerable students who have been in school during lockdown will be expected to be in school full time from Monday morning.**



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## What should my child(ren) be doing until their start date and time?

Students should continue to log into Teams on a daily basis and complete the assignments set and attend live lessons as scheduled.

## Do I need to do anything to ensure my child is tested for CV-19 in school?

If you wish your child(ren) to have a lateral flow test in school you will need to provide consent. A letter has already been sent to you regarding this and further information is available on the school website. To give consent for testing please follow the link <https://tinyurl.com/2eaf6e8p>.

When students arrive at school for their specific time slot they will need to enter the **small gym via the lettings gate at the top of the turning circle**. Staff will be available to support your child.

Testing for COVID-19 is not compulsory but is **strongly recommended**.

**Please note that students should not attend school if they have symptoms. They should arrange for a PCR test to be completed at an external test centre.**

The government has announced that secondary children will be provided with a home-testing kit once their initial 3 tests are done in school. We will give you more information about this as soon as we have it and the kits in school.

## When will my child need to wear a facemask?

The government wants us to do even more to help to prevent the spread of CV-19 amongst children, amongst their families and in our community.

Following updated government guidance, in addition to wearing masks in communal areas; i.e. on the corridors, balconies and toilets; **we will also be asking for facemasks to be worn in classrooms during lessons**. It is not required for a face mask to be worn in PE lessons, when a child is eating or when they are on the premises but outside. The new measures for face masks will be in place until Easter in the first instance, when the government will review their guidance.

**Students must have their own face mask with them every day.** Face masks should be **suitable for school; a place of work**. They should **not have logos or slogans and must not be scarves, balaclavas or bandanas**. Masks help to keep us safe if good hygiene rules are followed.

## Do students have to wear uniform on their return?

When students return they should be in **full school uniform**.

**BBEC blazer**

**White shirt** (not blouse)

**Correct BBEC tie**

**Correct BBEC jumper**

**Tailored trousers with school logo** (No tight or stretchy trousers allowed. Parents will be asked to change inappropriate trousers.)

**Plain black shoes** (no trainers)

**BBEC PE kit consists of**

- BBEC t-shirt (black)
- BBEC tracksuit bottoms (black)
- BBEC shorts (black)
- BBEC PE jumper may also be worn
- Training shoes



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## What equipment do students need?

Government guidance advises against the sharing of equipment in the current circumstances and so it is even more important that each student comes **fully equipped** and ready to learn each day. All students must be prepared for learning.

Every student must have a **large school bag**; this will be vital as lockers remain unavailable and students will have to store their coat as well as their equipment in it.

Each student must also have their **own pencil case** with:

**2 x pens,**

**2 x pencils,**

**ruler,**

**rubber,**

**sharpener,**

**Casio scientific calculator, as illustrated**

**School Planner**

**Face mask/face covering (see below)**



All students will be expected to bring a **book to read** and to carry their **planner** with them each day.

## If my child has been loaned a laptop from school for remote learning do I need to return it?

If your child(ren) currently has a BBEC laptop on loan, please do not return this to school for the time being. We would like your child(ren) to be able to continue to use this to support with their learning. We will be in touch in a separate letter regarding laptops out on loan.

## What safety procedures will be in place in school?

The safety of our students and staff is paramount. The way we run BBEC will remain as it was before Christmas. We have followed government guidelines to ensure that we keep everyone as safe as possible.

- **Bubbles** – students will remain in year group bubbles once they return to school
- **Routes** – students will continue to follow specific routes around the building as they transition from one space to another
- **Hand sanitising** - there will be hand-sanitising stations all around the school. All students will be asked to sanitise their hands each time they enter or leave the building, enter or leave a classroom and to wash hands for 20 seconds when possible. Sanitising wipes will be used to wipe desks. Equipment that is used by more than one bubble e.g. in PE will be sanitised or left for 72 hours between uses.
- **Enhanced cleaning** - this will take place at all touch points on a regular basis. Toilets will be regularly cleaned and break and lunch areas will be sanitised between uses. The whole school will be thoroughly cleaned each evening. Students will be asked to follow 'catch it, bin it, kill it' routines. Every classroom is provided with tissues and sanitiser.

## Does my child have to attend school?

From March 8<sup>th</sup> it is a legal requirement for parents to send children to school. Attendance at school is expected from the point at which your child(ren) has been asked to return next week. Our target for student attendance is **97%**. Even students who meet this target miss **five days** of school in an academic year and miss 35 lessons.

**Good attendance is vital for every child to do his or her absolute best and especially important this year as so much learning time has been disrupted by the pandemic.**

## How should my child enter and exit school after their first day back?

Following the first day that students are expected back to school the processes and timings for arrival and dismissal from school that we were using before Christmas will be followed. All year groups still have their own entrance and exit to and from school to avoid mixing of year group bubbles. Students should not arrive any earlier than **8.15am** and the doors will be closed at **8.30am**. There will be no Period 8 lessons until after Easter.



## What are BBEC's rules about behaviour?

Now, more than ever, it is essential that all BBEC students behave impeccably and follow our values of ambition, resilience, curtesy and kindness. This will be essential to enable us to keep everyone safe. **Students must keep to their bubbles, must socially distance from staff, must not shout and must move quickly and with purpose when they are on the corridors.**

It is very important that all students understand that they must keep their face mask away from others, must store their **face mask** in their pocket or bag and must not touch anyone else's mask. Face masks must not be put on tables or dropped on the floor.

Any students found to be purposefully breaking the safety rules, including contravening social distancing rules, acting dangerously with their mask or moving between bubbles, will be dealt with seriously. This may result in **fixed term or permanent exclusion**. Please stress the importance of our rules to your child(ren).

## Are there any other behaviour rules that I need to remind my child(ren) about?

The following rules have not changed, but we are aware that during the prolonged time at home our students may have forgotten:

- **Phones and headphones** will be confiscated if seen or used in school.
- **Piercings** – Students may wear one small set of studs in their ear lobe only. No other piercings are allowed; this includes nose, tongue, belly button, lip, eyebrow etc.
- **Bracelets / Necklaces / Rings** – For health and safety reasons, students should not wear any of these items of jewellery. If students wear jewellery it will be confiscated.
- **Hairstyles / Cuts** – Students are only allowed to have natural hair colours. Extreme haircuts such as under cuts, shaved lines, patterns and Mohican styles are not allowed.
- **Outdoor Clothing** - All forms of outdoor clothing including hoodies, hats and coats should not be worn in any of the school buildings, including the canteen and corridors.
- **Nails**- False nails, acrylic extensions should be short, if worn. Staff decision on this is final.
- **False Eyelashes** – are not allowed at any time.
- **Make-up**, if worn should be discreet.
- **No chewing gum anywhere on the school site inside or outside the building.**
- **No fizzy or energy drinks are allowed.** If brought to school, they will be confiscated and disposed of. Students should bring a water bottle or refillable container; water fountains are available for refills.

## Can I visit school without an appointment?

To help us to keep everyone safe parents/carers will not be allowed on the school site or in the building unless they have made an appointment. If you wish to speak to someone about your child, please contact school to make an appointment.

I thank all students, parents and carers for their understanding and support as we plan a safe return for all. We have missed all our BBEC students and look forward to welcoming them all back from the 8<sup>th</sup> March. Contact can be made with BBEC through [admin@buttershaw.net](mailto:admin@buttershaw.net) . If you have any queries, we will try to support you in any way we can.

Take very good care of yourselves and your loved ones; it continues to be a challenging and unprecedented time. I look forward to seeing our students back in school next week and seeing you all sometime soon.

Yours faithfully



Ruth J. Hartley  
Head of School



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