



**BURY**  
GRAMMAR SCHOOLS

## **Plans for pupils in Infants and Juniors to return to School**

*in line with HM Government's guidance*

June 2020



**Bury Grammar School takes its commitment to ensuring the safety of all pupils  
and staff extremely seriously: this is our number one priority.**

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26<sup>th</sup> June 2020

Parents may choose to read this document in line with our provisional plans,  
published 15 May, revised 22 May, which outline the background and set out our  
philosophy

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**Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff very seriously: this is our number one priority.**

**1. Plans for pupils in Infants and Juniors to return to School, *in line with Government guidance***

**Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff very seriously: this is our number one priority.**

The Government said:

*‘From the week commencing 1 June 2020 at the earliest, we are asking nurseries and other early years settings to open to all children; primary schools (are) to welcome back pupils to Nursery, Reception, Year 1 and Year 6’ and, ‘our ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible, though this will be kept under review.’*

At Bury Grammar School pupils in Kindergarten, Reception, Year 1 and Year 6 were welcomed back in a **phased return** from the week commencing Monday 1<sup>st</sup> June to part-time provision. **Their return to school has been very successful.**

We are now (as of 19<sup>th</sup> June 2020) inviting back pupils in all other primary year groups in phased returns before the summer holiday.

Please find more details below.

<b>Date</b>	<b>Year Group</b>	<b>Timings of the day Lessons begin at 9am</b>	<b>Additional information</b>	<b>Car Parking for Drop off &amp; Collection</b> <i>Please adhere to social distancing when dropping off</i>
02.06.20	Year 6	Arrival: 08.30 to 08.45 Depart: 12.00 to 12.15	<b>Junior Boys:</b> Burgundy access using the playground entrance on Tenters Street. <b>Scarlet</b> access through the front door.  <b>Junior Girls:</b> Crimson access using the side entrance. Ruby access through the front door.	Senior Boys’ Car Park  Senior Boys’ Car Park – please walk through the side gate on Bridge Road after parking.
04.06.20	Kindergarten	Arrival: 08.15 to 08.30 Depart: 11.30 to 11.45	Access through the front gates.	Infant Car Park

08.06.20	Reception	Arrival: 08.00 to 08.15 Depart: 11.45 to 12.00	Access through the classroom doors at the back of the building.	Infant Car Park
11.06.20	Year 1	Arrival: 08.30 to 08.45 Depart: 12.00 to 12.15	Access through the Infant front door.	Infant Car Park
24.06.20	Year 2	Arrival: 13.00 to 13.15 Depart: 15.45	Access through the Infant front door.	Infant Car Park
25.06.20	Year 5	Arrival: 13.00 to 13.15 Depart: 15.45	Junior Boys: Emerald access through the front door.  Junior Girls: Aqua access using the back entrance.  Turquoise access using the front entrance.	Junior Boys: Drop off parking on Senior Boys' playground.  Junior Girls: Drop off parking on Kindergarten/Infant Car Park or Senior Boys' playground.
29.06.20	Year 3	<b>Arrival: 13.15 to 13.30</b> <b>Depart: 16.00</b>	<b>Junior Boys:</b> Gold access through the side gate.  <b>Junior Girls:</b> Orange access using the front entrance.	<b>Junior Boys:</b> Drop off parking on Senior Boys' playground.  <b>Junior Girls:</b> Drop off parking on Kindergarten/Infant Car Park or Senior Boys' playground.
01.07.20	Year 4	<b>Arrival: 13.15 to 13.30</b> <b>Depart: 16.00</b>	<b>Junior Boys:</b> Royal access through the front door.  <b>Junior Girls:</b> Navy access using the car park side entrance.	<b>Junior Boys:</b> Drop off parking on Senior Boys' playground.  <b>Junior Girls:</b> Drop off parking on Kindergarten/Infant Car Park or Senior Boys' playground.
Ongoing	Key Worker Provision	<b>Arrival: 07.30 onwards</b> <b>Depart: throughout the day, latest 18.00</b>	Infant Building (Infant Library Music Room)	Drop off parking on Kindergarten/Infant Car Park. Access through the front gates.

<b>Further Information:</b>	
<b>Uniform</b>	All pupils will wear Summer School uniform, and this should be regularly washed.
<b>Catering</b>	<ul style="list-style-type: none"> <li>• No lunches for pupils provided</li> <li>• Key worker children bring packed lunch</li> <li>• Continuous snack should be provided by parents for EYFS pupils in a disposable packet and a small healthy snack for break times for older pupils.</li> </ul>
<b>WAC</b>	Wrap Around Care is temporarily suspended.
<b>Key Worker Provision</b>	Key Worker Provision will continue to support our community but will be fundamentally childcare provision from 7.30am to 6pm.
<b>Expectations</b>	<p><b>Pupils:</b> Pupils will be guided to follow social distancing, safety measures including hand washing/use of hand sanitiser gel, only use their own equipment and remain within their class 'bubble'. Pupils should bring own equipment including a pencil case and water bottle.</p> <p><b>Staff:</b> Work within the strict guidance of the BGS Risk Assessment document compiled by the Senior Leadership Team. Class teachers will welcome pupils at the door at the times outlined above and hand over at the end of the morning to parents at the same point.</p> <p><b>Parents:</b> Parents guidelines will include social distancing measures at drop off and collection times at the designated points of entry, signage will be clearly displayed around School to support the safety of our School community. Parents will not enter the buildings and will be encouraged to continue to communicate via email and telephone.</p>
<b>Logistics</b>	The logistical organisation of the School will be set out clearly in our comprehensive <b><u>Risk Assessment document</u></b> to follow on the Parent Portal. Staff, parents and pupils will be safeguarded by our rigorous systems.

This phased approach enables the gradual and careful opening of buildings, thorough cleaning and the establishment of safe routines.

Each class will be split into two and overseen by their usual class teacher, along with another BGS professional – in most cases a teaching assistant - whom they know.

Q. How is Bury Grammar School able to staff and room provision, given there will be more classes?

A. *We have enough staff to be able to split every class in half; in essence, this means that two teachers/TAs whom the children know will support a whole class who are split in two and based in two adjoining rooms. This facilitates learning and means the usual class teacher continues to oversee and deliver provision.*

*With regards to the estate, we also have enough rooms of an appropriate size to house all split classes. Our large estate plays a considerable role in enabling safety. Pupils will be in classrooms with which they are familiar.*

Q. Will pupils be with their own teachers?

A. *Yes – along with another member of staff, often a TA they already know. Their own teacher will oversee all provision.*

Q. Why would pupils only be in school for half a day?

A. *Because we are unable to put the correct staffing ratios in place for a full day. **Safety is our top priority.** We also believe that it significantly minimises risk if pupils are not in for a whole day (during which they may tire and become less alert at lunch time.*

Q. What would pupils be doing in the other half of the day?

A. *Remote learning would continue in the afternoon or Key Worker Provision if appropriate.*

Q. What does a 'morning' or 'afternoon' mean?

A. *Lessons will begin for all pupils in Reception, Year 1 and Year 6 at 9am and between 1pm - 1.30pm for children in Years 2-5 as per the timetable. In the interests of safety, we are arranging staggered drop-off times from 8am and from 1pm. Please see table on previous page.*

Q. Is this timetable set in stone?

A. *No. Everything at the moment is under review. If it becomes clear that it is the right moment to pare back or augment provision, then we will do so. In all decisions, safety will be the paramount consideration.*

Q. Does this constitute a rota system?

A. *No, once pupils have come back to school as part of our carefully managed phased returns, we expect them to continue in this provision until further notice.*

Q. Will face-to-face lessons delivered in School be re-run online for pupils who did not attend school?

A. *No. Unfortunately, teachers are not in a position to do this, given the staffing implications of splitting every class in half. (This has doubled our staffing requirements.) However, the resources used in School in face-to-face lessons will be available to those pupils who are not physically in the building so they can work on the same topics at home. All work for the day will be posted on SMHW as usual.*

*Video lessons will take place so that every child continues to see their class teacher.*

Q. Will my child be able to access key worker provision during the half of the day they are not in lessons?

A. *Yes, due to the strict hygiene risk assessment measures in place we are able to facilitate this.*

## **2. Arrangements for the children of key workers**

**Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff very seriously: this is our number one priority.**

Key Worker Provision will continue to support our families during this time. If parents of Key Worker families require childcare in either the morning or afternoon sessions (as appropriate) pupils will be collected by a member of staff not connected to any social bubble and taken to eat their lunch at a suitable space (e.g.; picnic benches in the Junior Girls playground) maintaining social distancing. After thorough hand sanitising and a temperature check administered by the Health Support Worker Team, they will enter the Key Worker Provision or join their respective class until collected later on in the day.

We would like to take this opportunity to thank wholeheartedly those colleagues who have been committed to looking after key worker children for the last ten weeks, many of whom have been in School every day.

### 3. Safety matters and FAQs

**Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff very seriously: this is our number one priority.**

Please find a link to the Government's paper, which has informed the health and safety measures we are putting in place:

[Government paper on implementing protective measures in education and childcare settings](#)

Plans for the entire re-opening process have been governed by these Government's guidelines, all of which we have addressed in a comprehensive [risk assessment](#) which was published on our Parent Portal a week ago and is now also on our website. This is, like all risk assessments, a dynamic process and changes very regularly, as more information is made available to us by the relevant authorities; the final version was approved by the Governing Body and will be continually reviewed by them.

We thank staff, Governors and parents for their comments as they go through the process of scrutinising and discussing plans thoroughly.

Our risk assessment has 6 key aims:

1. **Reopen:** To enable BGS to reopen in a phased, safe, and controlled manner
2. **Reduce transmission:** To reduce the risk of transmission of disease and to keep pupils and staff well
3. **Reduce disruption:** To reduce the risk of BGS being disrupted through unmanageable levels of staff/pupil absence
4. **Inspire confidence:** To enable the BGS community to have confidence that the school can reopen and keep pupils and staff safe
5. **Protect education:** Enable the continuance of high-quality education
6. **Safeguard:** Ensure all pupils and staff are safeguarded and that their welfare and safety, including mental health needs are met.

Please find below a [snapshot](#) of some of the measures we have been considering

#### **Social distancing**

All pupils and staff will be required to follow the rules concerning social distancing and we are expecting and planning for staff and pupils to remain 2 metres apart in all parts of the School. This extends to parents during drop off and collection times; we respectfully ask parents to remain outside of the building and communicate with staff via email and telephone.

The Government's guidance states that it is accepted that strict social distancing may not be possible with our youngest pupils in the primary school. The School has already ordered signage to ensure one-way routes around the school where appropriate and to remind us of social distancing requirements.

#### **Hygiene**

All staff and pupils will be required to follow strict hand and respiratory hygiene. Upon entering and leaving buildings, staff and pupils will be required to use hand sanitiser. The risk assessment details the control measures, which will be required to ensure that the approach to hygiene issues are robust.

## Health control

Please see the Government guidance here about pupils/staff who are unwell or have family members who are unwell:

### [Government paper on implementing protective measures in education and childcare settings](#)

Testing will be available for staff and pupils and the Health Team will, as before, be able to take temperatures.

The risk assessment (published on our website) covers the measures to be taken should pupils or staff become unwell in school and should there indeed be a confirmed case of COVID19. It also details the steps that should be followed for clinically vulnerable persons and clinically extremely vulnerable persons and those living with such people.

Q. How has the risk assessment been drawn up? What guidance have you followed?

A. *A staff group of senior colleagues have been meeting for some time to consider the logistics of reopening of the school to pupils and staff. This group has been very carefully following the guidance set out by the Government and also advice from our professional bodies including the Independent School Council (ISC), Headmasters' and Headmistresses' Conference (HMC), Girls' School Association (GSA) and the Independent School Bursars' Association (ISBA).*

Q. What about PPE? Will pupils and staff be wearing this? Is it compulsory? Can they wear it if they wish?

A. *PPE will be available if staff or pupils wish to wear it. However, the advice is for PPE only to be worn by staff if dealing with a pupil or member of staff who becomes unwell with COVID19 symptoms.*

Q. How will the site be kept clean and safe?

A. *The cleaning schedules have been altered to ensure that cleaning is taking place throughout the day and all teaching areas are thoroughly cleaned in the evening according to the Government advice: **COVID19 cleaning of non-healthcare setting guidance.***

Q. Will all classrooms be occupied?

A. *Classrooms will be set up to allow for social distancing and the lay-out of furniture altered accordingly. This gives pupils an important signal and reminder that we are now living in a different era. Where fixed surfaces are in place (laboratories, workshops and IT suites) the work areas will be clearly marked.*

Q. How will pupils and staff move around the school safely?

A. *A one-way system will be in operation, and staff supervision of corridors will be increased to promote social distancing. Signage will make this clear.*

Q. Will pupils and staff be encouraged to wash their hands regularly? What about hand sanitiser?

A. *Yes, all pupils and staff will be required to follow a strict hand washing protocol upon entering and leaving buildings and signage will be in place. Pupils will also be encouraged to bring their own hand sanitiser although it will also be provided by school.*

Q. Will there be any health checks at school?

A. *We are currently planning to monitor the temperature of those in school and whilst we understand that this is an unreliable method for detecting COVID19 we feel it is a sensible precaution to be taking.*

Q. Will there be staggered starts and ends to the day?

A. *The beginning of the day will be staggered at Bury Grammar School with pupils arriving and entering buildings at appointed times. Further guidance about the detailed timings of the day will follow. (Please see Section 2.) Pupil arrival and departure will be closely supervised, and parents are asked not to enter school buildings and exercise social distancing when they collect their child.*

Q. What preparations has BGS put in place to make the estate safe before pupils return?

A. *The estate has continued to be maintained during the lockdown as part of essential work. Additional measures to prepare for the return of pupils include:*

- *Signage to remind pupils and staff about social distancing and hand hygiene*
- *Dedicated entry and exit points to buildings*
- *Dedicated isolation rooms should pupils become unwell with symptoms of COVID19*
- *Layout of classrooms altered to enable social distancing*
- *One-way systems set up on corridors and stairways*
- *Dedicated hand sanitiser stations at building entry and exit points*
- *Increased cleaning regimes*
- *Outside areas will be divided to support social distancing.*

Q. What if my child or someone in the family is ill?

A. *The risk assessment sets out very clearly the different protocols to follow in the event of your child or family members being ill or being classed as clinically vulnerable or clinically extremely vulnerable.*

*However, should your child develop symptoms compatible with coronavirus, they should stay at home and self-isolate for 7 days. Other household members should self-isolate for 14 days.*

*Pupils will have access to a test if they display symptoms of coronavirus. Should your child test positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days.*

Q. How will pupils not able to come into school be educated?

A. *The school will continue to provide remote learning (video lessons) in the afternoons. Pupils staying at home should access provision through Show My Homework at times when other pupils are in school.*

Q. With whom has the School consulted to put health and safety measures in place?

A. *In addition to Government guidance, the school has spoken in detail with staff representatives and the following bodies: Independent School Council (ISC); Headmasters' and Headmistresses' Conference (HMC); Girls' School Association (GSA) and the Independent School Bursars' Association (ISBA).*

Q. Will medically trained professionals be in School during this period?

*A. Yes, as ever, we are lucky to have a number of Health Support Workers on site every day to monitor and support the community's health. Their advice and guidance have been invaluable to date and we thank them for all they are doing to support BGS at this time. Additionally, a high proportion of staff are first aid trained.*

Q. If we decide not to send our child in to School, are we in breach of any rules?

*A. No, you are not in breach of any rules.*

Q. Could I be reassured that there will be no sports for the foreseeable future?

*A. PE lessons will not be provided in school in the first instance. Activities will continue to be set on Show My Homework.*

Q. When will classrooms and desks be cleaned?

*A. Please see the risk assessment. Classrooms will be thoroughly cleaned at the end of each morning. Hand sanitiser will be regularly used by all. Pupils may wish to wipe down their desks between lessons.*

*While we do have stocks available in school, parents may wish to supply their children with wipes and hand sanitiser.*

Q. How will toilet breaks be managed?

*A. Staff will give pupils clear and regular reminders about social distancing. Staff will be on duty outside toilets.*

Q. Can my child bring hand sanitiser, masks etc into school?

*A. Every step has been taken to ensure that we have adequate stocks of hand gel, soap and other protective cleansing products, for your child to make use of whilst in school. If, however you would like your child to bring in their own products, this would be very helpful.*

Q. What if a pupil deliberately flouts social distancing or other safety measures?

*A. This depends on their age. If they are of an age to understand, they should expect not to be able to come back into School for a period of time – for the safety of others. We would be grateful if parents could ensure their children are aware that we will be strict about health and safety rules and ask you to support us in this.*

## 4. Other FAQs

Q. What curriculum will my child follow when they are back in School?

A. *In essence, the same curriculum we would usually follow - but adapted in the light of the last 14 weeks.*

Q. What about lunch arrangements?

A. *Pupils will not be here over lunch times; no lunches will be available in School.*

Q. Do all pupils have to come back to school?

A. *The Government guidance states: "Children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending." However, it is not a requirement to attend.*

*Children who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. For children who are clinically vulnerable (but not clinically extremely vulnerable), parents should follow medical advice. A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education setting.*

Q. What if we are scared about sending our children back to School?

A. *We completely understand this. Our advice would be to talk to us if you have fears and to be reassured that the School is doing everything we can to ensure safety. We have been and will continue to be open and transparent about the provision we are establishing. We also have very good discipline at Bury Grammar School and our teachers could not be more aware of the importance of establishing new routines with pupils which keep all of us safe.*

*As has been said in the media, there are risks of not sending children back to school related not only to educational outcomes but also to mental health.*

Q. Will it be worth sending my child back? I don't want to put them potentially at risk if there are not going to be significant benefits in returning.

A. *We completely understand this. In short, yes, it is worth them coming back. Educationally, we will be working at some speed to ensure great academic progress is made. Emotionally, we feel there will be great benefits for pupils to be with their peers and teachers again. Parents will know that young people learn a lot from and are motivated by each other.*

Q. Will all teachers be back in School?

A. *Mostly, yes, depending on the pupil age group with whom they work and their own personal circumstances. Teachers are classed as key workers and all will be working throughout this period, supporting our pupils, whether in school or at home. All will be continuing to work remotely for at least part of each day. This is in line with health and safety advice for UK citizens to work from home where we can.*

Q. What about uniform?

*A. At the time of writing, we are expecting our primary pupils to wear summer uniform. However, we do not want to be inflexible about this and, should pupils have outgrown their uniform and it not be possible to buy a new one, or should it prove difficult to wash uniform quickly, we would like parents to let us know.*

Q. What about transition from one year group to another, in readiness for September?

*A. This is a priority for us. The Senior School Heads have held transitional tutorials with Year 6 pupils and would like to do so again; several other possibilities are being considered to support these pupils as well as Y2s going into Y3.*

Q. Are visitors and parents allowed in school now?

*A. No. To ensure the safety of our school community, parents and external visitors will not be permitted to enter our school buildings, but parents are invited to contact us via email/ telephone in the usual way.*

Q. Are all these arrangements set in stone?

*A. No. There have been a number of developments which have had an impact on our thinking in the last few weeks. We fully expect this continue to be the case in the coming weeks.*

*We will also be spending a lot of time next week listening to parents, pupils and staff and may adapt arrangements accordingly. Having said this, we are continuing to plan.*

**Q. Is the School only offering part-time educational provision from now?**

***A. No. We are continuing to offer full-time educational provision. For some pupils this will mean full-time remote learning; for others it will mean some time in school alongside remote learning.***

Q. How long do you think these part time arrangements in school will run for and when do you expect to return to normal?

*A. We will monitor the situation carefully and follow all Government guidelines. 'Normal' provision will be resumed as soon as it is safe to do so; at the time of writing, that does not look imminent.*

Q. Will you be running the BGS Holiday Club this summer?

*A. We are hoping to do so. Please check the School's website for updates on the [BGS Holiday Club](#).*

Q. Can I drop off at breakfast club before the staggered start times? Is there any After School Care?

*A. We are sorry that we are not able to offer breakfast club at the moment, or any wrap around care, except for key worker children. This is to minimise risk: our number one priority has always got to be safety. However, all decisions will be kept under review.*

Q. Are the school coaches running?

*A. No. Unfortunately, it is not possible for school coaches to run at the moment.*

Q. Will my child still receive school lunches?

*A. No. In order to minimise risk, no lunches will be offered on site and all provision is currently part-time.*

Q. What about break times?

*A. These will be staggered, and pupils can bring a snack with a throwaway wrapper if they wish.*

Q. Will I be able to come in to speak to my child's teacher?

*A. No. We are sorry that parents will not be able to physically come into school. However, your child's class teacher will remain as always available to you via email and phone. Owing to our social distancing rules and routines no parents will be able to enter the school buildings under any circumstances.*

Q. When will I know more details about provision - what to do, when and how?

*A. We have already communicated the key messages and will continue to write to you regularly with any updates. Please do keep up to date with whole school communications.*

Q. In Bury there has been talk about some primary schools in the area not re-opening. How does this affect BGS?

*A. We take seriously our duty to find out all relevant details we need to know in order to judge the right moment to re-open the School. We approached the Council at the beginning of the week commencing 18<sup>th</sup> May and were assured that there were no further public health details pertaining to Bury of which we needed to be aware.*

*We understand it is the ultimate decision of each Governing Body – both of state and independent schools - to judge the right time to re-open their school. The health and safety of the community and of our pupils are responsibilities we take seriously.*

*It appears that some schools, for entirely understandable reasons, are further on with their plans to re-open than others. We would of course totally support schools doing what they believe to be the right thing for their pupils.*

## 7. Next steps

We thank parents and colleagues for the thoughts, suggestions and contributions you have made to our return to school plans.

We do hope that our cautious, careful, measured and thorough approach to re-opening provides you with confidence.

### **FAQs**

Thank you for getting in touch with us over the past weeks and for sending us your questions to [FAQ@burygrammar.com](mailto:FAQ@burygrammar.com). We have aimed to address all the key themes you raised in published documents, and/or to have replied individually to parent queries.

### **Parent surveys on returning to School**

Many thanks for completing the surveys we have sent you to date; the results have been discussed by Senior Leaders and Governors and were taken into consideration when the final decision to re-open was made. All your comments have also been read and carefully considered and have impacted on the detail of our plans.

All parents of Year 2 – 5 will be surveyed over the weekend prior to Monday 22 June on their intentions surrounding the possible return of their children, in order to help us plan classes, staffing and rooming.

### **Communication**

We have aimed, as a Senior Leadership Team, to keep parents up-to-date and well informed throughout this challenging period as Government guidance has been issued and policy has developed.

We are always happy to hear from you and encourage you to contact your child's class teacher/form tutor if you have any queries at all about their education as we prepare for the next stage.

We will carefully consider all suggestions and ideas.



As we have said from the very beginning of this crisis, Bury Grammar School is here and awaiting your children's return. We are pleased that the date of their safe return is nearer for all of them as each day passes.

We look forward immensely to safely welcoming more of our pupils back to Bury Grammar School next week.



Many thanks, as ever, for your support.

The Governing Body, Senior Leadership and Management Teams, BGS