



Parents' Handbook for the Phased Return of Children at Barrow Hedges Primary School

Your child is in Bubble 5

You should drop your child at the Harbury Road Gate in the mornings and this is the only entrance you should use.

You will collect your child from the main playground at the end of their school day. Your child will be located in Y1 Rabbit Classroom so will exit from Year 1 area. The bubble will be brought outside and will stand with their bubble number so you can see them. You should enter only via the Radcliffe Gardens Gate and there is a one way to exit via either the gates by the scooter rack/shed, Beanos gate or Harbury Road Gate.

Your child's drop off time is 8.45am

Your child's collection time is 2.45pm

Your child will NOT attend school on a Wednesday

The adults supervising your child's Bubble are Mrs Hutchison and Ms Foulsham

This handbook provides clear guidance as to the arrangements for the drop off and pick up of your child and outlines the school's expectations of families at this time. We ask that you read this carefully and adhere to its contents. Our priority is your child and family's health and safety and we all need to work together at this time.

We have also sent a 'social story' alongside this booklet – please take the time to read this through with your child before they return to school. This has been written in child-friendly language and includes photographs and diagrams so that you can discuss the return to school with your child.

Parents'/Carers' Role in supporting the school – KEY INFORMATION

- Please talk to your child about the information contained in this handbook and why we are putting them in place.
- Parents must follow the government's guidelines and isolate if they or any of their family are displaying symptoms.
- Children who begin to show symptoms during the day will be escorted to a designated room in school and your child will be sent home. The child must be tested for COVID-19 and if the test result is positive then the whole bubble (including staff) will have to isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- It has taken hours and hours, in fact, weeks and weeks of planning to re-open school safely. It is natural to want to know who else is in your child's bubble and which adults are supervising this group. However, we will not be able to make any changes to any of the allocated bubbles so ask that you support us and do not ask us to do so.
- Please adhere very closely to the drop-off and pick up time given on the front page of this handbook. We are operating a staggered start with different bubbles arriving and leaving at different times and there is a small window between these.
- If you are late then this will adversely impact the measures we have put in place to keep everyone safe.
- We recognise that you may have been allocated an access point (entrance or gate) that is not your usual one – however, you must use this for morning drop off please (for the reason stated above).
- Collection at 2.45pm for Year 1 children in Bubbles 6, 7 and 8 will be the school field and the double vehicle gates will be opened (these are the ones near to Beanos, which we usually use for our Summer Fete).
- Where collection for other Bubbles is from the main playground, we have a one way system in operation. ALL parents should enter only via the Radcliffe Gardens Gate, collect from the main playground and then walk in one direction to exit either out of the fire gates by the scooter racks and shed, the Beanos gate or, continuing round by the field, to exit via the Harbury Road gate. This ensures that social distancing is more easily achieved.
- As per government advice, please do not gather closely at entrance gates or doors to the school, or attempt to enter the site at morning drop off.
- Please ensure only one member of your household comes to drop off or collects your child.
- We will not dismiss children from different households to a childminder.
- Please be respectful of others by maintaining 2-metre distancing at all times. Please keep your child(ren) with you at all times.
- If you have any specific queries, including those for your child's bubble supervisors then please call or email the school office. Please do not ask to enter the school building.
- If a child has a toileting accident, particularly in Nursery and Reception, staff cannot perform intimate care. Therefore, it is expected that all children will be able to change themselves and carry out hygienic practises when going to the toilet. If your child is struggling to do so then their staff member will encourage them by giving short verbal instructions. You will be contacted if this is unsuccessful.

Arriving at school in the morning

All children must walk themselves from their parent to the waiting member of staff. This adult will be holding a laminated card with the bubble number on it. They will be standing at least 2 metres away. Nursery and Reception children should be prepared to leave their adult at their drop off point. If your child is upset it will be extremely difficult for us to support this transition in the usual way. We therefore ask that you assist us by calming your child but being aware of others around you, allowing them to pass.

End of day collection time

Parents will need to arrive at their allocated pick up time. The gates will be open. Parents must ensure that they social distance from each other as they wait to collect their child. Children will be dismissed promptly. Please stay away from the exit door. If the bubble leader needs to speak to you, they will telephone or send an email.

Please do not arrive earlier/later than your time as this will defeat the purpose of a staggered dismissal.

Entering and moving around school

Children will enter the school in a line whilst maintaining social distancing. Doors, where possible will remain open for the entire day (this limits the number of people touching the door handles). Movement around the school and classroom will be limited. This will be organised by the bubble leader and expectations will be explained to the children before any movement occurs. We will use markings in corridors, classrooms and on staircases limiting movement around the school and using one-way systems to encourage 2- metre distancing.

Children will enter the classroom and will be given clear directions for how to get to their seats. Their coats, hats, water bottles and packed lunches can be stored under the desk or on the back of their chairs.

The classroom

During the learning sessions, children will be seated at desks at all times. Teaching/instructions will be delivered from the front of the room. Staff will not be walking between tables. If a child needs help then the staff member will use the whiteboard at the front to demonstrate. Children will not be allowed to move from their seats without permission from the bubble leader. If a child needs the toilet, they will be allowed to leave the classroom but must use their designated 'bubble toilet'. Cubicles are labelled. Children will be expected to use the sink in their classroom to wash their hands upon arrival, before and after break/lunchtime and after eating. The soap and paper towels will be regularly replenished in each classroom. A lidded bin will be used for discarded tissues.

Classrooms

Your child is unlikely to be in their own classroom. This is because we have had to precisely calculate how many children each room fits and consider other factors in accommodating children back in to school and adhering to social distancing.

All children except for Nursery will be expected to work at tables for much of the day. They will be given access to outside learning. No one will sit on the carpet. Children will not be allowed to move from their seats without permission from the bubble leader. There will be a limited amount of equipment on offer – mostly plastic which is easy to wash. Each bubble will have their own equipment and will not be sharing equipment unless it has been disinfected first.

For Nursery, there will be a limited number of toys on offer. Any toys being used will be made from materials that can easily be disinfected. Play areas will be organised to support social distancing. There will be areas around the classroom, 2m apart, for children to place their own water bottle, sun hat etc.

Outside space

Lunchtimes and breaktimes will be staggered so bubbles are isolated from each other. All bubbles will have timetabled breaktimes and lunchtimes. We will also make the most of our outdoor space and try to get the children outdoors as much as possible. Unlike 'normal schooling' where we tend to discourage children using the toilet in learning time, we will ensure that where possible children don't use the toilets so much at breaktimes and go in learning time! This will enable children to have less contact with others.

Lunch

Most children have opted to bring their own packed lunch and this will be left with their other belongings at their own table. Some children will be eating a cold lunch provided by Caterlink. This will be delivered to the classroom by staff wearing PPE. Lunch will be eaten indoors at their own table.

Clothing

Children should NOT wear school uniform. Instead they should come in comfortable clothes that are still suitable for school – no football kits please, and no party dresses! Shorts, jeans, tracksuit bottoms and t shirts are most suitable and children should wear comfortable shoes or trainers – no open toed sandals please. There is no need for children to bring their PE kit or any additional items other than those that suit the weather, i.e. a coat should it rain and a sun hat for warmer weather. Nursery children should bring a change of clothes in a named carrier bag please.

What to bring/what not to bring

Water Bottles - All children must bring in their own water bottles. These should be named and filled up at home. The children will not be allowed to use the sinks to fill up their water bottles and the water fountains will be switched off. Please do ensure your child has another drink in their lunchbox.

Packed lunch – you will have already told us if your child requires a cold lunch supplied by Caterlink.

Stationery - Children in Year 1 or above should bring a pencil and pen (if they have their pen licence) – please bring this loose to school or in a sandwich bag but NOT a pencil case. This will then remain in school in a plastic wallet.

Please do not allow your child to bring anything into school from home (toys, pencil cases/stationery, sports equipment etc.) except for a named water bottle, sun hat, coat and their lunchbox if they have packed lunch.

Sun Safety

Sun cream should be applied before coming to school and if need be children will re-apply sun cream for themselves. As above, children should also bring a named sun hat.

Year 6 Mobile Phones

Year 6 children should only come to school with a mobile phone if they are travelling to/from school on their own. The mobile must be turned off before entering the school premises and this will be kept with their personal belongings at their own named desk. Mobile screens should not be touched during the day. If a phone 'goes off' during school time then the owner of the phone will no longer be permitted to bring their phone to school. Parents will be informed if this is the case.

Expectations for behaviour

In light of the need for children to behave differently when they return to school, there will be some modifications to the behaviour systems we use at Barrow Hedges. Parents will be contacted if we find that a child does not adhere to the necessary modifications we have to make. Obviously children will be supported in this transition to a return to school which is far from normal and your child's age is a key factor. But we ask for your support in ensuring that your child recognises the following:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- using tissues when sneezing and coughing and disposing of these appropriately ('catch it, bin it, kill it')
- doing their best to avoid touching their mouth, nose and eyes with their hands
- telling an adult if they do not feel well and/or if they are experiencing symptoms of coronavirus
- not sharing any equipment or other items including drinking bottles
- playing only in areas designated for their own bubble
- using the correct toilets
- adhering to our usual rules about being hygienic and appropriate behaviour - no spitting, blowing raspberries, etc.

Staff wearing PPE

School staff will wear PPE when dealing with first aid issues or children who are experiencing COVID symptoms. We have included a photograph of Mrs Bearman (one of our first aiders in the social story). Other members of our staff may opt to wear some of the PPE equipment during the school day e.g. gloves may be worn.

Contacting the school

We ask that parents do not come to the main office - parents will be allowed into the school by appointment only. If an appointment is made for you to visit the school, you will be expected to maintain social distancing and must avoid touching surfaces and door handles. However, it is likely that some meetings will be conducted online where possible.

Frequently Asked Questions

Will my child always be 2 metres apart from others?

The government have advised that class sizes will be limited to 15 pupils. At Barrow Hedges we have 18 bubbles in total and many of these have fewer than 15 children in each one. We recognise that for our youngest children, social distancing is very difficult, but we will do our utmost to achieve this.

What if I miss my drop off or pick up slot?

Please wait at the designated waiting area until called forward by a member of staff, remembering to remain 2-metres from other people. Please do not attempt to walk onto the school premises without this instruction.

Will after school club and breakfast club still be running as normal?

At the moment we are unable to offer this provision. When we are able to do so, we shall prioritise the children of key workers.

Will my child be able to talk to children in another bubble?

Lunchtimes and breaktimes will be staggered so that no two bubbles will be in the same space at the same time. They will be able to wave and smile at peers in other bubbles.

Will there be assemblies in school?

The children will not be joining children from other bubbles for collective worship. However, we may continue to have run virtual assemblies for children who are in school.

What do I do if I need to collect my child early?

If there is an urgent reason for collecting your child early then you must contact the school beforehand. When arriving, come to the main office and press the entry buzzer. A member of staff will allow you into the school but please maintain a safe 2m distance from the members of staff.

What should I do if my child leaves something at home?

Unfortunately, you will not be able to drop any forgotten items into school as our office staff will not be able to deliver forgotten items around to different classrooms and enter the bubbles.

What do I do if my child needs medication?

Any medication your child usually has in school should be sent in with your child on their first day. This should be medication that we are already aware of and the necessary documentation should have been completed. Please contact the school if your child needs to take any new medication during school hours. If your child requires an inhaler then they must have one which can be left in school. All medication must be able to be left in school as items can not go back and forth from home and school.

Will you continue to provide online home learning activities for children who do not return to school?

We will continue to set home learning activities on Tapestry and Google Classroom during term-time, excluding on Wednesdays. We have previously provided plenty of suggestions for websites and activities to utilise aside from our own provision on Google Classroom. And of course, BBC Bitesize and Oak National Academy are excellent resources. Children in school will follow the same learning as set on Google Classroom. Those children in our

Critical Worker Bubbles who come to school on Wednesdays will do alternative activities on Wednesdays – arts and crafts, puzzles, games etc.

With school reopening to a greater number, parents and children will need to be mindful that teaching staff will not be as responsive to parent messages and work that is uploaded. We have utilised almost every member of staff to lead the bubbles we have so the vast majority of teachers will be back in school with bubbles. Therefore we are no longer able to give personalised feedback. We have a very small team – one adult for each year group – who will be leading on Google Classroom and responding to any general issues. In some year groups, where all staff are working in school on certain days, comments may be turned off until someone is available to get back to you. If this is the case, there will be a message on your Google Classroom.

Will my child be safe from the virus?

We have followed all government recommendations. The health of our community is paramount which is why school will be very different. While we will do our very best to ensure children follow the restrictions we have in place, we cannot guarantee that this environment will remain virus-free. Please see our information below on how to further support us in reducing the spread of germs in school.

How to avoid catching or spreading microbes

There are things you can do to help stop viruses like coronavirus spreading.

Do:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
- try to avoid close contact with people who are unwell

Don't:

- do not touch your eyes, nose or mouth if your hands are not clean