



Parents' Handbook for the Full Re-opening of School in September 2020

Early Years Foundation Stage

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 now that schools are fully re-opening.

We have already sent you information about your child's staggered start into Nursery/Reception and these arrangements remain unchanged. The information contained in this booklet is for when your child attends for their full sessions.

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.

We will be sending you a 'social story' at the end of the summer holidays – please take the time to read this through with your child before they return to school. This will include child-friendly language, photographs and diagrams to discuss the return to school with your child.

School will be open Monday to Friday with the only variation being the start and end of day timings which, along with the use of different gates, are in place to ensure that social distancing is more achievable.

We are operating staggered start and end of day timings for all year groups.

NURSERY

Nursery timings are 8.45am to 11.45am. Children should be brought to Nursery via the entrance at Harbury Road, walking down the pedestrian path and to the Nursery entrance, maintaining social distancing. The same access should be used at collection. You will come to the Nursery gate where a member of the Nursery team will greet you. From there your child will meet their teacher at the Nursery door and a member of the Nursery team will help them to hang their coat and book bag on their peg, wash their hands and settle into their Nursery day. Children should be prepared to leave their adult at the gate. 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. That said, we have seen just how brilliant those Nursery children who returned in June have been in leaving their parent at the gate – our children are increasingly resilient and independent when we give them the opportunity to be!

Parents will need to arrive promptly to collect their child at 11.45am, again accessing Nursery via the Harbury Road entrance. Parents must ensure that they social distance from each other as they wait to collect their child. Children will be dismissed promptly. If a member of the Nursery team needs to speak to you, they will telephone or send an email or have a word with you if there it is possible to do so. Please do not arrive earlier/later than your time as this will defeat the purpose of a staggered dismissal.

Radcliffe Gardens Gate will not be used for Nursery drop off or collection.

RECEPTION

For Reception, timings will be 9.00am to 3.00pm initially, and certainly for the first half term. We hope to be able to revert to our usual, pre-covid timings of 8.40am to 3.10pm after the October half term and will write to advise parents of whether this is possible once we have reviewed how things are working in September.

At the 9am morning drop off, parents should accompany their child to the Reception garden entering our school site either via the Harbury Road Gate or the Radcliffe Gardens Gate. You should exit via the Beanos Gate.

We are operating a strict one way system at the end of the school day.

At the end of the day, all Reception parents should access the school site via the Radcliffe Gardens gate.

Fox and Badger parents should make their way to the field in the area opposite the Reception garden double gates. We ask that you maintain a social distance from other parents and wait to be called into the Reception Garden to collect your child who will be dismissed via the double doors leading out from the Reception classrooms/break out area. You will then leave via either the Beanos Gate or the Harbury Road Gate.

Hedgehog parents will collect their children from the main playground adjacent to the Reception building near to the Year 1 outside area. Miss Cheung will bring Hedgehog class out of the single fire door at the end of the Reception building and parents will wait behind the yellow line. You will then leave via either the Beanos Gate or the Harbury Road Gate.

Please do not use any other access points. If you have children in other year groups with different collection times, then we ask that you exit via the Beanos Gate and re-enter at the appropriate time.

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

- Please talk to your child about the following information contained in this handbook and why these arrangements are in place.
- Parents must follow the government's guidelines and isolate if they or any of their family are displaying symptoms. Children returning to/starting school in September will be taught in a 'normal' class and each class within the same year group can have contact with one another, thus children are in a 'year group bubble'. This means that children from all three Reception classes can mix together e.g. in the shared indoor space and in the Reception garden and when working in small groups/class groups to support individual learning needs. Our Nursery class will operate as it usually would.
- 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. Your 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.
- Please adhere very closely to the drop-off and pick up time above. We are operating a staggered start with different year group 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.
- To reiterate, at the end of the school day, we have a one way system in operation. ALL parents should enter only via the Radcliffe Gardens Gate, collect their child as detailed above and then exit either out of the Beanos gate or, continuing round by the field, to exit via the Harbury Road gate. If your children have different collection times, then we ask that you exit via this route and re-enter. 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 school building (without prior agreement).
- Please ensure only one member of your household comes to drop off or collects your child.
- 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 class or year group bubble then please email the school office.

- If a child has a toileting accident 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.

Classrooms and toilets

The Reception classrooms and Nursery will be arranged to best support early years teaching and learning. Both Nursery and Reception have toilets that are designated to only their year groups. Children will be expected to use the sink in their classroom to wash their hands upon arrival, before and after outdoor play, 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.

Toys being used will be made from materials that can easily be disinfected. We have therefore had to remove some toys but there's still plenty of resources on offer.

Lunch – (not applicable for Nursery children)

Reception children will eat their lunch in the school hall as normal. Other year groups will use the hall at later times whilst adhering to social distancing measures. Due to the necessity of year group bubbles, when we first return to school, we know that we cannot get all year groups through the hall and be able to clean the tables etc in between servings. As a result, we are only serving Universal Free School Meals, which are those that are provided to Reception, Year 1 and Year 2.

Clothing

Children are required to wear school uniform. A reminder of our policy:

Reception children do not require PE kit until after October half term at which point we will write to you to confirm the days this should be worn.

Girls	Boys
Grey pinafore dress, skirt or tailored trousers	Grey trousers or shorts
Light blue polo shirt	Light blue polo shirt
Barrow Hedges cardigan	Barrow Hedges sweatshirt
Grey or white socks or tight	Grey socks
Black shoes – <u>no trainers</u> or open sandals, no heels, no lace-ups for Infants	Black shoes – <u>no trainers</u> , no lace-ups for Infants
WARM WEATHER – blue and white gingham or striped dress with sleeves	<u>Black trainers are NOT school shoes!</u>
Nursery	
Navy blue jogging bottoms	
Navy blue cotton shorts	
Light blue polo shirt	
Barrow Hedges sweatshirt / cardigan	
Trainers / sensible Velcro fastening shoes	

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.

Packed lunch - For those children in Reception whose parents have opted out of the Universal Free School Meal and are sending their child in with a packed lunch, please note that these should be healthy and never contain fizzy drinks or sweets. Chocolate and crisps should be kept to a minimum. Packed lunch boxes need to be plastic so that we know it can be washed each day. The packed lunch box needs to be able to fit in your child's bag please.

Please do not allow your child to bring anything else into school from home (toys, stationery, etc.) except for a named water bottle, coat and their lunchbox if they have packed lunch. They may also bring a named sun hat if the weather is fine.

Sun Safety

In the event of a warm Autumn, sun cream should be applied before coming to school and if need be children will re-apply sun cream for themselves. Children should also bring a named sun hat (as above).

Expectations for behaviour

In light of the need for children to behave differently when they start/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 school which is still not "back to normal" and your child's age is a key factor. But we ask for your support in ensuring that your child recognises the following:

- adhering to the school's access points
- 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 year group 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.

School Events

We will write to you nearer the time with further confirmation for each of our events but at this stage we can say that October Parent/Teacher Consultations are very likely to be telephone appointments. We are also unlikely to be able to have Christmas Productions or concerts; well, certainly not in our usual format.

Extra Curricular Clubs

Similarly, at this stage, we are unable to run any before school, lunchtime or after school clubs. This includes Hedgerows. As with our lunch provision, this is something that is under regular review and we hope to be able to offer some provision as soon as we can.

Frequently Asked Questions

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

Lateness always adversely impacts children but during this unprecedented time where schools are required to make so many adaptations to their normal procedures, lateness will be even more of a problem. If you are late for morning drop off you will have to bring your child around to the main office. At the end of the school day, your child will wait with their teacher at the collection point before being sent to the main office when a member of the admin team will contact you. We do have a separate policy for procedures in the event of lateness as ordinarily a child would be placed in our after school club and a charge is made for this disruption.

Will there be assemblies in school?

Children won't come to the hall for the phase or whole school assemblies. But children will have class assemblies and year group assemblies. We have produced an assembly rota to ensure consistency for children and some assemblies will be delivered virtually.

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 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 cannot go back and forth from home and school.

Will you provide online home learning activities for children?

No. Schools are reopening and attendance is compulsory once again. However, in the event of a bubble needing to close, or should there be a localised lockdown, then we would utilise Tapestry and provide home learning activities (just as we did during lockdown). If this were to happen, then children at home would follow the same learning as the children would be having in school. We have also seen the benefits of Tapestry and feel so proud of what so many children achieved when learning in this way. As a result we are going to be reviewing how we set homework going forwards in order to reduce the number of worksheets going home. More news on this to follow in the Autumn Term!

Will my child be safe from the virus?

We continue to follow all government recommendations. The health of our community is paramount which is why school will be different to what it was like before schools across the country closed in March. 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