



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

Revisions made 6th November 2020 shown in red - (EYFS have a separate handbook)

WE ARE OPERATING STAGGERED START AND END OF DAY TIMINGS

AS FOLLOWS: At the start of the day, children should arrive promptly at their designated gate/entrance:

Gate / Start Time	Year 5 and 6 start at 8.30am	Year 1 and 2 start at 8.40am	Year 3 and 4 start at 8.50am
Radcliffe Gardens Gate	Beech and Rowan and Cedar	Year 1	Ash and Elm and Oak
Harbury Road Gate	Willow, Chestnut and Sycamore	Robin and Woodpecker	Maple, Walnut and Lime
Hedgerows door (near Nursery)	-	Kingfisher (for morning drop off only)	-

We are operating a strict one way system at the end of the school day (just as we have for those bubbles of children who returned in June). At the end of the day, your child will be brought out to you for collection from the main playground. You should enter the playground via the Radcliffe Gardens Gate and leave via either the Beans Gate or the Harbury Road Gate. We will do our best to also open the double fire gates by the Year 1 shed to ease congestion, but this is dependent on numbers of staff available to do so at the end of the day. Please do not use any other access points. If your children have different collection times, then we ask that you exit via this route and re-enter at the appropriate time.

End of school day time	Year 5 and 6 finish at 3.00pm	Year 1 and 2 finish at 3.10pm	Year 3 and 4 finish at 3.20pm
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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.

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 re-opening fully. 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.

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

- Please talk to your child about the information contained in this handbook and why these arrangements are in place and how school will be different to pre-March and to this summer term.
- Parents must follow the government's guidelines and isolate if they or any of their family are displaying symptoms.
- Children will return to be taught in a 'normal' class. However, each class within the same year group can have contact with one another, thus children are in a 'year group bubble' for parts of the day – specifically break times and lunchtimes and the occasional mixing of children across the cohort e.g. in outdoor areas and corridors or for smaller group teaching within lessons, booster groups, group ELSA sessions, Chameleon Club etc.
- 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 given on the front page of this handbook. 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.
- 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).
- 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 from the main playground and then walk in one direction to 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 site at morning drop off.
- 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, 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 their classroom. There will be familiar members of staff out on the playground to welcome your child. Nursery and Reception children will be greeted at their entrance points by adults from Early Years. 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. That said, we have seen just how brilliant those 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!

End of day collection time

Parents will need to arrive at their allocated pick up time. The Radcliffe Gardens gates will be open for entry. Parents must ensure that they social distance from each other as they wait to collect their child. Children will be dismissed promptly. If your child's class teacher 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.

Entering and moving around school

Children should enter the school whilst maintaining social distancing as best as possible. Where possible, doors will remain open for the entire day (this limits the number of people touching the door handles). Movement around the school and in corridors will be limited. Expectations will be explained to the children before any movement outside of the classroom occurs.

Classrooms

For Year 2 upwards, teaching/instructions will largely be delivered from the front of the room. Children will not be discouraged from moving 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 'year group 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.

Children won't usually share resources but, of course, in EYFS, where the learning is set up differently, any 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. Play areas will be organised to support social distancing. There will areas around the classroom for children to place their own water bottle, sun hat etc.

Toilets

Year group bubbles will be assigned cubicles and sinks to ensure that bubbles do not cross.

Outside space

Lunchtimes and break times will be staggered so year group bubbles are isolated from each other. All bubbles will have timetabled break times and lunchtimes.

Lunch

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. Children in Key Stage 2 will need to bring a packed lunch and this will be eaten in their own classroom. Those children in KS2 who are eligible for a free school meal will be provided with a Caterlink packed lunch. We aim to review this provision at the end of September to see whether we will be able to offer a hot meal to KS2 pupils but regretfully, at present, this just isn't an option for us.

Clothing

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

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	

In the current climate, we ask that clothes are washed frequently as this helps to prevent the spread of the virus. **Therefore to assist with this, and so that children aren't all changing in the classroom, from the week commencing Monday 7th September, children should come to school wearing their PE kit on the days that they have PE. This will be in place for at least the whole of the Autumn Term.** The days your child should wear their PE kit are as follows:

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.

Class	Days to wear PE kit to school
Otter	Wednesdays and Fridays
Squirrel	Tuesdays and Thursdays
Rabbit	Tuesdays and Thursdays
Woodpecker	Tuesdays and Thursdays
Kingfisher	Tuesdays and Fridays
Robin	Tuesdays and Thursdays
Ash	Mondays and Fridays
Oak	Wednesdays and Thursdays
Elm	Mondays and Wednesdays
Lime	Wednesdays* and Thursdays
Walnut	Wednesdays* and Thursdays
Maple	Tuesdays and Wednesdays*

Beech	Wednesdays and Thursdays
Rowan	Mondays and Wednesdays
Cedar	Wednesdays and Thursdays
Sycamore	Mondays and Fridays
Willow	Tuesdays and Fridays
Chestnut	Tuesdays and Fridays

** For Year 4, due to the rota we are having for the wider opportunities scheme, where all children will learn to play the violin and cello, some weeks children will have music and not PE. However, all Year 4 children need to wear their PE kit on a Wednesday because it is too complicated to share this rota with you and far more straightforward if the children just know to wear their PE kit on a Wednesday! It all relates to instruments being cleaned in between, different groups in the studio hall etc! Thank you for your understanding.*

Unfortunately Year 4 swimming and Year 5 tennis is unable to go ahead at present. We will make alternative arrangements so that this part of our curriculum is covered when it is appropriate to do so.

A reminder that Barrow Hedges PE kit is as follows. Given that children will be wearing their PE kit all day, two days per week, it is important that this adheres to our policy. Please also bear in mind the weather as obviously the children will be wearing these clothes all day. A waterproof lightweight coat is required for outdoor PE.

Plain white T shirt or Barrow Hedges PE T shirt
 Navy shorts
 Plain navy tracksuit or Barrow Hedges tracksuit
 Plain trainers

Children will participate in indoor PE lessons with bare feet so plimsolls are not required. If your child has a verruca, please send them in with a letter to confirm this and a pair of plimsolls.

What to bring/what not to bring

Water Bottles - All children (including those in Early Years) must bring in their own water bottles. These should be named and filled up at home.

Packed lunch – this will be all KS2 children and those children in Reception, Year 1 or Year 2 whose parents have opted out of the universal free school meal. Packed lunches 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.

Stationery - Children in Year 1 or above should bring a pencil, pencil sharpener, rubber and a pritt stick and, if they have their pen licence, a handwriting pen. 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 provided by the school. We cannot have pencil cases in school due to the increase of the spread of the virus – by each child having their own plastic wallet, we can disinfect these on a daily basis.

Please do not allow your child to bring anything into school from home (toys, pencil cases/stationery, sports equipment (except for plimsolls as per previous) 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).

Mobile Phones

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 in their own locker. Our lockers are not lockable and therefore phones are sent in with the understanding that the school take no responsibility for theft or damage. 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. Our usual school rule is that only Year 6 children are permitted to bring a mobile phone to school but we recognise, and indeed, appreciate, that some of our Year 5 children are now walking home alone and this is helpful for the school because there will be fewer adults in the playground at the end of the day. Therefore if your Year 5 child is travelling to/from school alone, then they too may bring a mobile phone and the rules will be the same for them.

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 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?

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

Children will be able to spend time with other children in classes in the same year group as them. But year groups will not mix with other year groups. Lunchtimes and break times 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?

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 continue to 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 re-open Tapestry/Google Classroom 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 Google Classroom 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