



St. Barnabas' Church of England Aided Primary School

Quarry Road, Tunbridge Wells, Kent. TN1 2EY

Telephone: 01892 522958 Office email: Office@st-barnabas.kent.sch.uk

Website: www.st-barnabas.kent.sch.uk

Headteacher: Mrs M. Duncombe

Deputy Headteacher: Mr C. Mackinnon

1st September 2020

Dear Parent/Carer,

Parent Information about Safety Procedures for Covid 19

I am writing to update you about the procedures and measures that we are putting in place to ensure everyone is kept safe. On our website you can view our specific page regarding Covid 19 with key information.

We've put this guide together with some detail about the key measures to provide you with some reassurance about what we have put in place.

First thing in the morning

Top gates to be open from 8:30 with the children coming straight into the school building with their first task to wash their hands. We kindly ask that parents carry on with the one way system that started in June and go out through the bottom gates.

Children in Acorn and Willow to enter their classroom by their own gates and doors

Children in Beech to go through the door to the left of the building - this is a change to the usual procedure

Children in Maple and Chestnut to go through the door to the left of the building.
Chestnut class to wash their hands using the sink on the outside of the building



Children in Lilac and Oak to go through the door to the right of the building. Lilac class to wash their hands using the sink on the outside of the building

Break times

Classes will have staggered breaks during the day. They'll have the same amount of breaks as normal but classes will have designated areas for breaks so that children are only with the children in their class.

Each class will have their own box of break time equipment so that they aren't sharing equipment with other classes. This equipment will be wiped down after each break time.

Lunchtimes

School meals are available as normal and children will make their choice of meal each morning. Initially these will be packed lunches. We cannot accept any payment for meals in cash so please make payments through ParentPay. Children who bring their lunchbox in from home are to take their box with them into their classroom.

We have arranged lunchtimes so that children only have limited contact with the children from other classes. The arrangements are as follows:

Reception: at 11:45 children will go into the hall where they will either take their packed lunch to eat or get their school dinner. Each class will have their own table in the hall. All children will remain seated until they've all finished eating when their Lunchtime Supervisor will then take them back to the playground to play until the end of lunchtime.

Year 1 and 2: between 11:50- 12pm children will go into the hall where children will go into the hall where they will either take their packed lunch to eat or get their school dinner. Each class will have their own table in the hall. All children will remain seated until they've all finished eating when their Lunchtime Supervisor will then take them back to the playground to play until the end of lunchtime.

Year 3 and Year 4: at 11:45am children will go out onto the playground until 12:15pm where children will go into the hall where they will either take their packed lunch to eat or get their school dinner.

Year 5 and Year 6: at 12:30 pm children will go out into the School hall where they will either take their packed lunch to eat or get their school dinner. Each class will have their own table in the hall. All children will remain seated until they've all

finished eating when their Lunchtime Supervisor will then take them back to the playground to play until the end of lunchtime.

Cleaning

There are enhanced cleaning measures in place. This system for cleaning was in place last term and worked well. Each classroom has its own cleaning equipment and cleaning is completed through the day as needed.

Other areas of the school are cleaned by John during the time he is in school. This includes shared area surfaces, door handles, photocopiers, keypads etc.

The whole school is cleaned every afternoon after school by EcoClean and John.

Equipment

Each child will have their own pencil case, provided by the school, with their everyday items in such as pencil, pen, glue stick and scissors. This is kept on their desk. This reduces the sharing of resources between children.

Ipads, Laptops and computers in the computer suite are allocated to each class to reduce sharing of devices from children in different classes. Ipads and computers are wiped down after use. No pencil cases are to be brought in from home to minimise items coming in and out of school.

Books

Children will have an individual reading book that they bring home as normal. When they've finished this book they'll put it in a box before it's returned to the shelves with the other books. This means that any book that a child reads won't have been handled by another child for at least 72 hours to reduce cross-contamination.

Drinks and snacks

Children should have their own named water bottle in school so that they can drink water through the day. If a child forgets their water bottle we will have disposable cups for them to get a drink from, but for environmental and cost reasons we'd like to keep use of these to a minimum so please do help your child to remember their bottle each day. If you prefer them to keep their water bottle in school that is fine and it can be refilled each day.

Children in KS1 will be provided a snack as part of the NHS funded scheme and children in KS2 can bring in their own snack from the list below:

- Piece of fruit
- Savoury biscuits
- NO crisps, chocolate or nuts

Organisation of seating

Government guidance suggests that children should sit facing the front. We have planned for this in an appropriate way as it goes against our ethos of early years teaching for children to spend all their time sitting in rows at desks. In Reception the children will sit facing the front on the carpet when the teacher is delivering an input and then when doing table activities their tables will be in small groups as normal.

In Year 1 children will sit in small groups at their own tables and will complete their work using both the inside and outside classroom areas

In Years 2 to 6 children will sit at their tables facing the front.

Staff will support children as they usually would when they need help with their learning. The teacher and teaching assistant who are based with that class won't need to socially distance from the children as they are part of that bubble. Sometimes the class will have another adult teach them and these teachers will maintain distance from the children as they work in a range of classes. One of the bubble staff will always be there in case any children need close contact.

First Aid procedures

If your child requires first aid treatment, this will be carried out as normal by our first aid trained staff. If appropriate, staff will wear PPE including gloves and an apron to carry out first aid.

Speaking to the class teacher

Parents are unable to come into school at the start or end of the day. If you wish to speak to their teacher the best way to get in touch is through the class email address where their teacher can reply directly to your message within 48 hours. Alternatively you can phone the office and they'll arrange for the teacher to ring you back when they're not teaching. Please note that if the message is urgent you must contact the school office.

Illness

Please do not bring your child to school if they are displaying any symptoms of coronavirus. If a child develops symptoms of Coronavirus at school we will ring

parents immediately and the child will be taken to wait away from all other children until they are collected. If they can't wait alone due to their age the member of staff looking after them will wear PPE. The child should self-isolate for 10 days and fellow household members should self-isolate for 14 days and apply for a test. If they test negative they can return to school and fellow household members can end their self-isolation. If they test positive, parents should inform school immediately and the rest of their group in school will be sent home and asked to self-isolate for 14 days

If you have given your child Calpol (or similar) before school, for any reason, please let the office know.

Questions You May Have

As there are a number of changes to our normal procedures this term, we've put together a list of possible questions you may have and we hope that this clarifies different aspects of school.

If I'm stuck in traffic and cannot get to school in time at the end of the day, will ASC be able to look after my child until I get there?

If you are running late due to traffic we will take care of your child in their classroom rather than them joining the After School Club. This is due to us needing small, consistent groups of children in our After School Club and by having a number of children go into ASC for a short amount of time this could increase contact of other children.

Further information regarding the new arrangements for booking After School Club will be sent out tomorrow.

If I don't have ParentPay will I be able to use ASC?

We are no longer accepting payment by cash so ideally payment will be made through Parent Pay. If you have difficulties with this we can arrange for you to make payments at a Pay Point which are based in many shops or Post Offices.

Will school trips be able to go ahead?

Government guidelines state that non-residential visits can now take place. However, as a school we have made the decision not to go on any school visits in the Autumn Term due to the extra elements of risk this may add. Instead we'll be aiming to add to the children's curriculum experience with visitors linked to the topic either coming in to school to talk to the children in a socially distanced way, or talk to the children virtually.

Will there be after-school clubs eg dance, football?

We are looking to start after-school clubs in the second half the Autumn Term. We have some work to do to work out how to run these in the safest way possible, so that as many children as possible can benefit from them, but whilst maintaining our bubbles.

My child has asthma/hay fever/allergies and as a result sometimes has a persistent cough. Will they be sent home because of this? Will I have to provide medical evidence to stop them being sent home?

This is a difficult question to answer as we will consider every child's individual circumstances. We have to strictly follow the guidance about sending children home if they show any symptoms of Covid-19 but we realise that children have coughs for all kinds of reasons. We will work with families to ensure we get the balance between keeping everyone safe and not sending children home unnecessarily

If my family have to isolate, will you be able to provide my child(children) with home learning?

Yes. We have a remote learning plan which will be available on our school website. Learning will be provided immediately if a child has to isolate.

Will the children be able to cope with all the changes?

We are aiming to make school as normal as we possibly can. Many of the changes we have are to do with procedures which are the responsibility of adults and to the children these routines will just become the way that things happen. However, every child is different and we know that some children will just settle quickly back into the routines of school but others will find it difficult. Staff will be very aware of the pastoral needs of children and we have our Pastoral team, who will always be available to chat to children and provide support. If your child does come home from school upset about anything please let us know and we can make sure that we support them.

My child has friends who are in a different year group and he/she is upset about staggered breaks/lunch and not seeing their friends. Will they be able to see friends in different year groups?

Unfortunately we do have to follow guidance about bubbles as this underpins the national strategy for getting children back to school. For the time being children will only have breaks and lunchtimes with their own class. Once national guidance changes on this we will look to going back to our usual systems for playtimes and lunchtimes.

What will happen if my child is late to school in the morning?

Being on time for school is so important and we will be following our usual procedures for when children are late. You will need to sign your child in at the office if you arrive late

giving a reason for why they are late. We know that for those children who haven't been at school since March there may be difficulties initially getting back into the morning routine. Please let us know if you are having difficulties getting your child to school and we will work with you to support you with this.

A member of our household was shielding during lockdown. Will he/she be safe when my child returns to school?

Below is the guidance from the DfE around shielding and returning to school

Pupils who are shielding or self-isolating

We now know much more about Coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note, however, that:

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health.

Will fire drill procedures have to change?

We will have a fire drill early in the new term but we may look to have several drills with a few classes each time. This minimises the chance of children coming into contact with children from other classes. Obviously in the case of a real fire the whole school would evacuate at once as the risk of fire would be far greater than the risk of mixing bubbles.

We didn't get to go on holiday as ours was cancelled, will we get a fine if we go during term time?

Our usual procedures for authorising holidays will apply. Holidays will only be authorised for a very limited set of circumstances and fixed penalty notices will be issued for unauthorised holidays.

Should my child wear fresh uniform everyday?

We expect children to wear the correct school uniform and full details of this can be found on our website. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

What will you put in place to help children settle in to their new class as many have missed so much time in school?

As a staff team we have already met before the summer to talk about what we may need to put in place for children who are struggling being back in school and it is a high priority of ours as a school to ensure that the wellbeing of children is put first.

What can we, as parents, do to help our children catch up with gaps in learning and skills?

The most important thing that you can do as parents is to read with your child every day and to practise the spellings/flashcards/times tables that their teacher sends home for them.

Kind regards,
Mrs Duncombe