



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

5th March 2021

Dear Parent/Carer,

Welcome back information

We are looking forward to the whole school returning on Monday and I thought I would remind you about the procedures and measures we put in place to ensure everyone is kept safe. On our website you can view our specific page regarding Covid-19 with key information.

First thing in the morning

The top gates will be open from 8:30am, with children coming straight into the school building and their first task being to wash their hands. All parents must carry on with the one-way system and go out through the bottom gates. Can we also ask that if you come onto the school site you wear a face mask.

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

Children in Beech are to go through the door to the left of the building.

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



Break times

Classes will have staggered breaks during the day. They will 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. 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 it 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 11:50am - 12pm 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 when 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 12:30pm 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 has 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 usual. 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 and 2 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 3 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 are 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 away from all other children to wait 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 then self-isolate for 10 days and fellow household members should also self-isolate for 10 days and apply for a test. If the child tests negative they can return to school and fellow household members can end their self-isolation. If they test positive, parents should inform the 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.

Home testing

On Sunday, the Department of Health and Social Care (DHSC) announced that households with children of school-age will get free equipment to test themselves at home “to help find more Covid-19 cases and break chains of transmission” as pupils return to school from March 8th. More information can be found here: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests?fbclid=IwAR2Sb3bCuT59r7kfbn_r-TmyjI7ba9sEJEZLHJVmp0bjkLcja0WAoRGoCaQ

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 (eg, 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. Please contact the school if you know you are going to be late to collect your child.

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

We are looking to start after-school clubs after Easter. We need to work out how to run these safely, so that as many children as possible can benefit from them, 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?

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 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 and give a reason for why they are late.

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.

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 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.

Once again, we are looking forward to welcoming back all the children next week and a big thank you for all of your support and hard work with home learning during this term.

Kind regards,
Mrs Duncombe