



# Parent Information Booklet

## Return to School Reception-Y6

Version 3 - October 2020

Dear Parents / Carers

Once again a huge thank you for the support you have shown to the school throughout these unprecedented times.

Prior to the Summer we welcomed back a vast number of children for short sessions to enable them to catch up with friends and see some of the changes school had been making.

As you will be aware, over the Summer, further guidance has been published by Welsh Government enabling us to plan and organise for the return of all children to school by 14<sup>th</sup> September.

For us at Barker's Lane, much of the planning and organisation has been around scaling up what we had put in place prior to the Summer and taking onboard new guidance.

Preventative measures have been carefully thought out based on feedback we previously received from yourselves, our staff and governors alongside guidance from WG, the LA and North Wales consortia.

At the forefront of our minds has been the safety, wellbeing and happiness of both the children and staff balanced with what is essential to support learning.

We are all looking forward to welcoming your child/ren back to school and we will all be learning alongside each other as we move through the Winter.

Thank you again for your support, it truly is appreciated. I think that we are all going to need to show great patience and continue to support each other over the coming months as things evolve. However, with the great strength we have in our school community, I have no doubts that we will overcome whatever comes our way.

Hopefully the booklet will answer any questions that you may have had about how operations at school will work as we commence the Autumn Term.

As this is a dynamic situation that we are dealing with, procedures / content of this booklet may need to be revised as we go along. We will ensure that you are informed of any necessary changes via our free school app / news section on the website.

In the meantime, if you have any other queries, please email [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) and as always we will do our best to resolve them.

We look forward to welcoming your child back into school.

Best Wishes

Mrs Edwards

*The content of this booklet is informed by Welsh Government Operational Guidance and the school risk assessment document.*

## Procedures & Expectations

### How do I drop off my child?

- Please walk or use another form of personal transport to bring your child to school. Children and parents / carers **should not** car share with other families.
- All children in Nursery - Y3 **must be** accompanied onto the school site by one adult only.
- Children in Y4-6 are to walk onto the school site **unaccompanied**, unless they are with their parent who is bringing a younger sibling to school.
- You are advised **not** to bring other children with you wherever possible, however we do understand that this may not be possible for some families.
- There are staggered start times for your child to come to school:

	Drop off time slot
If you have <b>one</b> child in school	8.35am-8.45am
If you have <b>more than one</b> child in school	8.45am-8.55am

- Please do not come onto the top yard too early. You should not come onto the yard until a minute or two before your child's start time.
- **You must be on time within the time slot.** Late arrivals will find it difficult to access the school building and all timings have been planned carefully to ensure we can carry out all necessary safety procedures.
- Gates for entry and exit are clearly demarcated. There is one entrance (top gate by the post box near junction between Barker's Lane and Lisburne Grove) and one exit (middle gate by the steel barrier) for children and parents / carers.
- From 2/11/2020, parents are requested to wear a face covering when coming onto the grounds. Likewise, school staff will wear a face covering when on the main school yard.
- To ensure social distancing, there are markings on most of the playground for your child/ren to wait until they are called from the yard by a member of school staff.
- Arrows indicate where you follow the pathway to exit the yard at the middle gate. We ask that this is done efficiently, please do not wait while your child is going down the steps into the building as this will hold others up.
- Learners will be supervised by school staff from the top yard to the classroom, through designated doorways.
- All children will be supervised cleaning their hands when they enter school.
- Please **do not** attempt to pass information verbally to school staff at drop off or pick up time. Messages need to be directed to your child's classteacher through Seesaw, by email to the school office on [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) or as a last resort by telephone.



**ENTRANCE**

**Top gate next to post box**



**EXIT**

**Middle gate**



**NO ENTRY**

**Front gate**

## Where do I pick up my child at the end of the session?

- All children in Nursery - Y3 must be collected by one adult / over school-age young person.
- Y4-6 children may walk home unsupervised providing we have permission. **This should be emailed to [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) before your child returns to school.**

Year Group	Pick Up Time	Pick Up Location
Reception (One child in school)	2.50pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Reception (More than one child in school)	3.10pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y1&Y2 (One child in school)	2.55pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y1&2 (More than one child in school)	3.10pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y3 (One child in school)	3.00pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y3 (More than one child in school)	3.10pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y4 (One child in school)	3.05pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y4 (More than one child in school)	3.10pm	Please social distance and wait on <b>top yard</b> and children will be brought to the yard.
Y5 & Y6	3.10pm	Please collect your child either from the <b>top yard</b> or outside the bottom gate located on the corner of the school field if you have contacted school to arrange this.
Y4, Y5 & Y6 (Who are walking home unaccompanied)	3.10pm	These children will be led to the back gate by a member of staff. <b>You must have emailed permission to school for your child to walk home</b>

		<b>unaccompanied.</b>
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- The top gate is the entrance gate to the school grounds and the middle gate is the exit only if you are picking up from the top yard.
- To ensure social distancing, you are encouraged to use the markings on the playground to wait for their child.
- Children will come out to the yard with a member of school staff. You will need to walk towards this area to collect your child as staff indicate to you.
- Arrows direct where to walk away to exit the yard at the middle gate.
- If you are collecting your child from the bottom gate (Y5&6 only - see table on p4), please ensure that you are visible to school staff.
- **When a parent of a child in Y4, Y5 or Y6 has given permission for them to walk home, the child/ren will be taken each day to the back gate. To enable us all to be organised and safe, we are unable to accommodate requests for walk home some days / pick up on top yard of younger siblings other days.**
- Please do not try to pass messages etc to school staff. This should be done via Seesaw /email please.
- Parents and children must not congregate inside or outside school gates. You are respectfully asked to start your journey home straight away to maintain social distancing.

### What if I am late?



- Windows of 'drop off' at staggered times are organised for the safety of all.
- Late arrivals will find it difficult to access the school building as there is very restricted admittance to the foyer.

### What shall I do if my child is upset when they arrive or does not want to leave me?

- Our staff will do their best to support you to encourage your child to come in, whilst appropriately social distancing from you.
- For the safety of all, parents will not be able to come into the school building.

### Will my child be able to walk to and from school on their own?

- Y4-6 children may walk home unsupervised providing we have permission.
- Permission for your child to walk home unaccompanied needs to be emailed to [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) before they return to school.
- **When a parent of a child in Y4, Y5 or Y6 has given permission for them to walk home, the child/ren will be taken each day to the back gate. To enable us all to be organised and safe, we are unable to accommodate requests for walk home some days / pick up on top yard of younger siblings other days.**

### Will wraparound care be available?

- Early morning, breakfast and after school club along with Nursery Plus will be available.
- Club are asking parents to only book places if this is **essential** as numbers are reduced to ensure that where they can contact groups can be kept together.
- This is particularly important in breakfast club which has traditionally been very busy. Please do not book a place unless you have no other options, like flexible working, etc. This will then ensure families who have no other option can access the provision.
- Although staff will be doing their best to keep small consistent contact groups in club, it is unlikely that this is practically possible. Therefore your child will be mixing with other children outside their class contact group.
- It is important the parents understand and accept that attending breakfast and any wraparound care provision increases the number of contacts that a child has.



## What if my child or I am unwell **or** display symptoms of Covid-19?

- Children or parents / carers who are feeling unwell **or** displaying Covid-19 symptoms **must not** attend / visit school under any circumstances. **This includes when you may suspect that you have a cold / flu-like or other virus symptoms.**
- In this situation or anyone displaying symptoms should begin to self-isolate and arrange a test as soon as possible.
- If the test of the person showing symptoms is negative then your child can return to school on production of the text message / email displaying the results, 48 hours after they are symptom free. .
- If the test of the person showing symptoms is positive, then you should follow the advice of PHW and continue to isolate for at least ten days.
- Anyone who lives with someone displaying symptoms but remains well should still stay at home for 14 days from the day the first person became ill, if the test was positive.

## What if my child becomes unwell at school?

- If your child becomes unwell **or** shows symptoms whilst they are at school, you will be contacted to collect them **immediately**.
- They will be kept in a separate area during this short time, under supervision by an adult from a safe distance.
- Once someone with suspected or confirmed symptoms in school is identified, all areas where this person has been will be kept clear. A thorough clean of the area will be arranged.

## What does my child need to wear to school?

- Your child should wear their school polo shirt and sweatshirt / cardigan as long as it is clean on that morning.
- All of the children are asked to wear joggers / leggings / tracksuit bottoms please (rather than traditional school trousers / skirts).
- Our classrooms will have windows open on and off during the day to keep them well-ventilated, therefore other layers like a vest and a fleece / hooded jacket would be helpful as the weather gets colder.
- Clean clothes must be worn each day.
- Clothing and **footwear need to be suitable for outdoor activity, ideally pumps or trainers** (no flimsy sandals / cros / heeled shoes) as we will be intending to spend lots of time outside for learning and physical activity.

## Will I need a face covering?

- From 2/11/2020, parents are requested to wear a face covering when coming onto the school grounds.
- School staff will also wear a face covering when coming onto the main school yard.

## Will my child need a face covering?

- Primary age children do not need a face covering for school. The recent information and guidance published about face coverings applies to secondary schools, where larger groups of children are in close proximity in corridors and social spaces.
- At Barker's Lane, children will remain with their own class contact group all day.
- Although the evidence around face coverings differs, what is consistent is that with younger children, there is a greater risk of transmission of the virus due to them touching the face covering, their faces and surfaces.
- If your child has a face covering on when they arrive at school, they should remove this with you whilst on the yard after sanitising your own and their hands. Parents should place the face

covering in a bag and take it away with them. Temporary face coverings should be disposed of by parents appropriately and reusable face coverings washed before reuse. Hands should then be sanitised after removal.

- If your child walks to school unaccompanied and wears a face covering, they will need to sanitise their hands on arrival at school and remove the face covering. Your child will then need to dispose of a temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that you have provided, to be taken home with them, this will then be stored in their own tray. Parents need to wash the face covering before your child uses this again. Your child will then clean their hands before entering the classroom.

### What does my child need to bring to school?

- A warm, waterproof coat should be brought every day. Your child will also need a cap / hat in sunny weather. You may also want to provide your child with a small packet of tissues for their pocket.
- Sunscreen should be applied before your child comes to school. If they need reapplication during the session, they need to be able to apply this themselves as is our usual school policy.
- Your child also needs a full water bottle and a healthy snack for Y1-6 children. Nursery and Reception children will be provided with a snack for a small charge.
- Children who are not having school dinners will need a packed lunch.
- Children in Y1-6 are also asked to bring a small pencil case at the beginning of term which will remain in their school tray.
- If your child has emergency medication e.g. asthma inhaler, EpiPen, this should be brought to school.
- **Children in Y4, Y5 and Y6 who are walking to and from school unaccompanied only may bring a mobile phone if you so wish. As our usual rules, this will need to be switched off as they enter the school grounds and then placed in class storage with the teacher until hometime.** Any child who brings a mobile phone does so at their own risk. Anyone who breaks the rules will not be permitted to bring their phone to school.

### What should my child not bring to school?

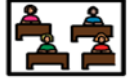


- Your child should only bring the above items.
- Children must not bring toys, teddies, drawings, etc from home into the school building.
- **Please do not send individual / small bottles of hand sanitiser to school with your child. We have ample stocks at school, located all around the building and in classrooms.** The reason for this is due to the content of hand sanitiser, issues around ingestion and ensuring children are supervised.

### What will my child's class be like?

- We shared revised child-friendly booklets and videos on Seesaw to show your child what their class now looks like and help them understand some of the new routines.
- Most children returned to their previous class teacher and moved to their new class over the first week or so, supported to transition as outlined in the email sent at the end of the Summer term.
- Generally, older children are sat side by side and forward facing. Younger children sit in more traditional groups and access various provision which has been assessed for safety.
- Areas around school are marked out for social distancing for adults and on-way systems are in place.
- Members of staff within the class will be available to deal with toileting, disinfecting of equipment and to remind pupils of good personal hygiene throughout the school day.
- Lots of learning will be outdoors wherever practically possible.

- Collective worship will be held virtually or within groups indoors / outdoors. No large group gatherings are permitted.
- Each child in Y1-6 will have their own stationary for their personal use throughout the day which they will keep in their tray. Writing implements and other stationary used by Early Years children will be regularly replaced and quarantined or cleaned throughout the day.
- All equipment is sanitised after use at the end of the day or placed in quarantine.
- Large equipment e.g. bikes, scooters, etc will be sanitised after use.
- Digital devices will be cleaned between use.



### What happens at break time?

- Time outdoors as a class is scheduled throughout the day. Teachers will plan structured and recreational activities.
- Where we can, we will encourage older children to maintain a distance and keep their hands to themselves, but we **cannot** guarantee this.
- In Y1-6, your child needs to bring their own healthy snack with them to eat in class, which they need to be able to peel or open independently.
- All children will clean their hands before and after eating, and on return from outside.

### What will happen at lunchtime?

- Your child can bring a packed lunch or can have a hot school meal,
- **Your child needs to be able to peel / open all snack and items in lunchboxes independently.** This may require you to practise with your child or think about containers that these are put in.
- For school dinners, a two week menu has been devised by the school meals service. All meals will be served in disposable containers with compostable cutlery.
- All meals must be paid for in advance online using your child's WCBC unique number (not our SchoolMoney app). No cash to be sent in to school please.
- Children eligible for free school meals will access these as usual. If your child has to isolate and is eligible for free school meals, a direct payment will be made to you from WCBC.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> Commencing 1/9/2020	Sausages & Waffles <b>or</b> Macaroni Cheese & Crusty Bread Beans / Peas Flapjack	Chicken Curry & Rice with Naan <b>or</b> Quorn Nuggets & Wedges Sweetcorn Cocoa Cookie	Beefburger Bap & Diced Potatoes <b>or</b> BBQ Quorn Pasta Bake & Crusty Bread Peas Cupcake	Roast Beef or Quorn Fillet served in a Yorkshire Pudding Mashed Potatoes Peas, Carrots & Gravy Krispie Cake	Breaded Salmon <b>or</b> Chicago Town Pizza Chips Peas Frozen Yoghurt
<b>Week 2</b> Commencing 7/9/2020	Breaded Chicken Fillet & Diced Potatoes <b>or</b>	Pizza <b>or</b> Country Veg Bake  Chips	Pulled Pork Bap & Potato Wedges <b>or</b>	Sausage or Vegetarian Sausage	Fish stars <b>or</b> Quorn Nuggets  Chips



	Quorn Curry & Rice with Naan	Peas / Spaghetti Hoops	Tomato & Basil Pasta with Crusty Bread	served in a Yorkshire Pudding	Peas / Beans
	Beans / Peas	Muffin Medley	Sweetcorn	Mashed Potatoes	Mini Doughnuts
	Shortbread Biscuits		Ice Cream	Farmhouse Mix Veg & Gravy	
				Cornflake Cake	

- Reception and Year 1 children will eat their lunch in the hall in two separate sittings. All other children will eat lunch in their classroom at staggered times. Playtime with their own class is also planned on a staggered basis.

### Can you guarantee that my child will always be able to keep a social distance from others?

- Guidance for children in primary schools is on separating class groups (contact groups) rather than individual children.
- Where we can, we will encourage older children to maintain a distance and keep their hands to themselves, but we **cannot** guarantee this.
- Children will be discouraged from touching staff, in an age appropriate way.
- We will be encouraging this and endeavour to do our very best, doing what we can that is practicable.
- There will be no unsupervised movement of children around the school building.
- All school staff have to maintain a safe distance from each other and yourselves as parents.



### Will my child have plenty of opportunities to clean their hands?

- Soap and hot water will be available in all hand washing areas.
- All children and staff will clean their hands:
  - on arrival at and when leaving school
  - before and after handling food
  - before and after handling objects and equipment that may have been used by others
  - where there has been any physical contact
  - after blowing their nose, sneezing or coughing.
- Hand sanitiser is available on entry to school, in each classroom, other areas around the building and will be taken outdoors.
- **Please do not send individual / small bottles of hand sanitiser to school with your child. We have ample stocks at school, located all around the building and in classrooms.** The reason for this is due to the content of hand sanitiser, issues around ingestion and ensuring children are supervised.



### Will my child be able to use the toilet when they need to or are there going to be toilet breaks?

- We will be limiting numbers of children who can access the toilets at any time to no more than two from different contact groups or only children within a contact group.
- Your child will be able to go to the toilet when they need to. Children will need to ask an adult, who will then check the area is not in use by another contact group.
- Your child can independently use the cubicle and wash their hands in a designated sink for either the upper or lower junior classes.
- We will also be having toilet breaks which will be supervised by school staff.

- High-touch points, like flush handles, door locks, taps and soap dispensers will continue to be cleaned more regularly throughout the day.

### What if my child does not or other children do not follow the rules?



- Rules will be shared with all children in an age-appropriate way. As parents / carers, you can support with this by talking to your child about good respiratory hygiene, cleaning their hands thoroughly and the importance of keeping everyone safe.
- We recognise that some children may not be able to follow safety rules for developmental reasons. We will be discussing this on a case by case basis to risk assess whether every child can access a check in place at this time.
- Where a child makes a choice to break rules which compromise the health and safety of the individual, other children or school staff, parents will be contacted to discuss this and a formal plan may need to be put in place.
- If you are concerned about anything in relation to your child's behaviour or the behaviour of others towards your child, please contact school via [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) to arrange to discuss this with your child's teacher.

### Will there be extra cleaning?

- Cleaning staff will ensure that all surfaces are thoroughly cleaned after the children and staff have gone home.
- Allocated staff will clean surfaces, door handles and equipment throughout the day. Hard surfaces will be cleaned with warm soapy water or normal cleaning products. Particular attention will be given to 'high-touch' areas and surfaces e.g. bathrooms, tables, toys, equipment, door handles, push pads, taps and hand sanitiser / soap dispensers.
- Rooms will be cleaned thoroughly between different groups using the room.
- We have a dedicated pedal bin in each class for tissues which are disposed of safely. All waste is removed daily.
- Additional cleaning of toilets, sinks and other high touch points will be undertaken during the day.

### What can we I do to prepare my child?

- Talk to your child about how we can keep safe if you have not already. There is lots of support in the Parent Section – Support & Safeguarding, on the school website.
- Teach your child how to sneeze and cough into their elbow or a tissue and dispose of it.
- Ensure your child knows how to wash and dry their hands thoroughly and independently.
- Remind your child about 'keeping their hands to themselves' where this is age appropriate.
- Practise peeling fruit and opening packets / tubs for snack / food stuffs.
- Practise dressing / undressing and turning clothing the right way around with independence.
- Support school by talking to your child about following rules.



### What if my child needs first aid?

- If attending to any wounds, etc school staff will use Personal Protective Equipment (PPE) at all times.
- Each class has its own supply of PPE and first aid materials.
- If a child was seriously injured or someone with a medical condition needed to be admitted to hospital, parents would be contacted, and emergency services would be called.
- Staff members are unlikely to be able to accompany a child in an ambulance in the event that a parent / carer cannot get to school in time.

### What if my child has a toileting accident or is sick during the session?

- School staff would wear PPE to look after your child's needs in these cases at all times.
- As much as possible, with wetting / soiling, your child will be encouraged to be as independent as possible to wipe themselves and change, as per our usual school policy.
- If your child has been sick, again our staff will do their best to help them clean up as independently as possible. You would be contacted to collect your child immediately.

### Will my child be doing P.E or need their P.E kit?

- We have asked all children to come dressed in suitable clothing for outdoor activity. Ideally pumps / trainers should be worn for footwear. Your child does not need a P.E kit. (We will review this during the term and let you know in plenty of time if this changes).
- We will be doing physical activities, but these will be a little different to usual P.E and undertaken outside at all times.
- Any equipment used will be cleaned after use.

### Will I be able to pop into school to speak to my child's teacher or the school office?



- Any parental request / query will need to be directed to your child's teacher via Seesaw, emailed to [mailbox@barkerslane-pri.wrexham.sch.uk](mailto:mailbox@barkerslane-pri.wrexham.sch.uk) or telephone as a last resort, wherever possible.
- Face to face access to the school building will not be available for parents.
- Discussions with teachers will be conducted by telephone or video conference and not within the school building at this time. *We will be keeping this under review in line with health and safety guidance.*

### Will my child be offered a flu immunisation?

- All children in Reception to Year 6 were offered the opportunity to have a nasal spray flu vaccine at school in October.
- If you missed this and wish to have your child have the vaccine, please contact your G.P.