



Parent and Carer Guide

Covid-19 & School Opening

September 2020

Introduction

As Parents and Carers, we hope that this handbook will provide you with all the necessary information to reassure you that we are looking after the overall well-being of our students. It includes details of the measures we have put in place to ensure a safe learning environment on site for all students, staff and visitors.

Core Principles

We have three core principles as follows:

1. Creating an environment that is as safe as possible for all
2. Focusing on wellbeing of all
3. Providing the best quality of education we can for all students

Below is the system of controls that the school is following. They have been issued by the DFE on behalf of Public Health England and the Health and Safety Executive.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances such as first aid.

Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Access to site

The only people who should be on site are the students who are scheduled to be in for lessons and any parents/visitors who have made pre-booked appointments.

Under no circumstance should any student or parent/carer come onto the school grounds or into the school building without pre-authorisation. If communication with the school needs to be made, please do it via phone: 024 7623 4600 or by emailing the relevant Hub Director:

Mrs Hayer (Year 7): Hayer.A@barrshill.coventry.sch.uk thomas.m@barrshill.coventry.sch.uk

Mr Barrett (Year 8 and 9): Barrett.P@barrshill.coventry.sch.uk

Miss Wright (Year 10 and 11): Wright.V@barrshill.coventry.sch.uk

Mr Michael (Year 12 and 13): michael.a@barrshill.coventry.sch.uk

Mrs Thomas (Inclusion for Year 7-13) thomas.m@barrshill.coventry.sch.uk

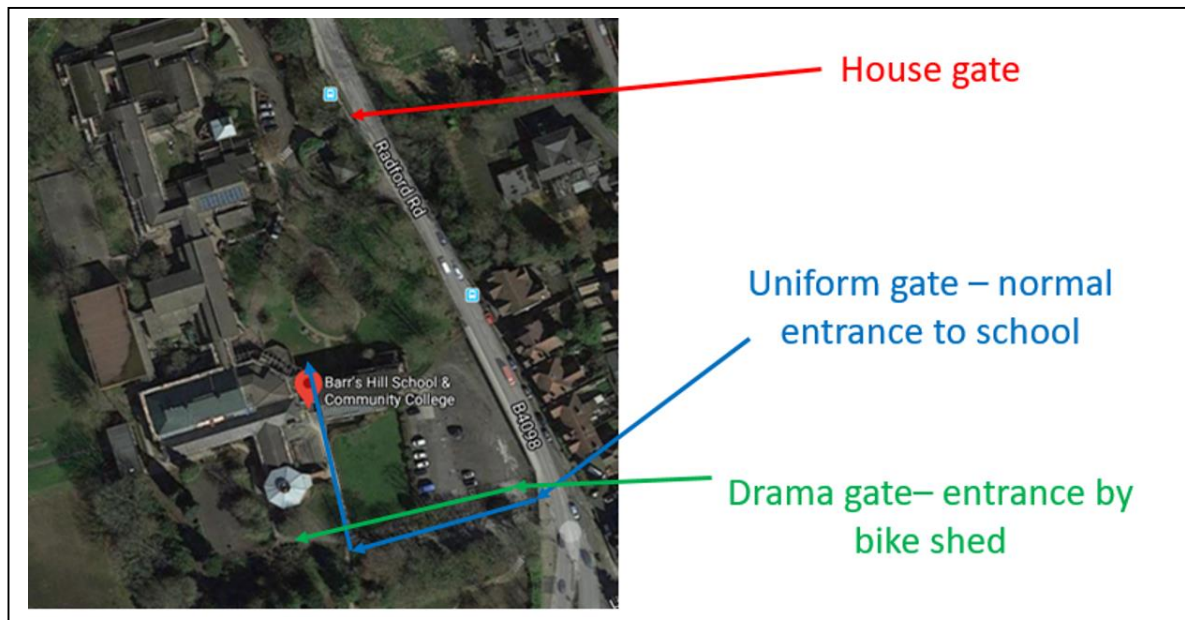
School timetable

All students will receive their full curriculum entitlement. To keep your child safe the timetable has been generated on the following principles:

- Staggered start and finish times
- Separate site entrance/exit for each year group
- Year group bubbles, learning and socialising within defined zones
- Split breaks/lunches
- Separate social areas for each year group
- Separate toilets for each year group

Below is an overview of the school timetable

<u>Year</u>	<u>Entrance & Exit</u>	<u>Arrive</u>	<u>Leave</u>	<u>Social Space</u>	<u>Outdoor Space</u>	<u>Toilets</u>	<u>Dining</u> <i>(Grab&Go)</i>	<u>Zone Rooms</u>
7	House gate	8.30am	3.00pm	Bridge	Bridge Park	Art/Inclusion	Bridge Hatch	BR1 BR2 BR4 BR5 BR6 BR7 BR10
8	House gate	8.45am	2.50pm	8/9 Heart Space	Dell	Upper D	Canteen Exit	C3 C4 D22 D20 D24 E31
9	Uniform gate	8.45am	2.50pm	D7/D8	Basketball court	Lower D	Canteen Entrance	C10 D5 D7 D8 E27
10	Drama gate	8.45am	2.50pm	Drama studio	Fire alarm spots	Drama	Pre-order/Delivery	C6 C7 C9 B2 B5 A49
11	Drama gate	8.30am	3.00pm (+Intervention)	KS4 Heart Space	The cage	A49 Toilets	Pre-order/Delivery	A22 A24 A25 A26 C1 A33
12 & 13	Uniform gate	8.30am	3.00pm (+Intervention)	P16 Area	The balconies	P16 toilets	Pre-order/Delivery	Up lib (A20), E25, BR3, A10, Careers x2, C11, Low lib (A18)



Virtual learning

Since March, the Barr's Hill Virtual School has been providing materials for all students to help them continue their learning during this challenging time.

From September Virtual Learning will continue to be used to assess students as well as to provide additional intervention and revision opportunities for all. As before, staff and students will be supported by the school's Safeguarding and Acceptable IT Usage policies. All engagement on the Virtual Platform is subject to the same behaviour policy that exists when on school site.

We will rely heavily on Microsoft Teams should the school be closed as part of a local lockdown. Should the school be closed, we will move seamlessly to the virtual school so that learning is not disrupted.

Finally, a reminder that Barr's Hill School is having a comprehensive IT upgrade over the summer holidays. This will ensure that Microsoft Teams is fully integrated into other school systems and all of our IT will be much more stable and reliable going forward. This will mean that all access to IT will be offline for the first three weeks of the summer holidays from 4.00pm on Friday 17th July until 9.00am on Monday 10th August, this will include emails and access to Microsoft Teams. However the school website will remain live throughout this period.

Travelling to and from school

The arrival and exiting of students from the school site will be staggered to avoid large numbers of students arriving and leaving the school at any one time

Where possible, government guidelines advise people to walk or cycle to and from their destinations. Whilst doing so try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.

Where using bikes, wash your hands for at least 20 seconds or sanitise your hands before and after cycling.

If the use of public transport cannot be avoided make sure you:

- Try to use a contactless payment method
- Wear a face covering as per government guidelines
- Have tissues

If there is no other alternative than to drop a child off or pick a child up from school via car, drop off must occur within the designated area just inside the entrance gates to the site. We ask that drop off and pick up takes place no earlier than 10 mins before the start and end of the day for your child's respective year group

On-site learning

During the summer break a deep clean of all areas of the school we plan to use for staff and students will have taken place. This means wiping down all surfaces in classrooms and corridors to kill the virus and using a 'fogging' machine to spray disinfectant onto every surface in all rooms.

The site team will have removed all items from classrooms in use apart from desks, chairs and the teacher's desk to make rooms easier to clean and reduce the amount of objects which could become contaminated. Cleaning will continue everyday all day whilst students and staff are on site. After use each room is deep cleaned before it is used again. Each year group bubble has their own zone which no other year groups enter.

Enhanced Cleaning

To prevent the indirect spread of the virus from person to person, cleaners will regularly clean frequently touched surfaces, such as:

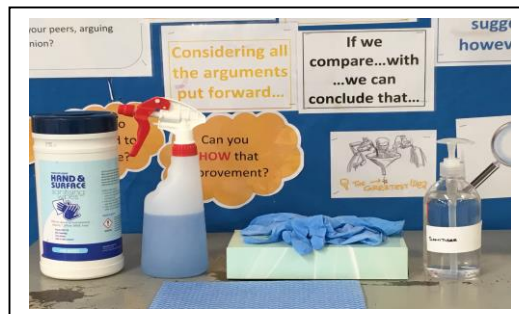
- door handles
- handrails
- tables and chairs
- light switches
- walls
- PCs

Disinfectant wipes, tissues and hand sanitiser will be provided in each classroom for students and staff to use

Hand Sanitising

Hand sanitising stations have been set up at each entry and exit point to the school and within every classroom.

Soap and paper towels will be provided in toilets. Staff and students will be reminded to maintain the highest standards of hand hygiene.



Respiratory Hygiene (Catch it, Bin it, Kill it)

Students should avoid touching their mouths, eyes and nose. They should cover their mouths and noses with disposable tissues when they cough or sneeze. If tissues are not available, they should sneeze into the crook of their elbow, not into their hand. Students should dispose of tissues into a bin and immediately clean their hands with soap and water or use a hand sanitiser.

Minimising Contact With Those Who Are Unwell

If a student or member of staff has, or is showing symptoms of, coronavirus:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Or, have someone in their household who is showing symptoms, they should not come into School and must stay at home.

They will be medically isolated and arrangements for them to go home will be made immediately.

Physical Distancing & Zones

Students will be taught in year group 'bubbles' within zones. Students will not mix outside of their bubble or zone. They will be told not to congregate at the start or end of the school day. Student entry and exit to and from school will be staggered to minimise contact. We will remind the students frequently during the day about the importance of physical distancing.

In the event of a confirmed case of COVID-19, the school will contact the Local Health Protection Team. This team will also contact the school directly if they become aware that someone who has tested positive for



coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The Local Health Protection Team will work with the school to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The Health Protection Team will work with the school to guide them through the actions they need to take. Based on the advice from the Health Protection Team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

A template letter will be provided to the school, on the advice of the Health Protection Team, to send to parents and staff if needed. The school will not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others.

Back at school – what your child will experience?



When arriving your child will make their way to their allocated entrance/exit and be greeted by a member of staff. They will be reminded by wall signs and staff regarding cleaning their hands at one of the provided sanitiser stations and the removal and replacement of masks if they are choosing to wear them. They will then follow year group arrowed floor directions to their allocated learning zone area.

Zones have been set up and clearly marked minimising student movement while on site. Students from different groups (bubbles) do not mix at any time while on site. This is enhanced further by staggered start and finish times for different year groups.

When a child arrives at a classroom within their learning zone they will be expected to clean their hands again utilizing the sanitiser provided. The majority of students' lessons are in one room to reduce movement around the school. A 2 metre zone has been placed around the teacher desk/whiteboard. Students will all be forward facing. In areas where this is not possible Perspex shielding is in place. Once your child's lesson has been completed they will be directed by their teacher to leave the room one at a time sanitising their hands on exit. Staff will be positioned to ensure students move within their zone safely

Separate toilets have been allocated to each Year group zone. All students will follow a one in one out system and signs have been placed to remind students and staff about the importance of washing their hands and the most effective way to do this.

While students are taught/mentored a team of dedicated cleaners will be maintaining expected hygiene around the site by implementing a rigorous and robust cleaning schedule informed by government guidelines

Specialist areas

Each zone has access to an IT room. Science, Food, Music and Art facilities will be used when needed for practical sessions with appropriate cleaning implemented between each use.

PE

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Equipment will not be shared between year bubbles.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. We have identified 3 different changing facilities which will be used on rotation and these will be thoroughly cleaned between each use. This means Year Group bubbles will not mix in the changing rooms.

Lunches

To assist with lunchtime provision we have changed from a 15 minute break mid-morning and a 45 minute lunch break to 2 x 30 minute breaks.

For Year 10, 11, 12 and 13 the school will be running a pre-order delivery service to their designated heart space

For Year 7, 8 and 9 they will be able to collect a grab and go lunch from their designated dining hatch which must then be taken back to their zone for consumption

Shielding

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.

How you can help us?

As a parent/carer it would be really helpful if you could do the following before sending your child to school:

1. Remind your child to wash their hands thoroughly before leaving home;
2. Ensure your child allows enough time to arrive on school site on time, in order to support our staggered timetabled approach which is critical to maintaining social bubbles;
3. Remind your child that when travelling to and from school avoid public transport where possible and maintain social distancing where possible. If the use of public transport is required, a face mask should be worn;
4. If you are planning to drop off/pick up your child from the school site please arrive no earlier than 10 minutes before the due time
5. Ensure your child has their '5' with them every day;
6. Contact the school if your child is unwell or will be arriving late to the school site. This is to ensure we



minimise cross-contamination and ensure the safety of all students and staff.

For further government guidance please use link below:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

FAQs

Does my child need to wear school uniform?

Students are expected to wear full school uniform.

Earlier this year and prior to the Covid crisis, we ran a consultation with pupils, staff, governors and parents to consider changing the school uniform. In February the Governors agreed to the change. The new uniform can be ordered from Cat Ballou and should be worn by all new Year 7 students from September 2020. Existing pupils (the current Year 7-10 who will be Year 8-11 in September) can choose to either wear the new uniform in September or continue to wear the old uniform until Christmas. Our aim is that in January 2021 all students will be in the new uniform. Full information can be found here:

<https://www.barrshill.coventry.sch.uk/parents/uniform-list/>

If there are any issues with the cost of uniform please do talk to us. We have a stock of spares of the old uniform and will be most happy to support by lending or selling very cheaply to help you reduce costs.

Does my child need to bring equipment/food/drink with them into school?

Your child will need their 5' and any books contained within an appropriate school bag. Pupils can also bring in food/drink as normal

Can my child wear a mask?

There is no requirement for children or staff (except first aiders or those providing close personal care to students) to wear masks while on school site. However, we are more than happy for pupils to wear a mask or other PPE if they choose to do so. Any masks worn in school must be appropriate and different to masks pupils may wear to travel to school. We will support them in removing the mask they travel to school in carefully and storing it in a plastic bag during the school day.

What will happen if a student refuses to follow the school's social distancing measures?

The school's Behaviour Policy has been amended. If any student persistently or maliciously refuses to follow specific guidelines or instructions designed to reduce the risk of spreading Covid-19 and resultantly puts any other student or member of staff at risk, they will not be allowed in school on health and safety grounds. If this occurs, parents/carers will be contacted and informed along with a representative of the Governing body, Trust and the Local Authority.

What happens when children or adults are symptomatic outside of school?

If you live with others and you are the first in the household to have symptoms of Coronavirus (COVID-19), then you must stay at home for at least 7 days. All other household members who remain well must stay at home also and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill. Anyone with symptoms should book a test. Results of tests must be shared with the school.

Is it compulsory to send my child into school?

Following government guidance, all students are expected to return to school in September unless they have a note from their doctor, expressly telling them not to attend. As a school we will continue to support our young people in their well-being and confidence as they transition back in-to a more 'normal' routine. If you have any concerns about this then please contact us for our full support.

Will activities like assemblies and trips be taking place?

Although we are allowed to hold single year group assemblies and trips we have no plans to do this initially in September. Our stance on this will be reviewed as the term progresses. Any changes to our planned provision will be communicated to you directly

What if my child is unwell?

If your child is due to be in school and are unable to attend, please report the absence to school in the normal way. Please ensure you specify the reason why they are unable to attend. If they have Covid symptoms you must tell us, book a test for them and the results of the test must be shared with the school.

Can you guarantee the safety of my child while on site?

The safety of your child and the learning experience your child receives has and will continue to be our highest priority. All measures we have taken to ensure this are clearly set out in our risk assessment which has been informed by DFE and PHE guidelines as well as observations made by school staff, the governing body of the school, representatives from the Futures Trust and externally audited by Consilium (our Health and Safety advisors). Most importantly observations received to date from you via the parent survey and emails have also been utilised and we hope we have addressed any concerns you currently have. The risk assessment is reviewed frequently and can be found at: <https://www.barrhill.coventry.sch.uk/wp-content/uploads/2020/07/Covid19-Risk-Assessment-and-Safe-Methods-of-Working-in-Barrs-Hill-for-September-2020-140720.pdf>

We are confident that our on-site provision significantly reduces the risk of possible COVID-19 transmission while ensuring your child learns, but we cannot eliminate the risk completely.