

# Welsh House Farm Community School and Resource Base



**“Inspired to grow and flourish”**

## Parent Handbook Updated November 2020

Dear Parents and Carers,

We have been receiving new guidance from the government in regards to the ever changing COVID19 situation. We have reviewed certain procedures and policies and have updated this handbook accordingly. We hope you find it useful.

The measures that we have taken to help ensure we are in as safe an environment as possible are listed below. They are divided into 3 sections:

1. Regular hand washing and hygiene
2. Social distancing
3. Identification and isolation of anyone showing symptoms

The main method of transmission for COVID-19 is through droplets, typically through coughing or sneezing, and these droplets then entering the eyes, nose or throat of another person. **This is the reason why regular hand washing and hygiene is the most important measure of all.**

### **1. Regular hand washing and hygiene**

#### Hand Washing

All children and staff will wash their hands when they enter school, before and after breaktimes, after they have been to the toilet, if they cough or sneeze, before and after eating and before they leave school. Our youngest children will be supervised to do this. Staff will recap the correct hand washing technique and posters around school will remind children of this. Hand sanitisers will be available in all classrooms and at key points around school.

Tissues will be available in all classrooms and children will be instructed to put them straight in the bin after use. Teachers will reinforce good respiratory hygiene and posters are in place around school to remind children and staff of the 'catch it, kill it, bin it' approach. Classrooms will be well ventilated at all times.

#### Cleaning

We have increased the amount of times surfaces and toilets are cleaned during the school day. Children will have their own resource pack, which will limit the sharing of equipment. Any shared equipment will be limited to use within their group and will be thoroughly cleaned before other groups use it.

#### PPE (Personal Protective Equipment)

The use of PPE is not encouraged in schools. However, each group will have a stock of PPE, which can be used if a child should fall ill. Training on the use of PPE has been delivered prior to your child returning.

## Uniform

All children need to wear their school uniform as normal. To reduce the risk of infection, your child should wear fresh clothes daily if possible and will wear their PE kit to school on allocated PE days.

## **2. Social Distancing**

### Bubbles

The guidance makes it clear that children, particularly our younger ones, cannot socially distance from staff or each other. We will encourage them to do so, however our main focus will be on keeping groups that do not mix- these are called 'bubbles'.

Key Stage Phase will be a 'bubble' containing up to 2-year groups.

EYFS Bubble: Nursery and Reception

KS1 Bubble: Y1 and Y2

LKS2 Bubble: Y3 and Y4

UKS2 Bubble: Y5 and Y6

RB: OWN Bubble

Each 'bubble' has their own toilets, outside area, hall space for meals. Year groups in each bubble will not enter each other's classrooms and remain in their own classroom bubble as much as possible. RB children will not be integrated into any mainstream classrooms at this point. This will be reviewed at half term.

### Drop off/Pick up and times of day

**If possible could parents/carers, please wear a face mask/shield when on site.**

**There is a one-way system for drop off and pick up.**

**Gate opening times**

**Beginning of the day: 8.30am – 8.50am**

**End of the day: 3.10pm – 3.30pm**

The school office will be closed to all parents, carers and visitors (although office staff will be onsite). The phone lines will be available and, if not answered, a message can be left that will be responded to. There may be a requirement for appointments to be booked for parents to meet individual members of staff, but this will only be in exceptional circumstances.

**Only one parent should drop-off and pick up children wherever possible, to limit the amount of people around the local area. Please ensure when you are waiting to drop off and pick up you are observing social distancing.**

**Driving to school should be limited wherever possible.**

### **KS2 Pupils (without adult supervision)**

A member of the KS2 Team will direct these pupils and encourage them to leave the site safely and go directly home.

### **3. Identification and isolation of anyone showing symptoms**

If any pupil displays potential COVID-19 symptoms, the procedure will be as follows:

- The child will be taken to
- EYFS (EYFS Middle Room)
- KS1 (Medical Room)
- KS2 (Meeting Room)
- RB (RB Conservatory)
  
- All areas that the child has been in contact with will be cleaned and disinfected.
- Potentially contaminated equipment will be disposed of securely.
- A member of staff will contact parents who will collect the child and take them home.
- **Parents will be given contact details of how to access a COVID-19 test.**
- If the test comes back positive, the school will take the advice from the Department of Education (DfE) and Public Health England (PHE) in regards to identified contacts within school who will self-isolate at home for 14 days as a precaution.
- We will be engaging with the government's Test and Trace scheme to help keep safe everyone that may have come into contact with someone with symptoms.

**IF ANYONE IN YOUR HOUSEHOLD IS SHOWING SYMPTOMS OR AWAITING TEST RESULTS CHILDREN SHOULD REMAIN AT HOME AND SCHOOL SHOULD BE INFORMED**

### **Day-to-Day Arrangements**

#### **Assemblies**

We cannot have large assemblies in the hall at the moment for obvious reasons. We will be delivering assemblies into classes virtually.

#### **Break**

We have staggered breaktimes.

It is very important that children are able to go outside at breaktimes wherever possible – it is important for wellbeing as well as there being less risk of transmission outdoors.

Each bubble will have its own area of the playground allocated, which they are not allowed to leave. Children will be reminded of the need to social distance.

### Lunchtimes

We have staggered lunchtimes.

Lunchtimes will run as normal but with slightly different timings and specific lunchtime staff allocated to each bubble. As with breaktimes, the playground will be separated to keep bubbles apart.

### Breakfast Club

There will be no breakfast club initially; we will review at every half term. If you are a working parent in need of childcare before school, email [safeandwell@welshhousefarm.bham.sch.uk](mailto:safeandwell@welshhousefarm.bham.sch.uk). Please include your child's name, class and days you need support.

### After School Clubs

After School Clubs will restart on 3<sup>rd</sup> December 2020 (after the second national lockdown ends).

### Trips and Visitors

We are now organising Trips. All trips will be Risk Assessed. All visitors fill out a 'covid' health check on arrival and will only remain on site if deemed 'covid' safe.

### Home Learning

We have set up remote/blended learning in preparation for any 'bubble' closures or 'whole school' closure. In the event of such closures, each child will receive a resource pack, timetable and online access codes for a range of online activities and live lessons.

### Behaviour

Our general expectations for behaviour are clearly outlined in our behaviour policy (you can find a copy on our school website).

### Free School Meal Vouchers (during holiday periods)

The government have recently done a U-turn in regards to this matter and parents' eligible will receive vouchers during holiday periods. We will provide you with any updates as soon as we have them.

### Dinner Money

For parents who pay for school meals. You can pay either weekly, fortnightly or monthly. **Payments will only be collected on Fridays.** It will require parents to place the correct amount of money in an envelope with the name/s and amount on the front of the envelope and allowing the oldest child attending school to deliver it to class staff. Class staff will only collect envelopes on Friday so please do not provide them with the envelope containing money on any other day.

Also, please provide the correct amount as we cannot provide you with change as we wish to reduce contact of any form to support government guidelines.

If you are facing financial difficulties please organise a meeting with Mrs Edwards or Mrs Tipper.

**Thank you for reading this guidance and for all of your support. Working in partnership with parents has always been very important to us, and that partnership needs to be stronger now more than ever.**

**We are confident that, if everyone plays their part in following these measures, we can ensure we can remain open.**