



**Being Great Produces Stars**

**Parent/Carer Information Handbook**

**Interim School Routines During 2020 COVID-19 Outbreak**

**From: 3.09.20**

Please note that this document is subject to change dependant on Government guidance, to stay up to date please check the school website regularly

### **School contact details**

To contact us: Telephone: 0121 772 1601

School phone lines will be manned between 8:15am and 4:00 pm, Mon to Fri. Outside of these hours, you can leave an answerphone message. The school email: [enquiry1@bordsgrn.bham.sch.uk](mailto:enquiry1@bordsgrn.bham.sch.uk) will be monitored daily.

You must ensure that we have the most up to date contact details in school. If the person that will be collecting your child has changed, you must inform a member of staff.

Parents should use the school email address or school phone number to communicate with staff. Parents will not be able to enter the school premises to talk to teachers unless there is a pre-arranged meeting which has been communicated with you.

If you would like to communicate with your child's teacher regarding work you can use the year group email address's which can be found on the school website. Many updates are added to the website is it should therefore be your first port of call.

<https://www.bordsgrn.bham.sch.uk/>

Parents will not be able to enter the front office

### **Illness**

If you or your child has Corona symptoms, they must not come to school. You and your whole family must stay at home self-isolating for 14 days. Everybody in England can now apply to have a Corona test. We need you to have a test and inform us of the outcome so we can take measures to protect staff and children in school. This is outlined in the Tests and Trace protocol.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

### **Corona Symptoms**

The main symptoms of coronavirus (NHS website) are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **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

Most people with coronavirus have at least one of these symptoms.

If we suspect your child of having Corona Virus symptoms, we will call you immediately to collect them. You must follow the guidance if you, your child or anyone you live with has any of the above

symptoms. We will ask that you get your child tested for Corona Virus and that you inform us and the Test and Trace workers where you and your child have been.

### **Staggered start times**

In order to ensure social distancing between parents we will use a waved approach to the end and start of days:

### **Start times**

**Wave 1 8.30 a.m.** Year 6 pupils + Siblings

**Wave 2-8.40 a.m.** Year 5 pupils + Siblings

**Wave 3-8.50 a.m.** Years 3 and 4 pupils + Siblings

**Wave 4-9.00 a.m.** EYFS + Key stage 1 pupils

### **Finish times**

**Wave 1 2.50 p.m.** - Year 6 pupils + Siblings

**Wave 2 3.00 p.m.** - Year 5 pupils + Siblings

**Wave 3 -3.10 p.m.** Years 3 and 4 pupils + Siblings

**Wave 4 -3.20 p.m.** Remaining EYFS + Key stage 1 pupils

### **Finish times (Fri)**

**Wave 1 12.00 p.m.** - Year 6 pupils + Siblings

**Wave 2 12.10 p.m.** - Year 5 pupils + Siblings

**Wave 3 12.20 p.m.** Years 3 and 4 pupils + Siblings

**Wave 4 12.30 p.m.** Remaining EYFS + Key stage 1 pupils-

Parents will need to stay outside the school gates, using the markers to maintain a 2-metre distance. Until their allotted start time, staff will be available to support your child to come into school. Parents need must ensure they are sticking strictly to these times to ensure everybody stays as safe as possible.

## **Key changes for parents to be aware of:**

### **Key Principles**

- **Parents should not send their children to school if anyone in the household has any symptoms of Covid-19**
- Parents are advised not to use public transport wherever possible. It is now the law in England that face masks are worn on public transport.
- Only one parent/carer should bring children to school
- Families should maintain a 2-metre distance whilst waiting for their child to enter school
- It is imperative that you arrive at your given start time so 'bubbles' of children are not mixing on entering school
- Children can bring their lunch to school with them if they have packed lunches and a water bottle with a clear name label. If the water bottle is not labelled, children will not be able to use it.
- Home dinners will no longer be permitted due to the increased risk of cross contamination
- Reading books will be kept in school. As a school we are exploring ways for home reading and homework to be done online.
- Pencil cases and equipment will be provided by the school. Children should not bring their own pencil cases to school and will not be allowed to use them.
- Parents need to encourage good oral hygiene at home, children should wash their hands before coming to school for 20 seconds. You should practice the Catch it, Bin it, Kill it for when children sneeze.

### **Attendance**

From September it will once again be compulsory to send your child to school. If your child is ill you must notify school on the first day of absence and give the reason for this. You can do this by calling the school office on 0121)772 1601, pressing 1 and leaving a message. We will be following the normal attendance regulations from September and if your child's attendance is too low you could be fined.

### **Uniform**

Children will be expected to wear the normal school uniform with black shoes from September. Uniform should be washed as often as possible to minimise risk.

### **Medicines/Allergies**

Please keep us fully informed if your child has any new medication or medical conditions (including allergies).

The office will complete medication forms over the phone.

Inhalers and Epipens: We must have at least one inhaler/epipen, (preferably two) in date and full working order, in order to admit any child that has them prescribed into school.

Allergies: It is the responsibility of parents/carers to make us fully aware of any allergies. Children already identified in school as having food allergies, will continue to be catered for when catering staff are making dinners.

### **Safety measures in school**

A range of safety measure are in place in order to minimise risk, these include:

- Staggered start and end times for all children
- Staggered lunch and break times- including staggered eating times
- Individual equipment per child
- An increased cleaning rota
- Lessons on increased hygiene
- Very frequent handwashing
- Children will be kept in class bubbles and will not be able to mix with anyone outside their year group at any point
- Social distancing wherever possible
- Assemblies or large gatherings will not take place
- Singing will only take place outside
- After school clubs will not take place and we will limit the number of adults that come into school from external agencies