

BARNHILL COMMUNITY HIGH SCHOOL

PARENTS' HANDBOOK – SCHOOL REOPENING

A safe environment with high standards of learning

SEPTEMBER 2020

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1) Contract records

Please make sure that we have accurate and up to date contact records. To share these, you should use the school email address: enquiries@barnhill.school. You can find the school's contact information [here](#).

2) Attendance to school

The government has made it clear that all children are expected to return to school. Although considerable efforts were made by the school to support with Home Learning, it is very clear that being in school is the only way to deliver the best quality learning. With this in mind, we do expect every child to return to school.

3) Children with medical conditions

If your child has a medical condition and you are worried about them returning to school, please book an appointment with your GP. Your GP will advise you and if necessary contact the school. Your child's head of year may also be able to help.

4) What if my child is unwell?

If your child is unwell and you would not usually send them to school, then please telephone the absence line each day 020 8839 0600, or email attendance@barnhill.school.

5) Do not send your child to school if:

They are showing coronavirus symptoms or someone in your household is showing symptoms. If so, you **must** follow these actions:

a) Check for symptoms:

[Full guidance can be found here](#)

- **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

b) Arrange a test if you or your child develops symptoms and let the school know. [You can arrange a test here](#).

c) If the test is positive, the NHS Test and Trace organisation will contact you and explain what steps you should take. **You must notify the school as soon as possible.**

d) People with a confirmed case must self-isolate for 10 days. People living with that person must isolate for 14 days. If anyone has symptoms for longer than this, they should not return until the symptoms have stopped.

It is really important that you help the school by following these actions to help keep everyone as safe as possible. [Full details of the process can be found here](#).

6) What happens if there is a suspected or confirmed case at the school?

The school will react very swiftly and work with the local public health authority to deal with any confirmed case. If your child has been in close contact with a confirmed case of coronavirus, you will be notified as soon as possible. Full details of the actions the school will take can be found below under the heading 'response to any infection' on page 7.

7) First days back – Friday the 4th September and Monday the 7th

UPDATE

Please note that the two tables below only refer to the 4th and 7th September, on these days students return for induction and covid guidance.

After these dates the usual start and end times apply which can be found on page 4: '16) Arriving at school and leaving school'.

Students return for their new year induction according to the schedule below. During this time, we will share all details regarding keeping people safe from coronavirus.

Tables updated

Year group	Start date	Start time	Finish time	Student entrance
New year 7	Friday the 4 th September	08:15	14:50	Main entrance
New year 13	Friday the 4 th September	13:15	14:50	Main entrance

Year 7 and 13 will attend as normal from the 7th September. Please see below the daily start times.

Year group	Start date	Start time	Finish time	Student entrance
New year 11	Monday the 7 th September	09:30	12:00	Astrofield gate
New year 10	Monday the 7 th September	10:30	13:00	Owen Road gate
New year 8	Monday the 7 th September	11:30	14:00	Owen Road gate
New year 9	Monday the 7 th September	12:00	14:30	Astrofield gate
New year 12	Monday the 7 th September	13:30	14:50	Main entrance

8) Social distancing

As all students are expected to return, it is not possible for all students to socially distance from each other. However, students will be working in year group bubbles, so it is important that students maintain social distance from all students in other year groups and from all staff. It is extremely important that students maintain social distance from all staff. Students should not be closer than 2 metres to any staff member. Each classroom has a marked teacher 'zone' that is two metres from the teacher's desk. Students should not go in to this zone under any circumstances. When staff are on duty students should also keep a safe two metre distance.

9) Working in year group bubbles

Students will work in year group bubbles. This means they will continue their lessons in year groups as normal. However, they will not be able to mix with other year groups at any time. Breaks and lunches will be staggered and year groups will be limited to small areas of the school during these times. There will be some occasions when bubbles are moving through the school together. It is very important that all students follow the one-way system so there is no mixing of bubbles at these times.

10) Moving around the school

Student must keep to the one-way system at all times. Wherever possible, students will use the fire doors in each classroom to move round the outside of the building. Because there are now only three different lessons each day, students will move much less often. All students will be given a clear map with the one-way routes on. You can see a copy of this map with this handbook on pages 8 and 9.

To change classrooms, students will line up on the playground.

11) Hygiene and cleaning

The school will be cleaned regularly throughout the day. When students arrive in a new classroom they will be provided with anti-viral wipes that they can use to clean their work area. If students use any equipment that has been used by other students – such as computers or PE equipment – these must be cleaned both before and after they are used.

12) Face masks

All students are encouraged to wear masks while at school. If any child has any reason they cannot wear a mask or they do not wish to do wear one, then they will not be forced to do so. If all people wear a face mask it reduces the risk of transmission significantly. Children will be especially required to wear masks when moving between lessons.

13) Equipment

Students should make sure that they bring all equipment with them to school every day as the sharing of stationary including glue-sticks and calculators will not be allowed. Teachers will not be collecting in books so it is essential that exercise books are cared for at home and brought in on the correct days.

14) School uniform

The Government now encourages all schools to return to their usual uniform policies in the autumn term. Uniform plays a valuable role in contributing to the ethos of our school and setting an appropriate tone. 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. Your child should wear full school uniform and they are expected to bring in their full PE kit as per their timetable. Every reasonable step is being taken by the school to reduce risk.

All year groups will now have a new tie. The ties will each have a different coloured stripe so we can easily identify different year groups. Sadly, the pandemic has delayed the delivery of these so students should continue to wear their current ties until the new ones arrive. Year 7 children who don't have a tie yet will not have to wear one until the new ties arrive. Ties will now be bought directly from the school at the discounted rate of £4.

- Year 7 will pay for a new tie.
- Year 8 will be given a new tie.
- Year 9 will pay for a new tie.
- Year 10 will be given a new tie.
- Year 11 will continue with their current tie

15) Travelling to and from school

Students are encouraged to avoid using public transport where possible. If they do use public transport, they should wear masks and gloves.

16) Arriving at school and leaving school

It is very important that students do not arrive too early. You can see below that different year groups have different start and end times. Please ensure that your child arrives on time and at the right gate. Any child that is late should go to the school's main reception; even if they are 5 minutes late.

Table updated

Year group	Arrival time	Break time	Lunch time	Leaving time	Gate
New year 7	08:15	09:50	12:10	14:30	Main gate
New year 8	08:15	09:50	12:10	14:40	Owen Road gate
New year 9	08:15	09:50	12:10	14:50	Astrofield gate
New year 10	08:40	10:50	13:10	15.20	Owen Road gate

				(15:50 on Tuesdays)	
New year 11	08:50	10:50	13:10	15:50	Astrofield gate
Sixth Form	08:50	10:50	13:10	15:50	Main gate

17) Lessons

We are very keen at the school to ensure that the quality of learning is as high as usual. The full curriculum will be taught, so students will have every one of the planned lessons. Each lesson will also be delivered in the specialist classroom. To make this possible, we have had to change the school timetable. Instead of the timetable changing every two weeks, it will now change each week for 4 weeks. To help parents and students remember which lessons are on each day, please check your child's planner which will have a print out. You will also have access to a parents' app on 'Go4Schools'. You can see how to log on to this App on the next page.

18) Homework and feedback

Homework will either be set using textbooks and exercise books as normal or will be set using the School Microsoft Office Teams platform. This is the same platform used successfully for on-line lessons over the summer term. This is where your child will receive feedback on their work so parents are encouraged to check this regularly for information on assignments set.

19) Go4Schools

As you are aware the school launched Go4schools parent app at the end of last academic year. The app provides parents and students with useful information, including the timetable as well as academic progress throughout the year. If you have not logged in as a first-time user, I recommend you do this as soon as possible using the following instructions: <https://vimeo.com/339107539>

20) Break time, lunch time and the school canteen

UPDATE

Students will only be allowed to access the canteen on one day each week. All other days they should bring a packed lunch.

Each break and lunch time, students will go to a separate area of the school. Separate playgrounds have been created – one for each year group so there will be no mixing of bubbles.

In case of wet break, students will remain in classrooms to eat their lunch.

Because students will be working in bubbles, it will only be possible for one year group to use the school canteen each day. Please see the table below for details. All free school meals payments will continue to be made directly to parents. If a child wants a free school meal from the canteen, parents should add some of the free school meal payment to their cashless card. Further details are available by contacting finance finance@barnhill.school.

Day	Year group
Monday	Year 7*
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11
Sixth Form students will be based in the canteen for study periods so can buy food at those times.	

*On Friday the 4th September, year 7s will be able to access the canteen also.

Each year group will have a designated playground to use during breaks. There will also be some nearby classrooms for them to use to sit and eat lunch.

Year group	Playground	Line up location
Year 7	Front playground	Front playground lines
Year 8	Sports Hall playground	Sports Hall lines
Year 9	Astrofield playground	Astrofield lines
Year 10	Front playground	No line ups
Year 11	Astrofield playground	No line ups
Sixth Form	Sports Hall playground	No line ups

21) Behaviour and conduct

It is vitally important that all students understand how important it is to follow each and every rule to the letter. As usual, there will not be any tolerance of poor behaviour – especially any behaviour that risks the safety of any member of the school community.

Appendices

A. Response to any infection

If an infection is confirmed, the following actions will take place:

The school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace.

The 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 schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must 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 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

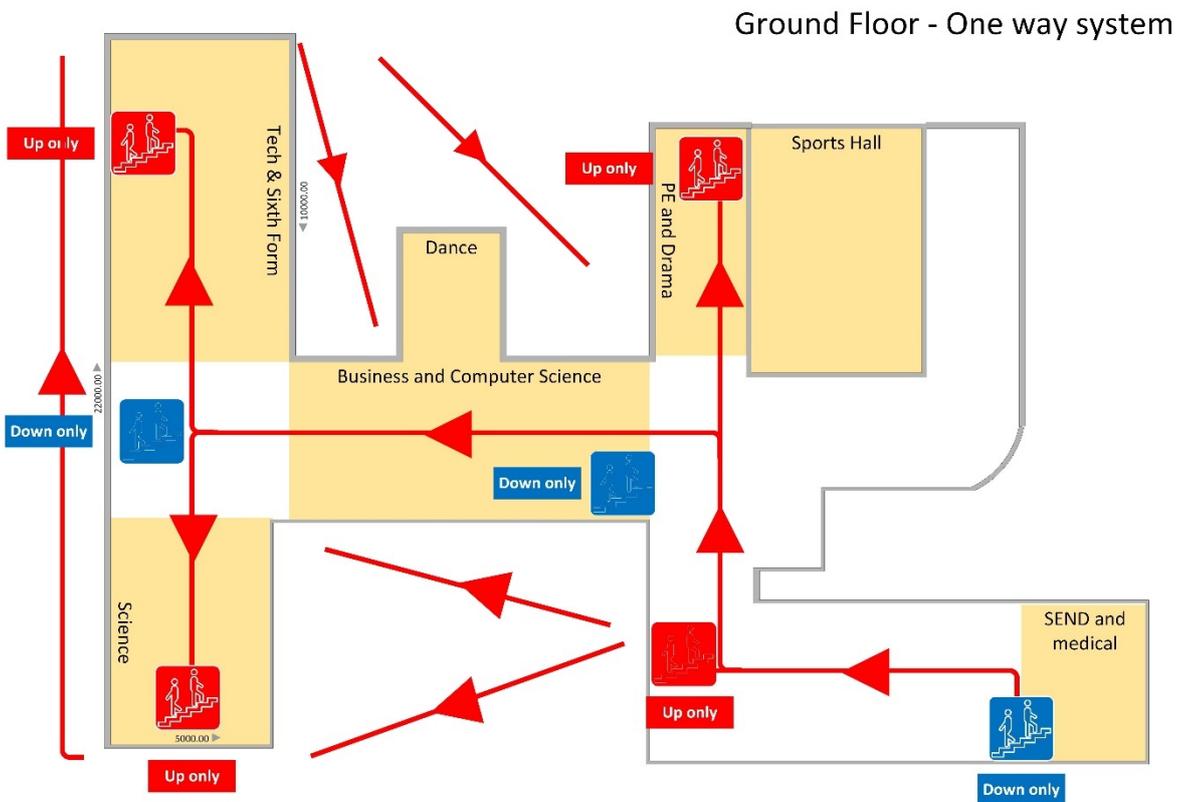
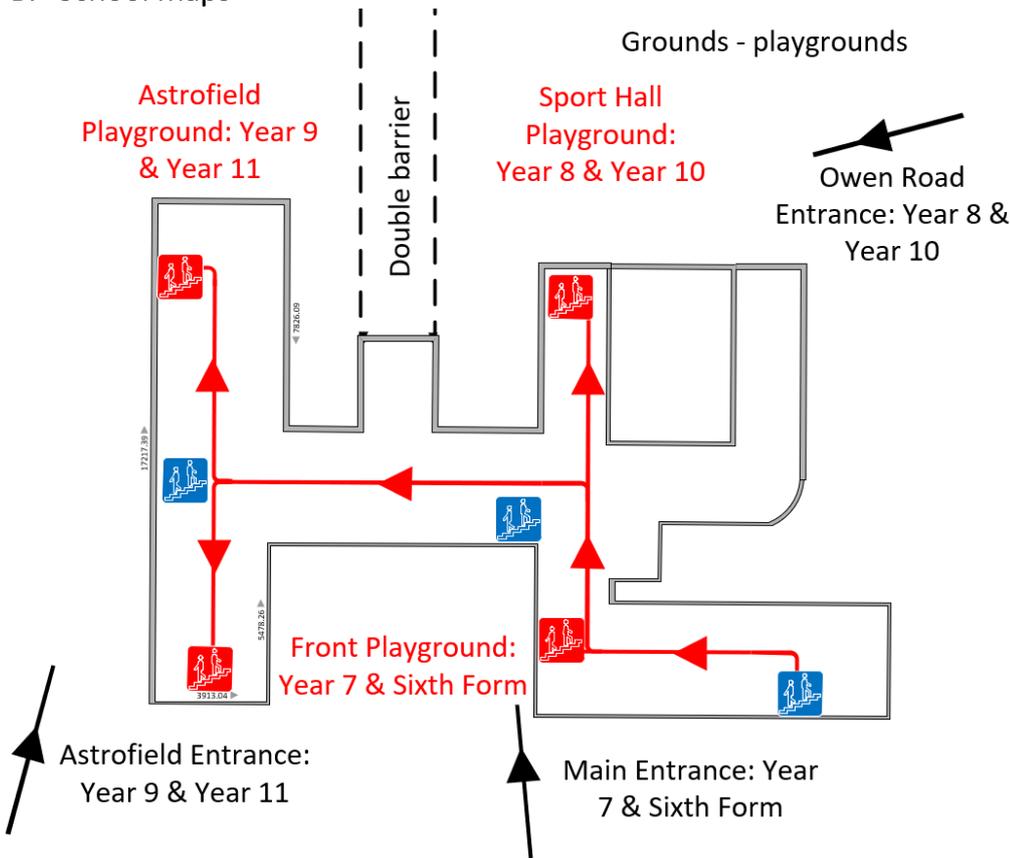
The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the schools will share the records of children and staff in each group, and any close contact that takes places between children and staff in different groups.

An announcement will be made to all parents if such a situation arises.

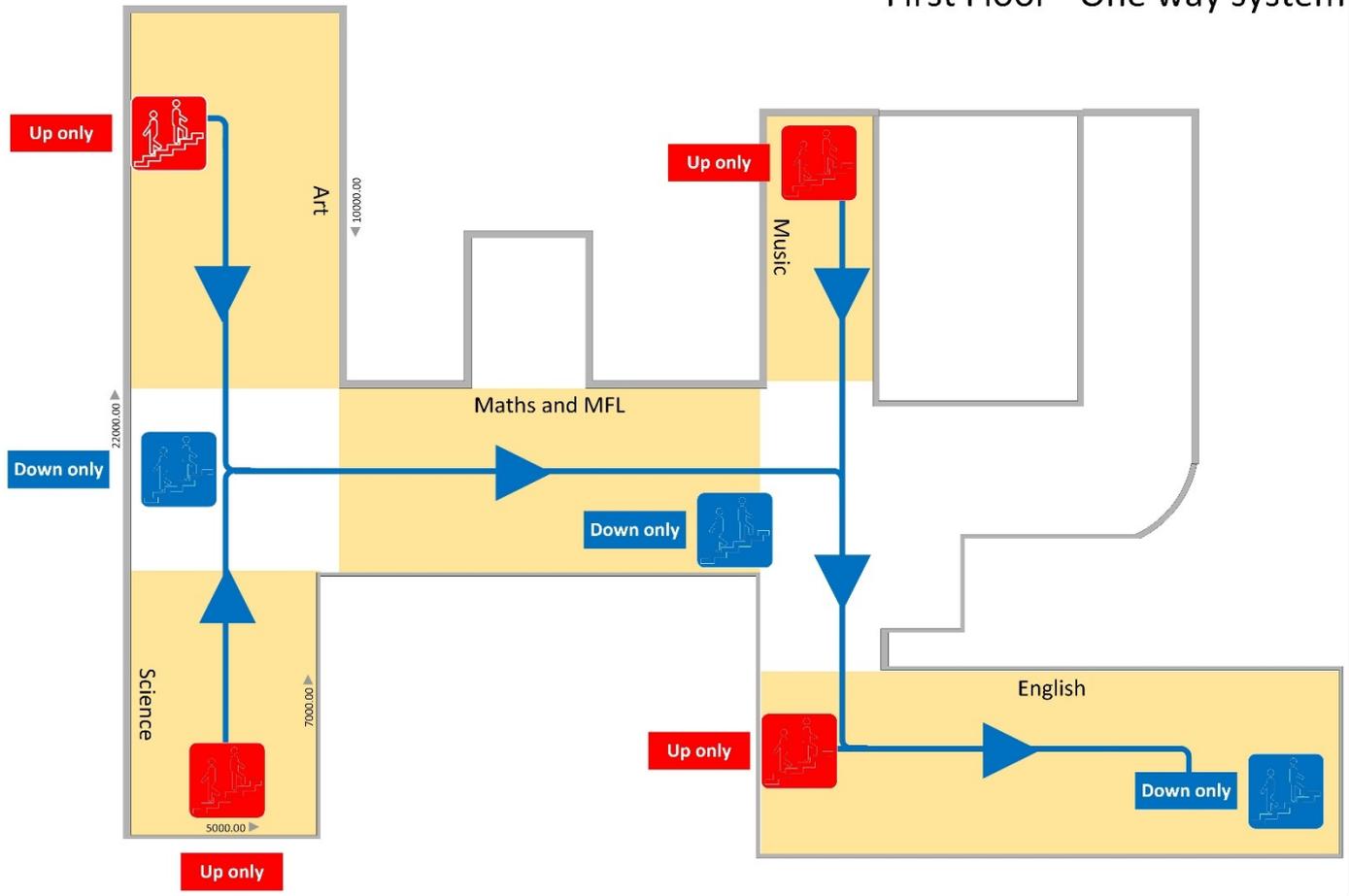
Household members of those contacts who are sent home do not need to self-isolate themselves unless someone develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [stay at home guidance](#) and get a test:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [stay at home guidance](#).

If the Health protection team, recommends more wide sweeping measure, the school will notify you straight away.



First Floor - One way system



Second Floor - One way system

