



Dorothy Barley Junior Academy
Ivinghoe Road
Dagenham
Essex
RM8 2NB
Telephone No. 0208 270 4962
Fax No. 0208 270 4961
office@d-barley-j.bardaglea.org.uk

Parent Guide to Full Opening DBJA September 2020

Q. What will the classroom look like?

We will remove soft furnishings where possible. Children will have their own set of equipment to use and tables will be spaced apart. Children will sit two to a table, in allocated seats and will be forward facing. Staff will be encouraged to maintain distance from pupils where possible. We will continue to think very carefully about what resources we use in lessons to aid pupil's learning, and these will all be cleaned daily.

Q. How else is DBJA supporting social distancing?

- Groups will be kept apart as much as is practicable.
- Children will be encouraged to keep apart as much as possible in their bubbles
- There will be staggered start and end times for children (in class bubbles)
- There will be staggered lunchtimes with children eating in their bubbles in across two halls to reduce mixing of groups.
- There will be staggered playtimes.
- There will be an allocation of zones for outdoor play at lunch and breaktime, with allocated play equipment for each class bubble. This will be cleaned regularly.
- There will be set 'bubbles' which children will stay in throughout the day.
- Staff can operate across different classes, bubbles and year groups in order to deliver the school timetable– but we will endeavour to keep this to a minimum.
- The sharing of equipment will be restricted and kept to a minimum. Children will have their own tray of essential school stationary. Please do not send stationary in from home.
- PE kits can be brought into school and PE lessons, with a focus on non-contact sports, will resume. Pupils will be kept in consistent groups and sports equipment will be thoroughly cleaned between each use by different individual groups. In the Autumn term, we will not take part in any inter-school sports competitions/galas. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
- Book bags, homework books, reading journals and phones (restricted to Year 6) can now be brought into school. We ask that parents maintain good hygiene of all items that come in from home. Please clean all items regularly.
- Bubbles will store their coats on their allocated coat hooks, PE kits will be stored on coat hooks or in class allocated boxes and packed lunches will be stored under your child's table.
- As many of our Year 6 children travel to school without their parents we ask that they arrive at their allocated time and leave the site to return home swiftly when they are released. Children MUST NOT congregate around the school site.
- Distance markers will be in place around the school to encourage 'safe' lining up and transitioning around the school, both of which will be kept to a minimum.
- Any assemblies will be pre-recorded or held via Zoom so that children do not congregate in larger groups.
- Toilet usage will be monitored closely and we aim to limit the number of children in the toilets at any one time where possible.
- School will set up a room where children/or staff can be isolated should they exhibit Coronavirus symptoms or become ill whilst at school. We will call you and expect you to collect as a matter of urgency. You will be asked to ensure that your child receives a Coronavirus test and to report the outcome to the school. If your child is found to have a positive test result, they will be asked to self-isolate.



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Q. How can I support the school during this time?

There are a number of ways that we are asking you to support us as school re-opens:

Support Safe Travel

- We ask that parents encourage and support safe travel to school following the COVID-19 Safe Travel Guidance, which states that people are encouraged to walk or cycle where possible and avoid public transport, particularly at peak times. When planning your journey to school, particularly if using public transport, you should follow the safer travel guidance for passengers.

You should do all you can to help make sure you and others can travel safely. This can be done through:

- ✓ not leaving home if anyone in your household has symptoms of coronavirus (COVID-19)
- ✓ avoiding travelling on public transport, particularly at peak times
- ✓ maintaining a 2 metre distance, where possible, from others who are not in your household
- ✓ ensuring good respiratory hygiene by using the 'catch it, bin it, kill it' approach
- ✓ avoiding touching your face
- ✓ washing your hands thoroughly before and after travelling
- ✓ wearing a face covering if you need to use public transport

Face Masks

While it is not recommended that children wear face masks at school they can do so if they wish on their commute to and from school. Please provide your child with a small clear plastic bag so that they can remove their mask on entry to the school site. They will be asked to remove their mask before entering the building and will be asked to store their mask in their small bag until they have been released from the building at the end of the day.

Engage fully with the NHS Test and Trace process

We must have a shared understanding by all stakeholders of the NHS Test and Trace process and how to contact your local Public Health England health protection team. <https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres>

Parents and Carers must be are ready and willing to:

- Book a test if they or their child are displaying symptoms.
- Provide details of anyone they have been in close contact with if their test is positive
- Inform schools the results of all tests.
- Self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or where there is a positive test.

What else can I do?

- Provide your child with individual water bottles to ensure that they remain hydrated. School water fountains will be out of use to maintain hygiene standards when we re-open. Water bottles will need to be sent home each night for washing and re-filling. Please label them with your child's name.

REAch2 Academy Trust is a charitable company limited by guarantee registered in England and Wales with company number 08452281.

Registered office address:

REAch2 Academy Trust, Henhurst Ridge Primary Academy, Henhurst Ridge, Branston, Burton-Upon-Trent, DE13 9SZ

Vat registered number is 220 8862 15





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- Communicate with the school office by e-mail or phone and avoid coming to the school office/reception areas. You will be actively encouraged to leave the site as soon as you have dropped off or collected. We would really appreciate your support with this to reduce the risk of transmission.
- Note that during this time, no parent-teacher meetings will take place on site, these will all happen remotely.
- Be patient with us during this time, you may not always get an immediate response to your queries. Staff will be adjusting to new ways of working too.
- Be punctual and adhere strictly to the drop off and collection times. These are in place to support social distancing and it is very important that you stick to them.
- Talk to your children about how different school will be. They may not get to play in the normal way, lunches and playtimes will work differently. Reinforce social distancing and good hygiene routines and try as best as you can to prepare them for a school, which will look and feel very different.
- We ask that only one parent drops off and collects their child to reduce numbers on site at any one time.

PLEASE NOTE: The access gate through the school grounds to the Infant site will be closed to reduce the amount of traffic through the school grounds. Please allow enough time to use street access to the Infants.

Q. What about children who are shielding or self-isolating?

A small number of children will continue to self-isolate in line with Public Health advice relating to symptoms or a positive test result themselves, or because they are a close contact of someone who has COVID-19.

- If rates of disease rise children may be subject to temporary absences.
- Those children under the care of a health professional may need specialist advice.
- Where children are not able to attend their setting as parents are following clinical or public advice, absence will not be penalised.
- Please contact the school if you have an individual query

Q. Will educational visits recommence?

In the autumn term, settings can resume non-overnight domestic educational visits. However, as an extra precaution, and in line with restricted travel guidance, DBJA will not be doing any off-site educational visits in the first half term. In-house experience days will be planned instead. This will be reviewed by school leaders at October half term to see if off-site visits can resume before Christmas.

Q. How will the staff manage to look after my child if they become unwell or have an accident in school?

Our team will continue to look after your children in the usual way. They will comfort and care for children as always. Staff will be provided with PPE for intimate care.

Q. Can my child bring their own hand sanitiser?

We have ensured as a school that we have good supplies of hand sanitiser in the school by installing new dispensers across the school and there will always be a supply in class for children to use.

If, however, you would like to provide your child with their own hand sanitiser, then this should have your child's name on it and it is for the child to manage. We ask that they do not share this with friends as this goes against social distancing

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school guidelines. School cannot be held responsible for any loss of hand sanitiser. Children will also be encouraged to wash their hands with soap and water throughout the day.

Q. Can my child wear a face mask in school?

The Government do not recommend that children wear face masks in school. General good hygiene and good social distancing are strongly encouraged. Parents may wish their child to wear a face mask on their commute.

Q. Will my child need to wear school uniform?

Yes and uniforms must be washed regularly.

Q. Will my child be able to attend breakfast and after school clubs?

We are currently in the process of gauging interest in extended provision so that we can safely re-open this aspect of the school. This will mean some changes to provision which include limiting numbers and the type of provision to keep our before and after school bubbles consistent. DBJA Breakfast Club will run from 8am until bubble opening Monday to Friday from 7th September. DBJA Childcare Provision will run from bubble finish time until 4:30pm Monday to Thursday from 7th September. This will only be one mixed activity club to keep the bubble consistent. If you require further information, please call the school and ask to speak to the main office or Mrs Dawes.

While we recommend that parents limit the number of places their children go to before and after school, we do understand that some parents may need provision outside of the hours we currently offer. Therefore, if parents want to use the before and after school provision at our partner Infant School, Dorothy Barley Infants, the details of how to access this are in **Annex 1**.

Miss Leicester
Headteacher
Dorothy Barkley Junior Academy



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Annex 1:

After School and Breakfast Club at DBI

Dorothy Barley Infants run a Breakfast Club and After School Club every day which is available to all children in the Junior School.

This means that if your child is going into year 3 or your child is already at Dorothy Barley Junior School and you want them to attend, or to continue to attend, our clubs they will be able to as long as you have **cleared any outstanding debts you have accumulated.**

All families will be required to fill out our application form before their child starts. We will also need to ask you to regularly update your contact details if you have a change of address or contact number. This will be in addition to updating the Junior School.

You can collect a form from the Infant School office or download one from our school website, www.dorothybarleyinfant.co.uk. We will also provide you with separate ParentPay details for you to make payments. (This will be separate from the one you will have at the Junior School). Please ensure that you let us know in advance and regularly which days you will need your child to attend either club.

The cost for Breakfast Club remains at £7 for children attending 7.00am to 9.00am or £3.50 for children arriving after 8.00am. Please note that the school will not take responsibility for any child left on the premises unless they are officially booked into our club.

After School Club fee will be £3.50 for children staying till 4.30pm and £10 for children staying until 6pm. If a child is not picked up by 4.35pm parents will be charged the additional £6.50. If a child is not picked up by 6.05pm parents will be fined £10 every 15 minutes thereafter.

We will need to know who will be picking your child up. We will not let them go with anyone younger than 14. If you wish someone aged 14-16 to collect your child, this will have to be put in writing.

There will be supervised appropriate activities on offer for all children from ages 3-11. Breakfast and light meals (after 4.30pm) are provided from a set menu. All food is at no additional cost.

Please note all payments should be made in advance or on the day before attendance via ParentPay. If fees/fines are not paid then the school will notify parents/carers that attendance will be suspended. (Please see our Debt Policy for further details).

Access to the Breakfast/Afterschool Club can be gained from our dining hall ramp. Access to the school grounds will be at the Hedingham Road gate adjacent to the car park.

Yours sincerely,

Chris James
Headteacher