



Executive Head Teacher:
Mr Stewart James
BA (Hons) QTS

Head of School:
Mrs Ruth Force
BEd Hons

Barcombe Cross
Near Lewes
East Sussex
BN8 5DN

Tel: (01273) 400287



Learning Together, Believing Together

E-mail: barcombeoffice@skylarkfed.education
Website: www.barcombe.e-sussex.sch.uk

Tuesday, September 22nd

Dear Parents and Carers,

We would like to take this opportunity to thank you all – parents, carers and the wider Barcombe community – for your support this past fortnight as we have adapted to a ‘new normal’ this academic year.

As you are aware, our plans are continually subject to change following daily risk-assessing and direction from the Department for Education and Local Education Authority, and we appreciate your understanding and ongoing support.

Drop-off and pick-up

We are particularly grateful for your support in helping us adhere to our new drop-off and pick-up times. We would like to remind everybody to ensure that your children are dropped off at the correct times. This is to minimise the amount of children and parents congregating during drop off and pick up, to help reduce the risk of transmission.

Drop Off Time	Class	Pick Up Time
08.35am-08.45am	Hedgehogs Squirrels Badgers	3.05pm
08.35am-08.45am	Foxes Owls	3.15pm

A reminder of our key safety measures

To ensure your safety, and for reasons of potential transmission, we remind all parents and carers that we ask you not to enter the school building (unless by pre-arranged appointment). If you would like to arrange to speak with any member of the school team, please pre-arrange an appointment via the school office at barcombeoffice@skylarkfed.education.

Here is a summary of some of the key measures we are implementing throughout the school day:

- Pupils will arrive at school and leave school according to the staggered times outlined above;
- Pupils will remain in consistent bubbles throughout the school day;
- Google classroom log-ins will be provided in case of localised/national lockdowns in the future;
- Children will be prioritised for testing should they display any symptoms;
- Classrooms are well-ventilated;
- Children will wash their hands frequently throughout the day, including on arrival at school, before home time and between sessions;
- Cleaning staff will clean the school site at the beginning of the day and in the middle of the day, with a particular focus on high-touch areas such as switches, door handles and tables;
- Visitors to the school site are now required to wear a face covering.

Progress towards online lesson provision

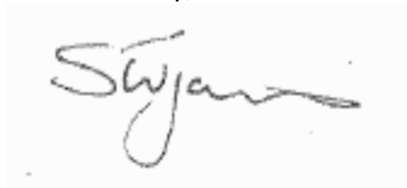
As well as working to ensure that our pupils and staff are safe on-site, we are also mindful that we may still be required to offer remote learning with little or no notice if we find ourselves subject to a localised or national lockdown.

As a result, in the last two weeks, staff have been receiving training on using **Google Classrooms** and have generated log-in information for the pupils in their classes.

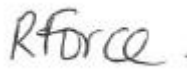
In the next two weeks, we have earmarked curriculum time to teach children how to use the Google Classrooms platform and to share with pupils their individual log-ins – both measures to allow pupils to develop confidence in using this new technology. Following these familiarisation lessons, we will share pupils' log-in credentials with parents and will use **Google Classroom** as our remote learning platform.

It has been good to see parents at the virtual 'Meet the Teacher' meetings so far this week, and we look forward to seeing more of you in the remaining session.

Yours sincerely,



Mr S James
Executive Head Teacher



Mrs R Force
Head of School