



## Guidance and measures for full re-opening of school from March 2021

- Start and end times of the school day are staggered in order to reduce social contact and prevent crowding or gathering on and around the school site:

Year group	Drop off time	Drop off Location	Collection time	Collection Location
Reception	8.45am	Reception door - KS1 playground	3pm	Reception door - KS1 playground
1	8.55am	KS1 door	3.10pm	KS1 door
2	8.45am	KS1 door	3pm	KS1 door
3	8.55am	Drop at back of school (parents move to KS2 playground and exit site)	3.10pm	Wait on KS2 playground
4	8.45am	Drop at back of school (parents move to KS2 playground and exit site)	3pm	Wait on KS2 playground
5	8.55am	KS2 playground	3.10pm	KS2 playground
6	8.45am	KS2 playground	3.15pm	KS2 playground

- Please ensure only **ONE** adult drops off and collects your child to minimise the number of people on/around school site
- Follow the **one-way** system on site
- All adults must wear a face mask / covering when dropping off / collecting children
- Everyone is to enter through the top pedestrian gate
- Children to be dropped off / collected from specified locations at the specified time - **please stick to these timings to prevent overcrowding and to allow for social distancing on site**
- To exit the site, everyone must walk around the school building and go out through the KS2 playground, across the car park and exit through lower pedestrian gate. Please take care when crossing the car park
- Year 3 / Year 4 **children** are still to line up and enter at the back door each morning. Parents are to move round to KS2 playground and exit site. Children will be dismissed down the ramp to parents/carers on KS2 playground at the end of the day.
- For safeguarding and site security purposes, there will be a member of staff on the gate on the KS1 playground and one on the KS2 playground gate each morning and a member of staff on the KS2 playground gate each afternoon
- Once children have been dropped off / collected, please exit the school site as quickly as possible as we need to avoid congregating in groups
- Social distancing should be observed at all times
- There is no expectation, for parents of older children, to chaperone children onto site; you are welcome to drop them at the top gate in the morning
- Please could you inform school if your child will be leaving unaccompanied (i.e. walking home) or with another family at the end of the school day
- At the end of the school day, please don't allow children to play/run around on the playground, field, climbing wall or large outdoor equipment. Part of our COVID-19 measures is the implementation of a strict rota for the use of the shared equipment. Each year group is allocated the use of it one week at a time and it is only to be used at break and lunchtimes



## What does my child need?

### Specific items

- A school or book bag
- A lunchbox (if not having school dinners)
- A water bottle; there will be no plastic cups provided in school
- **NO** pencil cases are required as school will provide all resources, pens and pencils which will be kept in school
- Children are **not** to bring in any personal belongings
- If the weather is sunny, please ensure that 'Once-a-Day' sun cream is applied to children **before** they come to school so that they do not need to bring it with them or apply it
- Children will **not** be permitted to wear face masks at school (as per current guidance, but this could change!)

### Clothing

- Children should come to school **wearing normal full school uniform** on the days when they DON'T have PE
- On days when children have PE they should come to school in their **PE kit** (details were sent at beginning of term informing parents/carers of PE days - contact the school office if you're unsure)
- On cold days, children should wear **layers of suitable clothing** as teachers will continue to ensure that their classrooms have good airflow and ventilation to reduce the risk of transmission

### Lunch/snacks

- Children in Rec, Y1 and Y2 are entitled to Universal Infant Free School Meals and so will be able to order either a hot or cold lunch each day
- Children in KS2 are able to order a hot or cold lunch each day, which is payable in advance via the ParentPay system. The price of a school lunch in KS2 is **£2.30** per child
- Alternatively, children are able to bring in a packed lunch from home
- Children should bring in a **healthy snack** each day for break time as there will be no tuck shop or kitchen break sales
- Free fruit will be available for Rec / KS1 children

### Class Bubble information:

- Children will be kept in year group bubbles for most lessons, except for phonics and lessons where we have specialised teachers or groupings to support children's needs
- From Year 2 upwards, desks will be arranged facing forwards so that children sit side by side rather than facing each other
- There will be staggered break and lunchtimes and zoned areas on the playground and field to prevent mass gathering and mixing of multiple year groups all at once.
- Children will eat lunch in their classroom; hot dinners and cold lunch grab bags will be delivered to the classrooms to minimise movements around the school
- Whole class bubbles will be closed in the event of positive test results from staff lateral flow tests and all children/staff within the bubble are expected to self-isolate until further information is provided

### Hygiene:

- Children will be required to use hand sanitizer upon entry to school and we will ensure regular handwashing and the use of hand sanitizer occurs throughout the day
- Children will be reminded not to touch their faces and encouraged to use a tissue to catch coughs and sneezes - 'catch it, bin it, kill it'
- All staff will ensure regular surface cleaning and the cleaning of touch points occurs throughout the day
- If a child has sensitive hands and wishes to bring in their own hand sanitizer they may do so but must be self-sufficient in being able to apply it safely. They must also inform their class teacher that they have it and it must be clearly labelled and kept in their class tray

### General info:

- Clinically Extremely Vulnerable children should not attend school. If your child falls into this category and you haven't already spoken to a member of staff, please contact the school office as soon as possible.
- Attendance from March 8<sup>th</sup> 2021 is **mandatory** and so the usual rules on school attendance will be reinstated. Parents have a duty to ensure their child attends; the school has a responsibility to record and follow up any absence and could issue sanctions/fixed penalty notices
- Unfortunately, there will be no whole school events, assemblies, swimming, extra-curricular after-school



clubs or on site FROGS events scheduled for the foreseeable future

- Any child who arrives at school wearing a face mask will be asked to remove the mask using the straps, to avoid touching the cover itself, and asked to place it in a clean plastic bag in their school bag. They will then be instructed to wash their hands
- We are encouraging all families to opt for an active journey to school by walking, cycling or scooting
- When restrictions lift, for those who travel/holiday abroad, strict following of self-isolation guidelines must be adhered to, where applicable, before children return to school

## Site restrictions:

- Visits to the school site should be kept to an absolute minimum and parents will not be permitted to access school at any time, unless they have a pre-arranged meeting or need to collect a poorly child. If this is the case, then they will be asked to wait in the main entrance.
- The school office will be open from **8.45am to 4.30pm** Monday to Friday
- As the main entrance to the school is very restricted in size, we kindly ask you to respect that we can only accommodate 1 person at the office hatch at a time and ask you to observe the signage, wear a face mask and wait outside until the area is clear. Where possible, we ask that you avoid face-to-face contact with our office staff and instead telephone or email the office should you have any enquiries, need to report pupil absence or want to pass on messages to teaching staff. Please use the parent notification email: [notification@greysbrooke.staffs.sch.uk](mailto:notification@greysbrooke.staffs.sch.uk)
- Contact with class teachers should be made via the parent notification email or by telephoning 01543 480321, rather than face-to-face

## Symptoms:

- Your child can only come into school if he/she is symptom-free
- The symptoms of COVID-19 are:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
- If your child develops symptoms whilst at school, you will be contacted immediately and asked to collect them as soon as you possible
- Parents of children displaying symptoms should apply for a test to be undertaken to confirm whether they are infected:
  - If the test is negative, if the child feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.
  - If the test is positive, you should follow government guidance on self-isolation and all children and staff working within the same class bubble may well be alerted and asked to follow government guidelines of self-isolating for 10 days, even if they are not showing symptoms. I appreciate that this will be incredibly frustrating, but we need to ensure that we are following the advice of the Public Health England, NHS Test & Trace service and our local health protection team.
- If your child lives with someone who has symptoms, he/she must stay at home until the household member has had a test and received results. If it's a negative test, the child can return to school. If it's a positive test, the child needs to self-isolate for 10 days from the day the first person in the home started having symptoms
- It's important that school is alerted of any positive/negative tests **as soon as possible** as we are assisting the local health protection team with the tracking and tracing outbreaks. If this is **after 4.30pm on weekdays or over a weekend**, please text our Confirmed Positive Cases COVID mobile on 07707 177 389 with the following details
  - Name of Child
  - Class
  - Date of positive test
  - Date that child developed the first symptoms (or state that the child was asymptomatic)

As of: 12.03.21