



## Guidance and measures for full re-opening of school from September 2020

### Drop off / collection of children:

- Start and end times of the school day will be 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                    | 3pm             | Reception door                    |
| 1          | 8.55am        | KS1 door                          | 3.10pm          | KS1 door                          |
| 2          | 8.45am        | KS1 door                          | 3pm             | KS1 door                          |
| 3          | 8.55am        | Far end of KS1 playground by shed | 3.10pm          | Far end of KS1 playground by shed |
| 4          | 8.45am        | Far end of KS1 playground by shed | 3pm             | Far end of KS1 playground by shed |
| 5          | 8.55am        | Lower carpark pedestrian gate     | 3.10pm          | Lower carpark pedestrian gate     |
| 6          | 8.45am        | Lower carpark pedestrian gate     | 3.15pm          | Lower carpark pedestrian gate     |

- There will be signage and staff will be visible to aid with drop off and collection
- Please ensure only **ONE** adult drops off and collects your child to minimise the number of people on/around school site
- Please stick strictly to the drop off and collection times and avoid congregating in groups - social distancing should be observed at all times

### 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, including mobile phones
- 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!)
- Please can children bring back any books they borrowed from school so that we can replenish our stocks as many were sent home when the school closed**
- Once children have settled into their new year group, we will reinstate sending home reading books for children to share with you

#### Clothing

- Children should come to school **wearing normal full school uniform**
- Children will require a **PE kit** and should come to school wearing this on the day of their PE lesson - specific details about PE days will be sent home at the beginning of the Autumn term

#### 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

### 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
- 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

### Hygiene:

- Children will be required to use hand sanitizer upon entry to school and we will ensure regular handwashing 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:

- Please notify the school office if your child is classed as high risk or if your child lives in a household with someone who is classed as high risk
- Attendance from September 2020 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 at least the first half of the Autumn term
- 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
- 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 a 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 14 days, even if they are not showing symptoms. I appreciate that this will be incredibly frustrating, but we need to ensure that we are 'staying alert, controlling the virus and saving lives' and following the advice of the 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 for 14 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 of 26.08.20**