



Greystoke

Reintegration Plan

March 2021

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Welcome back

We are really looking forward to welcoming all the children back once again and hope that you have all had a safe and happy start to the year. Following on from our previous correspondence you will be aware that all schools received guidance from the government around the reopening of schools on March 8th. This is linked below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Since this guidance was issued, we have meticulously analysed it to ensure we are meeting all the requirements. In all honesty, very little has changed since the requirements on schools last time and with your support, patience and understanding it was very successful and safe. This is what we are expecting this time too. Once again, I feel it is important to note that every setting is different and will consequently come up with a different solution to the challenges posed by reopening. You may be aware of different schools doing things differently and every school will have come up with a plan suitable for their site and conditions. We have worked closely with the LA, our Trust and Unions and I feel confident to say that our plans reflect our unique context and the constraints of our school.

Our guiding principles have been to:

- Keep our whole community as safe as possible through robust safety measures
- Deliver a curriculum which is primarily focussed on the teaching of reading, writing and maths, as specified in the above guidance.
- Ensure pupils are as well prepared as they can be for any future statutory tests and screens
- Ensure pupils are socially and emotionally taken care of and support put in place for those that need it
- To re-establish the normal running of the school as far as possible, when it is safe to do so

This updated re-integration booklet will hopefully give a comprehensive overview of our intentions moving forward. We ask that you take the time to read it and pay particular attention to the start and end of day times for your children's specific year groups. In summary our plans can be defined as follows:

- After a period of settling in with a focus on wellbeing and establishing a safe routine, all pupils will follow a normal timetable of lessons in most subjects
- All pupils will be carefully and discretely assessed during the course of the remaining half term to determine any gaps in learning and all planning will reflect this in order to ensure new learning builds on prior knowledge
- Pupils will operate in distinct year group bubbles within the school building. (Unfortunately outside space and the timetable of the school day does not allow discrete year group bubbles outside where they will be split into phase bubbles instead – EYFS, Key stage 1, lower key stage 2, upper key stage 2. Due to the increased ventilation and freedom outside, we are reassured that this is safe)
- Bubbles to be kept apart and contacts between groups minimised by a robust movement plan
- The majority of movement / pupil circulation to be outside and not in corridors
- Strong hygiene procedures to be always followed and social distancing to be observed wherever possible

This re-integration booklet must be read in conjunction with the most recent risk assessment which provides further clarity in all aspects of safety and what the expectations are in order to mitigate against risk and provide the safest environment possible at this time. I am attaching a copy with this plan and it is available to view on our website within the Covid 19 link. We will continue to take account of the guidance as and when it's released and update our plans accordingly (We are fully expecting this to change shortly!). I hope that the information above and that contained within this booklet goes some way to answering any questions you may have. Should there be any questions outstanding please could I ask that these are submitted by email to office@dsatgreystoke.org

Thank you all for your continued support at this time and welcome back.

Ronnie Richardson

Drop-off and Collection Arrangements:

- A one-way system is still set up from the school gates, this will be clearly marked
- A mask **MUST** be worn by all adults on the school site, if you are exempt from wearing a mask please inform a member of staff. Staff will politely ask you to wear a mask if you are not wearing one
- The school can only be entered from Thornton drive and everyone will exit via Carlton Avenue following the school's one-way system
- There will be no vehicle access between the hours of 8:20 – 9:15 and at the end of the day between 2:35 – 3:30. This is because the one-way system requires families and children to pass on foot through the car park. If you arrive for work or need to leave work between these times we recommend you walk or park safely on streets near to school
- If you have more than 1 child, we recommend you collect your children at the time of the **LATEST** child's pick off and bring your children at the time of the **LATEST** start time. All staff in key stage 2 have been advised to be ready to accept children from 8.30am where they will be asked to sit and read a book or do morning work until 8.45am where this is the case. Staff in key stage 1 and early years will be ready to receive children from 8.40am
- Visitors to site are restricted, only visitors with prearranged appointments will be allowed to enter
- All parent queries will need to be delivered through the school office via telephone or email. Parents are not allowed within school buildings with the exception of parents dropping off or collecting children from WAC who may enter the reception area one parent at a time
- Parents will drop their children off in a designated zone and parents will have no access to the classrooms
- Nursery children need to be dropped off at the designated zone on the playground (see map 1) and collected from the bottom of the nursery ramp.
- EYFS children will be greeted by a member of staff at the entrance to the EYFS building. They are to be collected from here too where a member of staff will release the child when they see the child's parent/carer
- Class teachers in Key Stage 1 will greet children in the designated drop off points and take them into the classroom. (see map 1)
- Children in Key Stage 2 and reception will be expected to walk straight into class at their designated start time
- Parents **MUST NOT** gather in the school grounds and social distancing must always be adhered to
- Once children have been delivered to classrooms or collected by the class teacher parents **MUST** leave the premises (via Carlton Drive). It is important that you arrive in the playground at your designated time in order to line your children up safely, adhering to social distancing rules. Please do not arrive too early as this can cause congestion and likewise please do not arrive late as it will interfere with the plan for the next year group
- Children will be encouraged not to bring any items in from home apart from a water bottle, packed lunch box and a reading book when it needs changing. As the weather gets warmer, coats should be left at home where possible or taken home by parents at drop off. Staff will be vigilant to this and ensure children give any equipment from home back to parents
- Children must wear school uniform as usual including correct school footwear. On colder days, we will allow children to wear an additional fleece within classrooms but will not allow this to continue as the days get warmer, where we will expect school cardigans and jumpers to be worn. If we return to a particularly cold snap, we will also accept children bringing in fingerless gloves, a hat and a blanket for their knees. We will not permit them to wrap the blanket around their heads or to wear it as a cloak due to the restriction it will impose on their ability to do their work. For the same reason children will not be able to wear their outdoor coats in the classroom. We must continue to keep all windows and doors open where practical throughout the school day
- Children should come to school wearing their P.E. kit on the days they have P.E. This will need to be suitable outdoor kit as PE lessons will be outside when it is not raining heavily. Children will stay in their P.E. kit for the remainder of the school day. We have re-planned our PE curriculum to reflect the latest guidance paying scrupulous attention to cleaning and hygiene

- We recommend that children bring their lunch in a rigid plastic container that can be easily washed every evening
- Wrap around Care is once again available and must be paid in advance on parentpay. Places will be withdrawn if fees are not paid in advance of the sessions booked
- Children who attend alternative wrap around care/nurseries or go to grandparents/ child minders will be welcomed however, it is even more important that these children are scrupulous in their hand washing and hygiene procedures
- Upon arrival and departure, children must wash their hands or use a hand sanitiser. There are 6 hand sanitiser units located around school for use by the children. Children must be reminded to line up at these and not congregate in a huddle
- Upon arrival children who are wearing face masks, must remove them before entering the building. Disposable face masks must be placed in a lidded bin and reusable face masks must be placed in a plastic bag provided from home and taken home with them

Class groups

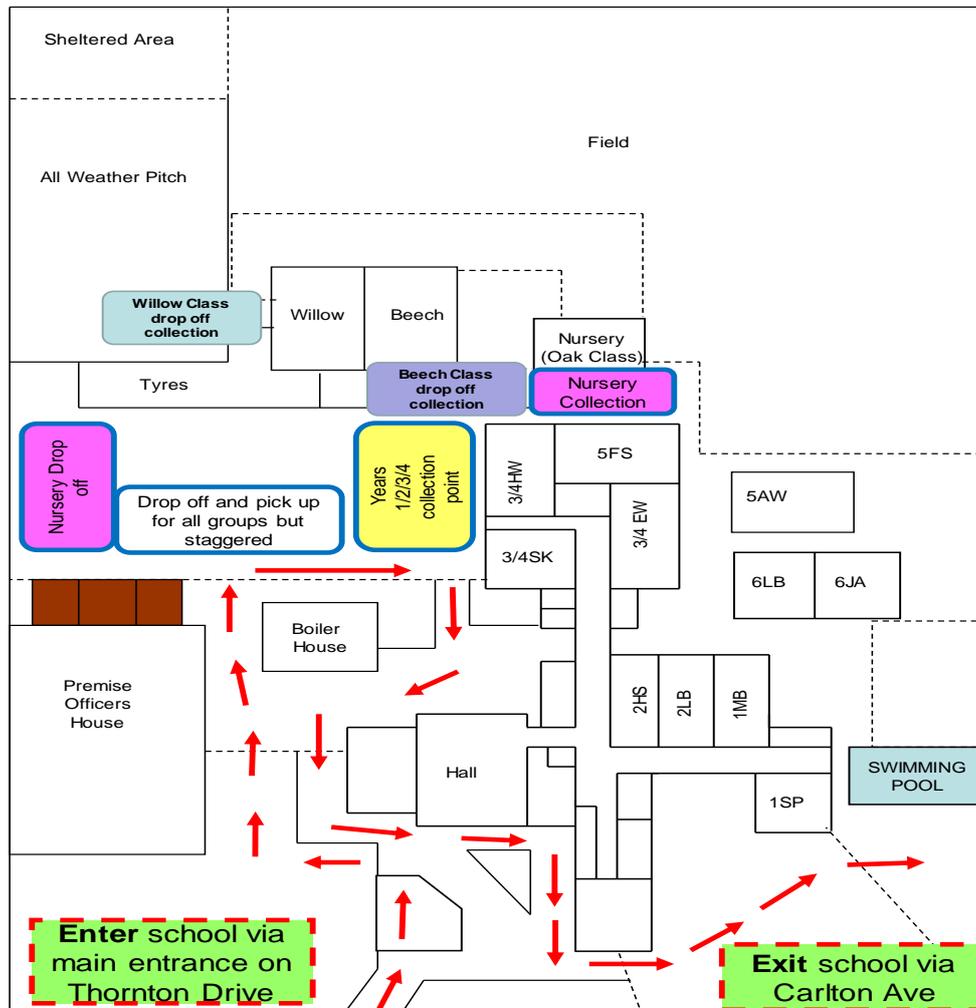
In order to keep the children and staff as safe as possible we will try to keep the children in class groups for the majority of the classroom time, but we will also mix into wider groups for wrap around care, interventions, break and lunchtimes. Endeavouring to keep these groups at least partially separate and minimising contacts between will still offer public health benefits as it reduces the network of possible direct transmission. Both the separating of groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if only implemented partially.

Start and End times for different year groups.

	Start Time		Finish Time	
Nursery	8.50am	Arrive with one parent only. Children will be collected from the playground.	3.00pm	Collection by 1 parent from the playground.
Nursery/Foundation 1 – morning session only	8.50am	Arrive with one parent only. Children will be collected from the playground	11.30am	Collection by 1 parent only. Children brought out to parents through reception.
Reception	8.50am	Arrive with one parent only. Children to be taken directly to their classrooms.	3.00pm	Collection by 1 parent only. Children handed over directly from the EYFS building.
Key Stage 1 (year 1 & 2)	8.40am	Arrive with one parent only. Line up where indicated on the map in Key stage 2 playground.	3.15pm	Collection by 1 parent only. Children brought out to parents to their designated drop off zone on the junior playground.
Year 3/4	8.30am	Children walk straight into their classrooms on arrival and wash hands- All children to be dropped off at the school gate once parents are happy for them to do so.	3.00pm	Collection by 1 parent only. Children brought out to parents to their designated drop off zone on the junior playground or can walk to the exit gate unaccompanied if agreed in writing.
Year 5/6	8:30am	Arrive independently where possible or with one parent	3.00pm	Leave independently where possible. Any children

		only. Any children behaving in an unsafe/ immature way will be asked to be escorted to school by a parent. Children walk straight into their classrooms on arrival and wash hands		behaving in an unsafe/ immature way will be asked to be collected from school by a parent. Meet parents by main gate. Parents to socially distance.
WAC Children	From 7.45 am	Arrive with one parent only. Reception/ KS1 Children will be collected from the hall to be taken to class. KS2 children will make their own way internally to their classrooms.	Up to 5.45pm	Children brought to hall at 3.15pm. Collection by 1 parent only from reception.

Drop off and collection points. (map 1)



Classrooms

- Where possible, adults will support the children by maintaining a safe distance. Close contact will be side by side and not face to face.
- Adults in classrooms will maintain a 2 metre distance from other adults where possible and will ensure 1 metre minimum
- All children will be seated to face the front of the class to avoid face to face contact. The front row of seats will be as far back from the teacher as possible, 2m where there is space to do so.
- If a pupil requires close medical or intimate care, PPE will be provided and worn.
- Classrooms will be well ventilated with doors and windows left open. Except if doors are fire doors.
- Children will sit in the same seat every day and throughout the day.
- Children will be provided with their own pencil case and stationery.
- Resources that are shared will be cleaned regularly and the sharing of resources will be restricted to class groups.
- Children will be encouraged to not touch their face or mouth.
- Pupil's will be informed to use a tissue or elbow to cough or sneeze and will use bins for tissue waste.
- Pupils will be regularly reminded to wash/ sanitise their hands prior to touching shared equipment and after.

Movement Around School

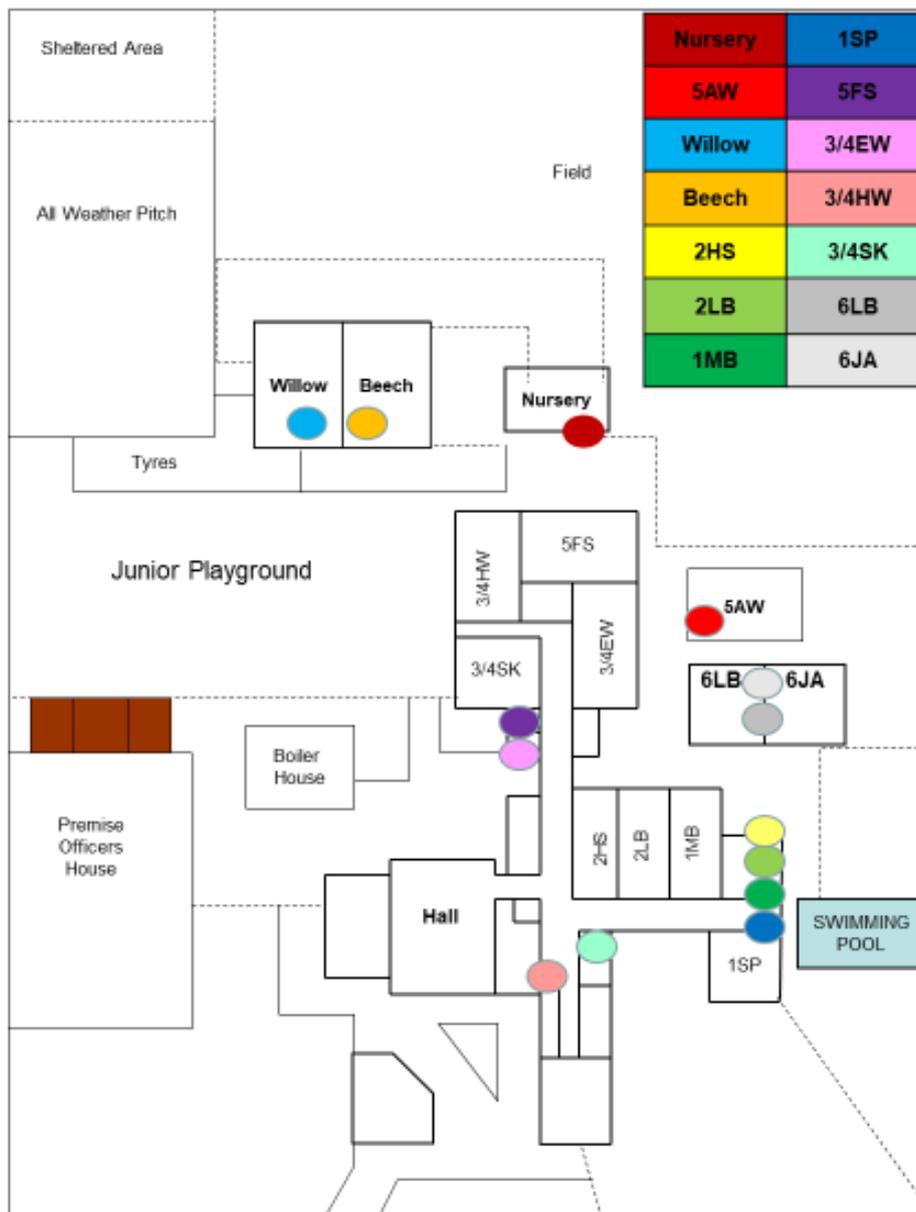
- All non-essential movement around the school will be avoided.
- A one-way system must be adhered to outside around the school and fire doors will be used to exit classrooms.
- Children will be encouraged to social distance where possible.
- All areas of the school will be marked with the appropriate signage.
- Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
- To the best of our ability, groups of children will not mix beyond their year group bubbles inside the school building
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.
- We have updated our fire evacuation procedure and a fire drill will be conducted when all children are back in school.
- Staff must avoid going into other spaces around school where possible including the office, other classrooms, resource rooms and the staffroom. Face masks to be worn by staff in all communal areas.

Hygiene

- Children's toilets will become unisex toilets and each class group will be assigned its own toilet cubicle. With the exception of year 6 who will have 1 female and 1 male toilet for each class.
- Children will only be allowed to go to the toilet one at a time. (see map 3)
- Staff must only allow one child at a time to visit the toilet and ensure children are clear which toilet is theirs when children return.
- Staff toilets remain as at present but staff are reminded to maintain scrupulous hygiene rules and procedures and to ensure hand washing following the guidelines at all times. A maximum of 2 adults are permitted in the toilet space at any one time. Early years staff including reception to use the staff toilets in the nursery. Staff based in mobiles to use the staff toilets in the mobile blocks.
- Systems are in place for each area – children assigned toilets & sinks for hand washing/ hand sanitising – on entry, after break, before lunch, after lunch, end of day.
- Children are advised to bring their own small packet of tissues.

- We will ensure there are sufficient supplies of soap/ hand sanitiser for pupils and staff to wash their hands at least 4 times a day.
- Regular cleaning and disinfecting of surfaces, windows and door handles, toilets and toys etc which will be monitored regularly. (The frequency of this is clearly identified in our risk assessment and logs are kept in the office as an added safety measure to ensure this is done. Spot checks are carried out to ensure this is happening.)

Children toilet allocations (map 2)



Play and lunch times

- Adults will instruct and lead planned physical exercise rather than playing freely as much as possible.
- Fixed play equipment will be zoned out of use.
- Wet playtime will take place in classrooms, including lunch time.
- There will be no scheduled morning or afternoon break for any staff member but all staff are encouraged to work sensibly within their own class groups to provide cover for staff to visit the toilet and/or get a drink. This will often be best to do during the time that children are outside where 1 member of staff can oversee 2 groups outside safely.

Play and Lunch time

	Morning Break	Lunchtime
Nursery – outdoor access at all times to reception and nursery outdoor area		11.30 – 12.45 Eat in Hall. All children face front of hall.
Reception – outdoor access at all times to reception and nursery outdoor area		11.30 – 12.45 Eat in hall. All children face front of hall.
KS1 – Whole KS1 playground Morning playtime: Year 1 & 2 – 10.15 – 10.30am Lunch - 12 – 1.10pm	12 – 12.30 Hot dinners in hall All children face front of hall. Year 1 Packed lunches in hall Year 2 Packed lunches in 1 classroom	12 – 1.10pm
Year 3/4 Morning playtime: 10.15 – 10.30am Lunch – 12.15 – 1.10pm Designated area on the school field/ bottom pitch, alternating with year 5/6. Wet lunch in classrooms	12.15 – 1.10pm Hot dinners in hall – 12.30 (after wipe down after Key stage 1 finished) All children face front of hall. Packed lunches together in their classroom	12:15– 1:10pm
Year 5/6 Morning playtime: 10.15 – 10.30am Lunch – 12.15 – 1.10pm Designated area on the school field/ bottom pitch, alternating with year 3/4. Wet lunch in classrooms	12.15 – 1.10pm Hot dinners in hall – 12.45 (after wipe down after year 3/4 finished) Packed lunches together in their classroom	12:15 – 1:10pm

Lunchtime

- Children will all wash their hands before and after lunch
- We recommend that children bring a packed lunch in a rigid plastic container which is taken home and washed at night
- Hot meals are available to be ordered and paid for on Parentpay as previously

- Universal free school meal children (reception, year 1, year 2) and children eligible for free school meals will be provided with a hot dinner if requested
- Children will be seated on entry to the hall and called up line by line to collect their dinner
- Children will eat in their year groups in a classroom. All tables will be cleaned with disinfectant before and after lunch
- All lunchtime staff will have an individual first aid kit on their person for minor injuries, cuts and grazes including a face mask and gloves. In the event of more serious injuries, the lunchtime manager will be radioed to attend to the child

Behaviour management

We have added a Covid-19 appendix to our behavior policy which will detail the action to be taken with regards to any behavior by children which intentionally puts an adult or child at further risk of harm from Covid- 19.

Due to the risk to staff in the event of physical contact we are following the guidelines from CPI MAPA with regards to how we will manage escalating behaviour incidents as follows:

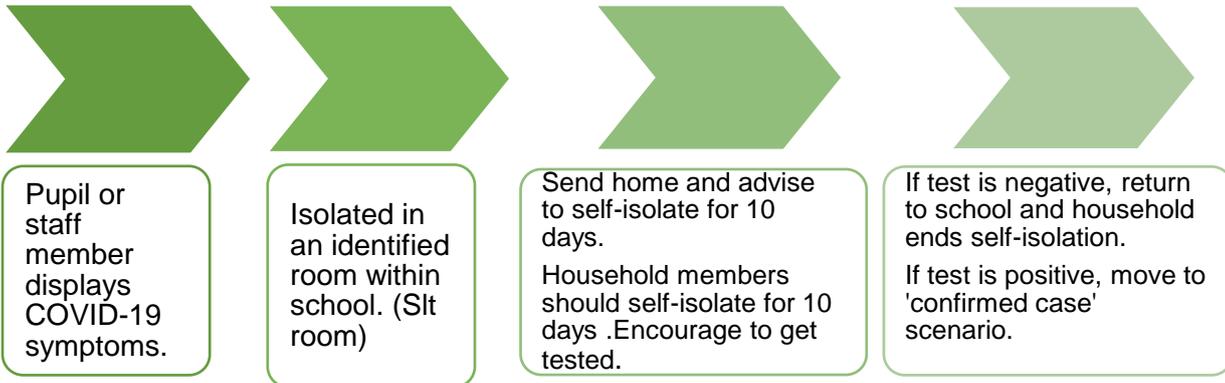
- We have updated all Key Pupil Risk Assessments and Positive Handling Plans for those pupils due to attend school and these will have to be signed and agreed with parents
- Staff will take extra hygiene precautions in light of COVID-19, this includes adults who work with children who may have to be handled, having a change of clothes within school and the washing of exposed area of skin (including pupil's arms, where they've been held) after de-escalation

First Aid

- The disabled toilet is to be the first aid room and will not be in use for anyone to use as a toilet
- Any children/adults who have symptoms will isolate for 10 days and will not be in school
- The first aider will wash their hands for at least 20 seconds with soap and water
- Vinyl gloves will be worn to deliver first aid
- The first aider will cover any cuts on their hands with waterproof plasters
- The first aider will avoid putting their fingers in their mouth and touching their face
- The first aider will avoid touching any part of a dressing that will come in contact with a wound
- The first aider will wear goggles conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes
- After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant followed by disinfection the goggle and visor will be rinsed with clean water after being disinfected
- After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin
- Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid
- First aiders have been given information on how to correctly don and doff their PPE
- After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work
- First aid will be administered at the site of the injury for low level grazes and bumps. On these occasions a bump note may not be sent home to minimise the congregation of children and 1 staff member at the designated 1st aid point. More serious injuries and head bumps will continue to result in a call home to notify parents or a slip being sent home
- A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition in which case we will use St John's ambulance guidance
- If a child presents symptoms of COVID-19 they will be isolated in an office area away from people and parents will be called to collect them

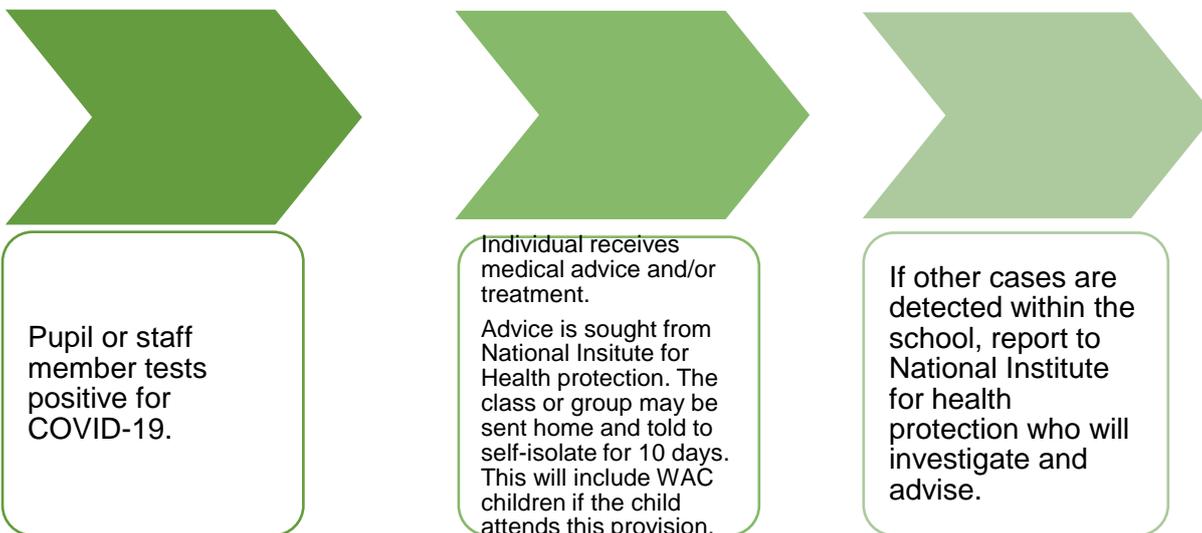
- If an adult presents symptom of COVID-19 they will be isolated from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance

Actions if a pupil or staff member shows COVID-19 symptoms



Actions if there is a confirmed case of COVID-19 in a school

We will actively engage with the NHS test and trace system.



Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance. Although encouraged and prior consent is required, this testing is voluntary.

Fire plan

- In case of a fire, children will exit the building through the nearest fire door
- Emergency evacuations will take place following social distancing principles as far as is reasonably practicable (In an emergency, risk to life takes precedence)
- They will walk to the usual fire assembly point which is located on the all-weather pitch
- The children will line up in their class bubbles whilst adhering to social distancing guidelines and in complete silence
- Class lining up plan is as original fire evacuation plan
- Class teachers will count number of children first and if the numbers do not match their laminated sheet will then take a class register
- A fire drill will be carried out with children to ensure they understand the expectations once all year groups are back

Learning and Curriculum

The key principles that underpin the government advice on curriculum planning are as follows:

- **Education is not optional.** All pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life
- **The curriculum remains broad and ambitious.** All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment

EYFS

As per the government guidance disapplication of specific EYFS requirements can be used if we think this would support our children following time out due to Coronona virus. We will be focusing on prime areas of learning: including communication and language, personal and social development and physical development.

KS1 and KS2

For pupils in Key Stages 1 and 2, we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. We will ensure our curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages

Daily assemblies take place through Teams and will be delivered into classrooms on a Monday, Wednesday and Friday. These will be presented by the headteacher or a member of the Senior Leadership Team. These will be live at 9:00am with access available via Teams channels. Individual class assemblies will be held on Tuesday and Thursday.

Year 6 Transition

For pupils in year 6 we will prioritise identifying gaps in order to ensure children are secondary ready. Preparing the children with the life skills and confidence needed for secondary school will be as important as academic outcomes. The teaching of Sex and Relationships will be taught in the summer term. We will liaise closely with our feeder secondary schools to ensure the children receive a robust transition. At this stage we do not know what format this will take from the point of view of the schools concerned but will keep parents informed once school places are confirmed. Any children with additional requirements concerning a smooth transition to secondary school will be contacted by our SENCO and a clear and comprehensive plan will be put in place.