Greystoke Primary School
Enabling our children to reach their full potential

Greystoke Reintegration Plan for parents and families June 2020

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Welcome

We are looking forward to welcoming your child/children back into school and have been busy over the last few weeks getting the school ready. We would like to reassure you that the safety and wellbeing of your child is our main priority and we are fully aware that school will not be the "normal" they are used to. As a Trust and a school, we are committed to not only following the government guidance closely to create a safe environment for our children, families and staff, but also a nurturing one. Your child will not be thrust back into a normal school timetable—we will be planning with these uncertain times in mind and we will be considering their needs every step of the way.

We cannot and do not expect children from EYFS, Year 1 and Year 6 to walk into our classrooms and settle straight back into school life. For our youngest children particularly, we are expecting that it will take them some time to become comfortable with leaving their parents at the school gate and transitioning back into being in school. We do not want to rush this. We need children to feel safe and happy and this is something that we cannot compromise on. We will therefore be taking the transition slowly and reintegrating our children gradually. They will need to be with their teacher, understand the new systems and routines, and take things one day at a time. You will find all the information that you need to know about our plan, to keep your child(ren) safe while they are at Greystoke, within this booklet.

We care deeply about your child(ren) and we will do everything possible to look after them when you leave them at our door. Thank you for your continued support during these very challenging times. This booklet aims to set out Greystoke's plans to ensure EYFS, Year 1, Year 6 and children of critical workers are reintegrated back to school following the Government Guidance:

https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries

https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers

https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings

Thank you all for your continued support at this time.

Ronnie Richardson

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Phased Return

To ensure we are fully prepared for your child/children to return to school we have introduced a phased return to school. Please note that this is **subject to change** at any time depending on reviews of the risk assessment, the number of key worker children and other unknown factors at this time. We will be able to give you 2 clear days notice of the next phases following a thorough risk assessment at each phase. Therefore, we will confirm the start date for EYFS children on June 2nd and all other year groups will follow depending on when we are able to confirm this initial start date of the 4th June. Please note that the phased return follows the government guidelines with priority school places given to Key Workers, Nursery children and Year 1. Once these year groups have returned to school, we will assess the school's capacity to accept back year 6. If key worker numbers continue to expand, it may be that we are unable to accommodate year 6, as previously advised by email.

Week beginning 1st June 2020

	Keyworker/Vulnerable Children	Year 6	Year 1	EYFS	Nursery
Monday 1st June 2020	✓				
Tuesday 2nd June 2020	✓				
Wednesday 3rd June 2020	✓				
Thursday 4th June 2020	✓			✓	✓
Friday 5th June 2020	✓			✓	✓

Week beginning 8th June 2020

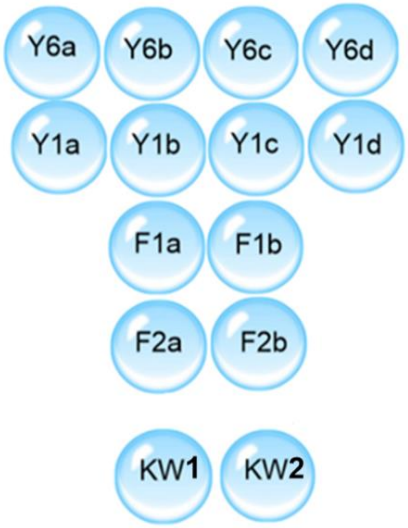
	Keyworker/Vulnerable Children	Year 6	Year 1	EYFS	Nursery
Monday 8th June 2020	✓		✓	✓	✓
Tuesday 9th June 2020	✓		✓	✓	✓
Wednesday 10th June 2020	✓		✓	✓	✓
Thursday 11th June 2020	✓	✓	✓	✓	✓
Friday 12th June 2020	✓	✓	✓	✓	✓

Drop-off and Collection Arrangements:

- A one-way system has been set up from the school gates, this will be clearly marked and on the first day your child is back in school, staff will be available to direct you.
- The school can only be entered from Thornton drive and everyone will exit via Carlton Avenue following the school's one-way system. We encourage you where possible to walk or cycle to school.
- There will no vehicle access between the hours of 8:40 – 9:30 and at the end of the day between 2:40 – 3:30. This is because the one-way system requires you and your children to pass on foot through the car park.
- 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 will drop their children off in a designated zone and parents will have no access to the classrooms.
- Class teachers will greet your child in the designated drop off points and take them into the classroom. (see map 1)
- Parents MUST NOT gather in the school grounds and social distancing must always be adhered to.
- Once your child has been collected by the class teacher you MUST leave the premises (via Carlton Drive). It is important that you arrive at school at your designated time, if you arrive early, please ensure you line up outside the school premises, adhering to social distancing rules.
- We would encourage you not to bring any items in from home apart from a water bottle, packed lunch box and a reading book when it needs changing. Weather permitting coats should be left at home where possible or taken home by parents at drop off.
- Children should wear school uniform as usual, however as we will aim to spend more time outside, they can wear sports trainers instead of school shoes.
- Children will not need a P.E. or swimming kit in school, all exercise will be done in their uniform with trainers.
- We recommend that children bring their lunch in a rigid plastic container that can be easily washed every evening.
- Families with siblings in different year groups should drop off their children at the time of their youngest child's start time, the elder child must then make their own way into their classroom.
- There will be no Wrap around Care for any families other than key worker families.
- Upon arrival and departure, children will be asked to wash their hands or use a hand sanitizer.

Bubbles/ Pods

In order to keep the children and staff as safe as possible. We have split our year groups into the following bubbles. Pupil numbers will not exceed 15, and only where the room is big enough.



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Start and End times for different year groups.

	Start Time		Finish Time	
Nursery/ Foundation 1 – AM session	9.15am	Arrive with one parent only. Line up 2m apart follow the one-way system adhering to social distancing rules.	11:30am	Collection by 1 parent only by the main office and children will be brought out one child at a time. Follow the one-way system.
Nursery/Foundation 1 – PM session	12:30	Arrive with one parent only. Line up 2m apart at the main office one-way system adhering to social distancing rules.	2:45pm	Collection by 1 parent only. Children brought out to parents to their designated drop off zone on the junior playground.
Reception	8.45am	Arrive with one parent only. Line up 2m apart follow the one-way system adhering to social distancing rules.	3.00pm	Collection by 1 parent only. Children brought out to parents to their designated drop off zone on the junior playground.
Year 1	9.00am	Arrive with one parent only. Line up 2m apart follow the one-way system adhering to social distancing rules.	3.15pm	Collection by 1 parent only. Children brought out to parents to their designated drop off zone on the junior playground.
Year 6	8:30am	Arrive independently where possible or with one parent only. Line up 2m apart follow the one-way system adhering to social distancing rules.	3.05pm	Leave independently where possible. Meet parents by main gate. Parents to socially distance.
KW Children	From 8:00 am	Arrive with one parent only. Line up 2m apart follow the one-way system adhering to social distancing rules.	Up to 5.00pm Times are more flexible for collection of key worker children.	Collection by 1 parent only. Children brought out to parents from reception by the office staff. Please enter the reception one parent at a time and line up socially distanced while you wait. **Between 8 - 8.30am and after 3:15pm until 5pm there will be wrap around care for key worker families only.**

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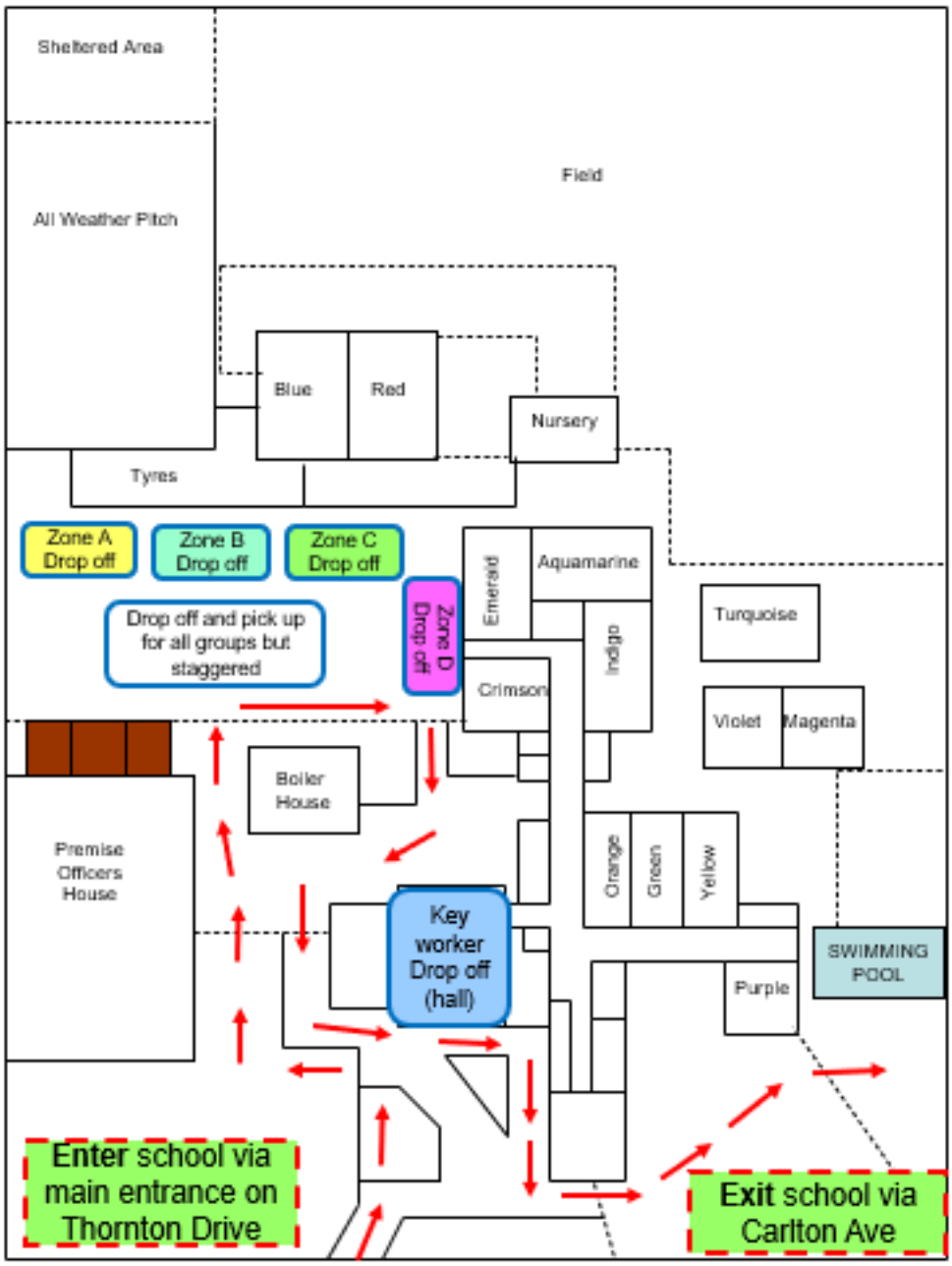
Drop off and collection points. (map 1)



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Class Arrangements (see map 2)

	Classroom	Teacher	Children from class
Y6a	Aquamarine	Mrs Roberts	Half of Aquamarine
Y6b	Indigo	Mrs Potter Mrs Bryant	Half of Aquamarine
Y6c	Crimson	Mr Deacon James Cooper	Half of Indigo
Y6d	Emerald	Mr Walker	Half of Indigo
Y1a	Green	Miss Pullen Mrs Foster	Half of Green
Y1b	Orange	Mrs Scott Miss Howell	Half of Orange
Y1c	Yellow	Mrs Smith Mrs Reeder	Half of Green
Y1d	Purple	Mrs Arscott Mrs Woodward	Half of Orange
F2a	Blue	Miss Charlesworth Mrs Turner	Blue Class
F2b	Red	Mrs Hawkley – Weds-Fri Miss Whetton – Mon/Tues Mrs Voland	Red Class
F1a/F1b	Nursery/Turquoise	Mrs Harris – 5 days Mrs Lamontyne Mon -Weds Miss Kinchington – Weds - Fri	

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Key Worker family provision

We will still be accepting key workers children from any year group as per the government's guidelines. Please note that the key worker groups will not go above 15 children. In the event of having more than 30 children staying in the key worker groups we will create a third bubble and this will have an impact on our ability to accommodate year 6 due to the number of classrooms and adults available.

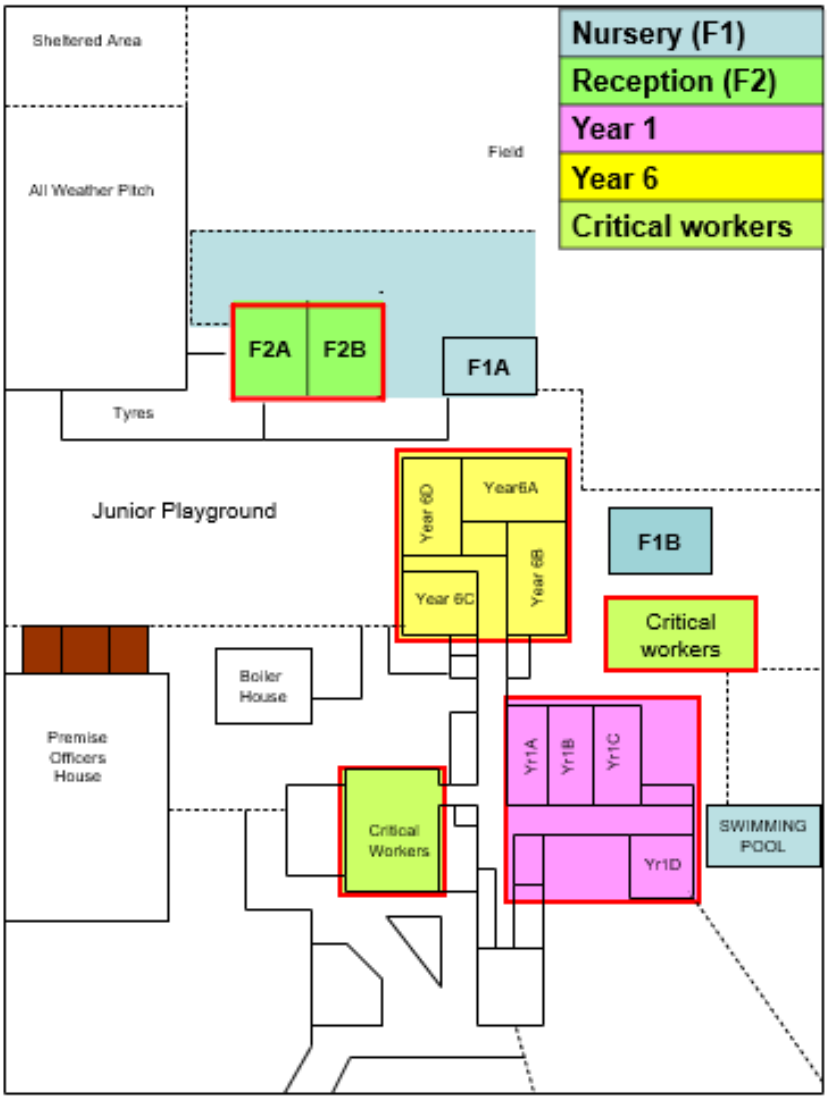
If you are a key worker family with a child in nursery they will stay in their key worker group all day due to us not being able to allow a child to be in two bubbles throughout the school day.

If you are a key worker with a child in reception, year 1 or year 6:

- If you require a normal school day of provision – bring them as stated for other children in their year group following the same procedures and one-way system. They will be in their class bubble all day.
- If you require before school care from 8am bring them to the hall door, following social distancing, they will then be sat separately to the other key worker children and each other until their class start time when they will be taken to their classroom for the day.
- If you require after school care – until 5pm – your child will go to the hall at the end of the school day where they will once again be sat separately to the key worker children bubbles.
- You will be required to state your childcare needs by Microsoft forms during the preceding week that care is required and we may not be able to be as flexible as we are currently to amendments, due to staffing numbers.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Key worker Team 1	Mr Atkinson	Mr Atkinson	Mrs Windley	Mrs Windley	Mr Hayes
Key worker Team 2	Mrs Harrison	Mrs Simpson	Mr Batting	Mr Batting	Mrs Little

Classrooms (map 2)



Classrooms

- Where possible, adults will support the children by maintaining 2m distance.
- 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.
- Classroom furniture will be laid out so that children can socially distance.
- Soft furnishings and soft toys will be removed from all classrooms and there will no sharing of resources.
- Children will sit in the same seat every day and throughout the day.
- Children's books will be next to them where required and class teachers will not touch them.
- Children will be provided with their own pencil case and stationery.
- All unnecessary furniture will be moved from the classrooms or to the side if safe.
- Children will be encouraged to not touch their face or mouth.
- Each room will be considered as its own bubble and each bubble will remain together throughout the day and throughout the whole week.
- Pupil's will be informed to use a tissue or elbow to cough or sneeze and will use bins for tissue waste.

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 expected to adhere to social distancing at all times whether inside the building or outside.
- 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.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.
- We will update our fire evacuation procedure and a fire drill will be conducted when all children are back in school.

Hygiene

- Toilets will become unisex toilets and each bubble will be assigned its own toilet cubicle. Children will only be allowed to go to the toilet one at a time. (see map 3)
- Systems are in place for each area – children assigned toilets & sinks for hand washing – 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 for pupils and staff to wash their hands at least 4 times a day.
- Hand sanitisers have been bought and will be available to use on entry to the school.
- 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)

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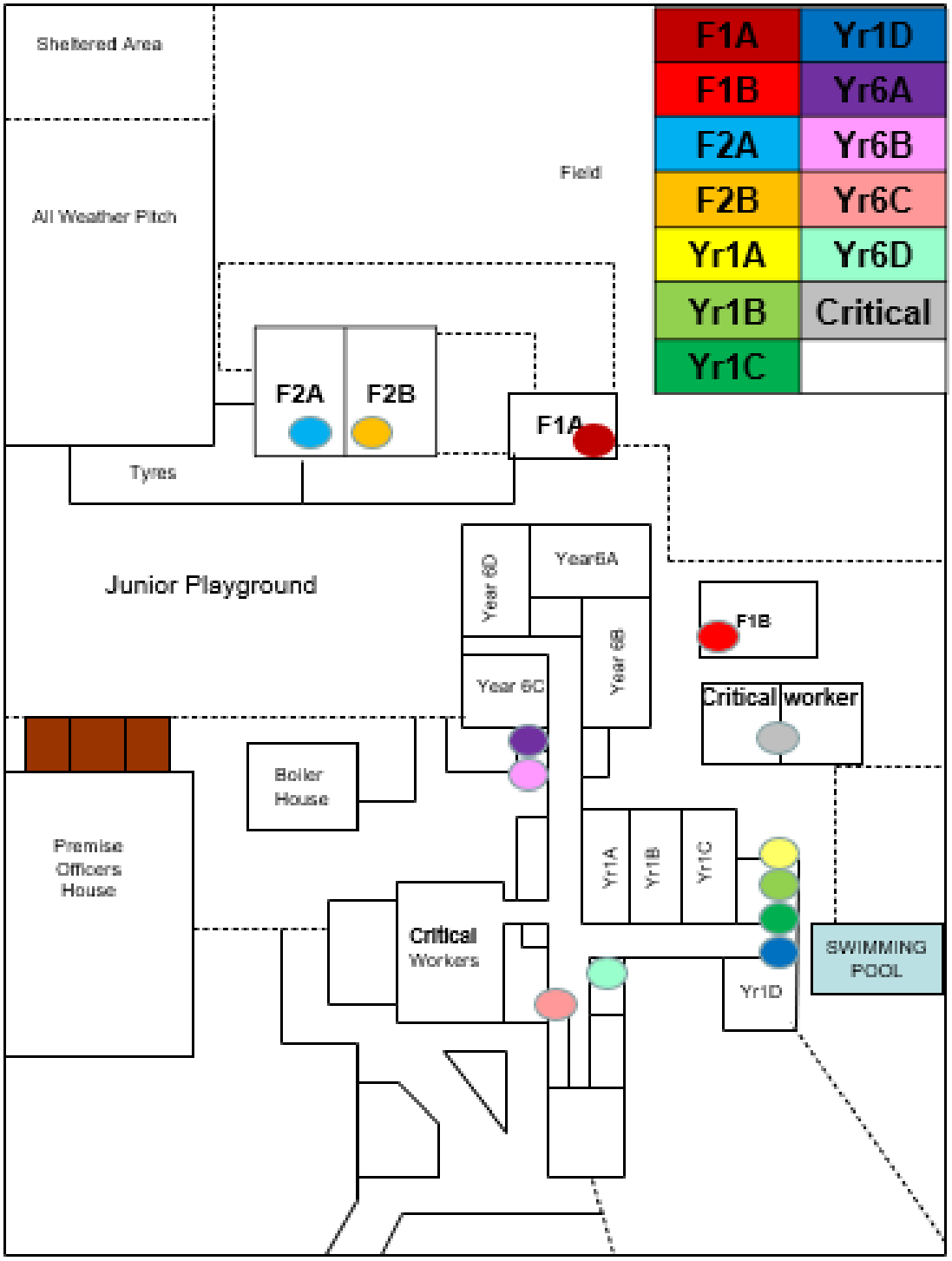
Toilet allocations (map 3)



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Play and lunch times

- Playtimes will be on a rota so that children can be segregated and have more space to play.
- Adults will instruct and lead planned physical exercise rather than playing freely as much as possible.
- Play equipment will be zoned out of use.
- We will demarcate areas of playground for specific small groups, e.g. zone areas off. (see map 4)
- Wet playtime will take place in classrooms, including lunch time.

	Morning Break	Lunchtime	Afternoon Break
Nursery – outdoor access at all times to reception and nursery outdoor area		No lunchtime facilities	Nursery – outdoor access at all times to reception and nursery outdoor area
Reception – Use KS2 bottom playground		12:00 – 1:00 Eat in classroom/outside. **Lunchtime Supervisor (LS) - Mrs Whiston – Red** **LS - Mrs Warren - Blue**	Reception – Use KS2 bottom playground
Year 1 – Whole KS1 playground	**Class 1a** 9:45-10:00	11:45-12:00 eat 12:00 – 12:20 outside play 12:20 – 12:40 indoor film **LS - Mrs Brothwell**	2:00-2:10
	Class 1b 10:05-10:20	12:00 – 12:15 eat 12:20 – 12:40 outside play 12:40 – 1:00 indoor film **LS - Mrs Kelham**	2:15-2:25
	Class 1c 10:25-10:40	11:55 – 12:15 eat 12:15 – 12:40 indoor film 12:40 – 1:00 outside play **LS -Mrs Aikins**	2:30-2:40
	Class 1d 10:45-11:00	12:15 – 12:35 eat 12:35 – 1:00 indoor film 1:00 –1:20 outside play **LS - Mrs Woodward**	2:45 – 2:55
Year 6 Designated area on the school field for each bubble. Wet lunch in classrooms	10:30 – 10:45	12:15– 1:10 **LS – 6A/B - Mrs Parr Mon – Thurs** **LS – 6C/D - Mrs Kaur Tues- Thurs** **LS – 6A/B – Mrs Roberts Friday** **LS – 6C/D - Mr Cooper Mon/Fri**	2:00 – 2:30
KW Children- Use all weather pitch and wooded area playground. Wet lunch in the hall.	10:50- 11:05	12:15 – 1.10 Monday **LS - Mrs Windley** Tuesday **LS - Mr Batting** Weds – **LS - Mr Atkinson** Thursday **LS - Mrs Little** Friday – **LS - Mr Hayes**	2:20 – 2:35

Lunchtime

- Children will all wash their hands before and after lunch.
- There will be no hot dinners available and we recommend that children bring a packed lunch in a rigid plastic container which is taken home and washed at night.
- Universal free school meal children (reception and year 1) and children eligible for free school meals will be provided with a packed lunch.
- Where the weather is nice enough and space permits, children will have a picnic style lunch sitting outside adhering to social distancing guidelines.
- If weather does not permit children to eat outdoors, they will eat in their groups in their classrooms. All tables will be cleaned with disinfectant before and after lunch.

Behaviour management

We will be adding 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 will be updating 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 before the child is allowed to come into school.
- Parents will be called to collect their child if behaviour escalates and handling becomes a probable action.
- If parents do not arrive before the risk of harm to self/others becomes great, pupil will need to be handled as detailed in the Positive Handling Plan.
- 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.

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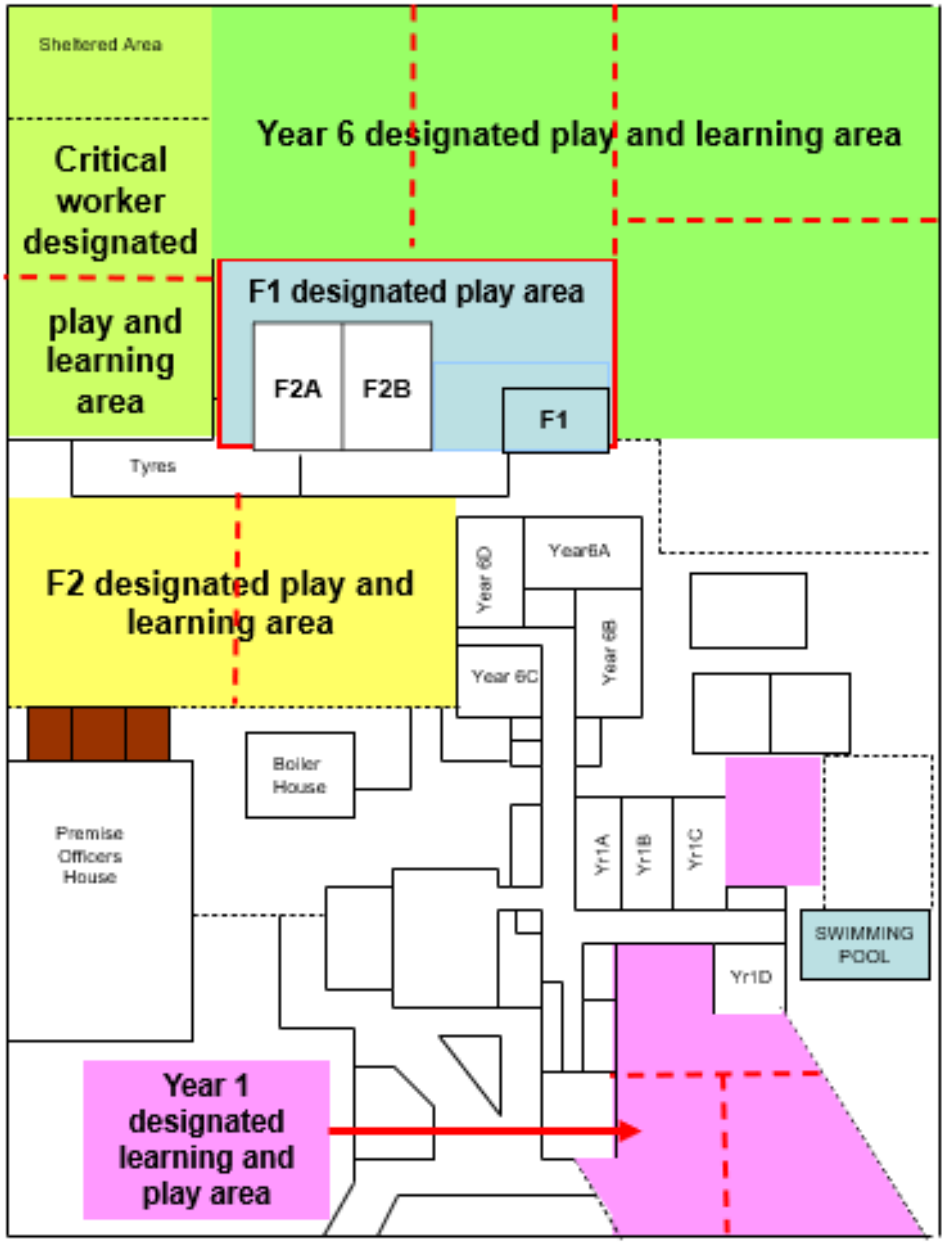
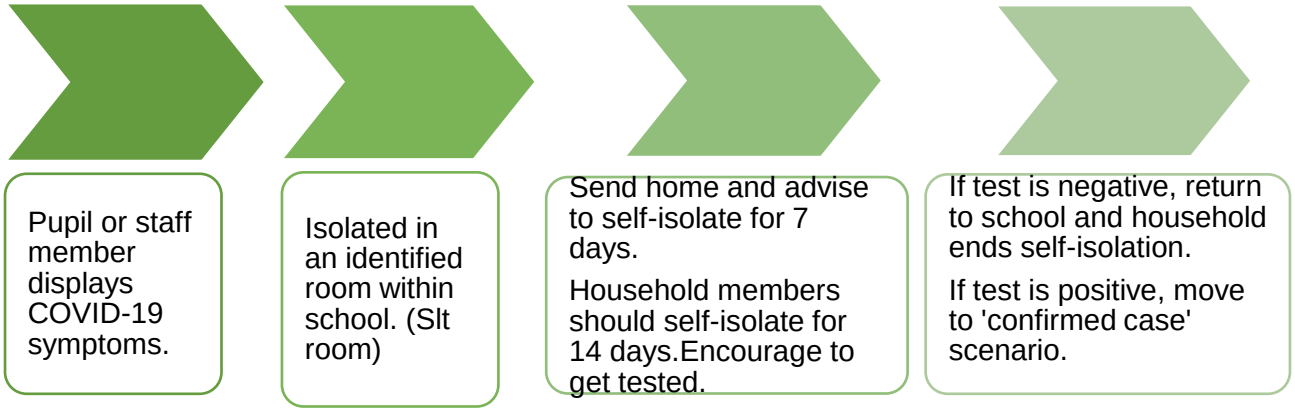
Outdoor Designated Learning and play zones (map 4)



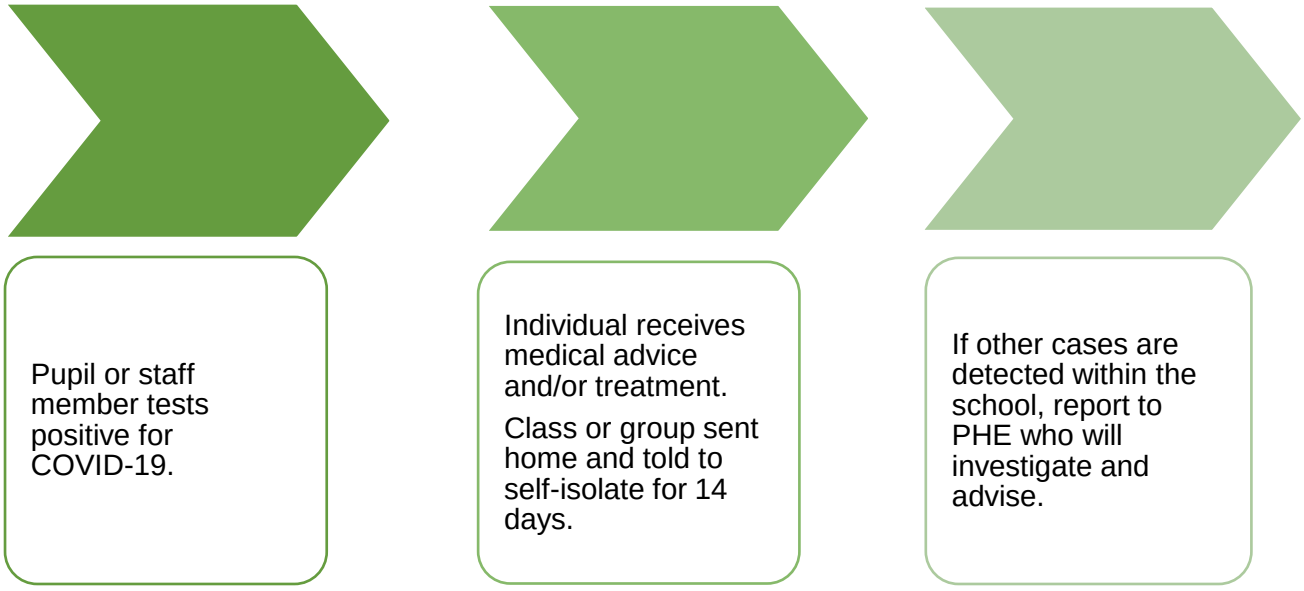
First Aid

- 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 7 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.
- 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



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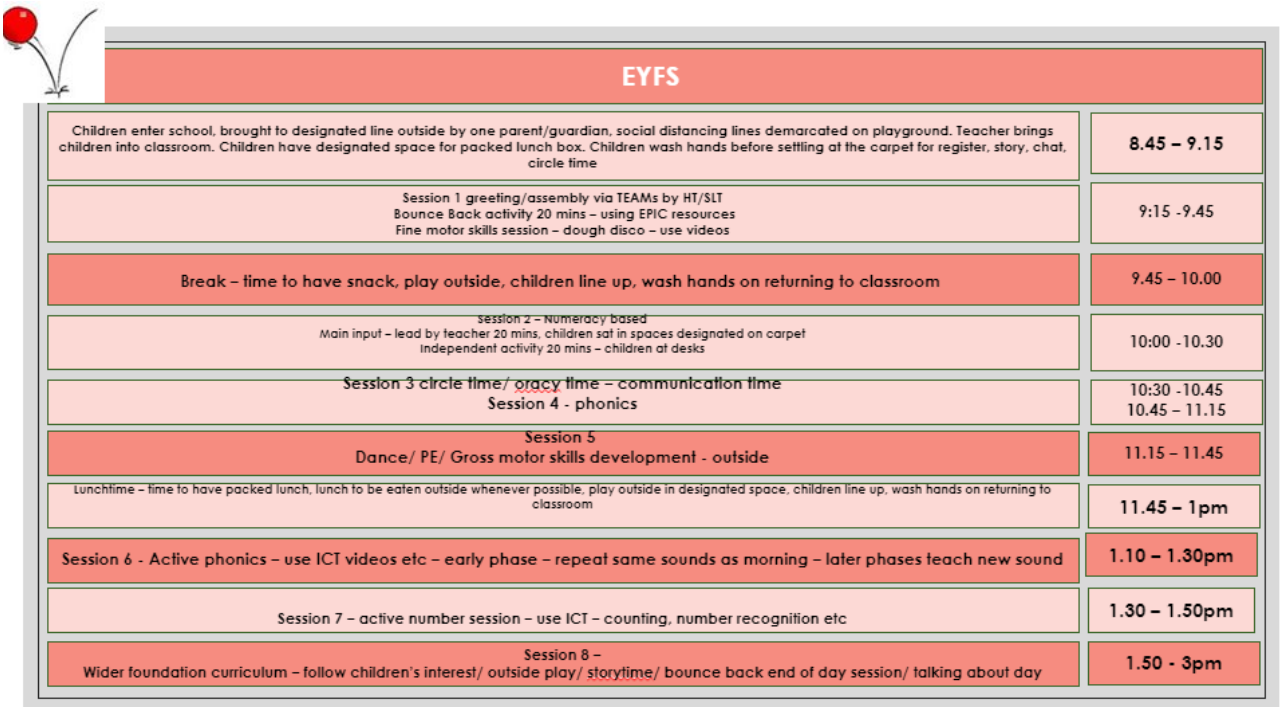
Fire plan

- 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 fire assembly point which is located on the all-weather pitch.
- The children will line up in their bubbles whilst adhering to social distancing guidelines.
- A class bubble register will be taken to check all children are safe.
- A fire drill will be carried out with children to ensure they understand the expectations.

Learning and Curriculum

- All learning will take place in the child's classroom or designated outdoor area.
- Daily worship assemblies will take place every day through Teams and will be delivered into classrooms. These will be presented by the headteacher or a member of the Senior Leadership Team. These will be live at 9:15am with access available via class Teams channels.
- For Reception, Year 1, year 6 and critical workers learning will be delivered in school. Any children from these year groups choosing to stay at home will be signposted to the high-quality online learning platforms that are available nationally and there will be links to these put on Teams and the website.
- For all other year groups, work will continue to be delivered online through Microsoft Teams. Keyworker children from these year groups will be expected to complete their Teams work in school.
- As per the government's guidelines children in school will follow a structured timetable that focusses on basic skills and their emotional wellbeing. We will be following a "Bounce back" programme each day which has been written by our Educational and Wellbeing Psychologists. (EPIC) This will be delivered every day in school and there will be home follow up tasks. In maths we will be continuing to use the White Rose scheme. English will be continued to be centered around a key text. See example timetable below.



EYFS	
Children enter school, brought to designated line outside by one parent/guardian, social distancing lines demarcated on playground. Teacher brings children into classroom. Children have designated space for packed lunch box. Children wash hands before settling at the carpet for register, story, chat, circle time	8.45 – 9.15
Session 1 greeting/assembly via TEAMs by HT/SLT Bounce Back activity 20 mins – using EPIC resources Fine motor skills session – dough disco – use videos	9:15 -9.45
Break – time to have snack, play outside, children line up, wash hands on returning to classroom	9.45 – 10.00
Session 2 – Numeracy based Main input – lead by teacher 20 mins, children sat in spaces designated on carpet Independent activity 20 mins – children at desks	10:00 -10.30
Session 3 circle time/ oracy time – communication time Session 4 - phonics	10:30 -10.45 10.45 – 11.15
Session 5 Dance/ PE/ Gross motor skills development - outside	11.15 – 11.45
Lunchtime – time to have packed lunch, lunch to be eaten outside whenever possible, play outside in designated space, children line up, wash hands on returning to classroom	11.45 – 1pm
Session 6 - Active phonics – use ICT videos etc – early phase – repeat same sounds as morning – later phases teach new sound	1.10 – 1.30pm
Session 7 – active number session – use ICT – counting, number recognition etc	1.30 – 1.50pm
Session 8 – Wider foundation curriculum – follow children's interest/ outside play/ storytime/ bounce back end of day session/ talking about day	1.50 - 3pm

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Year One

Children enter school, brought to designated line outside by one parent/guardian, social distancing lines demarcated on playground. Teacher brings children into classroom. Children have designated space for packed lunch box. Children wash hands before settling at their desks for the register.	9.00 -9:15
Session 1 greeting/assembly via TEAMs by HT/SLT Followed by Bounce Back activity 20 mins – using EPIC resources –	9:15 -9:45
Session 2 – Literacy based Phonics – lead by teacher 20mins, children sat in spaces designated on carpet Independent activity – children at desks (20 min break slots woven in to this time)	9:45-11.00
After break – all children to wash hands before returning to classroom	
Session 3 – Numeracy based Main input – lead by teacher 20 mins, children sat in spaces designated on carpet Independent activity 20 mins – children at desks X Table Rock Stars/ numbots – 10mins	11:10 -12:00
Lunch – time to have packed lunch, lunch to be eaten outside whenever possible, play outside in designated space, children line up, wash hands on returning to classroom	12:00 – 1:00 1:00-1:10 Register
Session 4 – start afternoon with cosmic yoga/ mindfulness activity followed by Creativity based main input – topic 25mins	1:10 – 2:00
Break – time throughout this time - structured play outside, children line up, wash hands on returning to classroom	2:00 – 2:55
Session 5 – Creativity/topic independent work 25 mins Reading time – whole class text – 15 mins Getting ready for home, reviewing the day/ bounce back. 15 mins Wash hands & safely line up to exit school	2:00 – 3:15

Year Six –

Children enter school independently. Straight into classroom keeping a safe distance as they walk in. Children have a designated space for packed lunch box. Children wash hands before settling at their desks for the register.	8:30
Session 1 greeting/assembly via TEAMs by HT/SLT Followed by Bounce Back activity 20 mins – using EPIC resources –	9:15 – 9.45
Session 2 – Literacy based Guided Reading - whole class text 20mins lead by teacher Independent reading/writing activity based on text	9:45-10:30
Break – time to have snack, play outside, children line up,wash hands on returning to classroom – TA Rota	10:30-10.45
Session 3 – Numeracy based Main input – lead by teacher 20 mins, children sat in spaces designated on carpet Independent activity 20 mins – children at desks, lead by TA X Table Rock Stars – 10mins	10.55 -12:00
Lunch – time to have packed lunch, lunch to be eaten outside whenever possible, play outside in designated space, children line up, wash hands on returning to classroom	12:00 – 1:00
Session 4 – Creativity based main input – topic 25mins – lead by teacher Independent self directed learning – 25 mins 2 days a week this will be PE outdoors	1:10 – 2:00
Break – time to have snack, play outside, children line up, wash hands on returning to classroom	2:00 – 2:15
Session 5 –independent learning continued Transition session - 15 mins lead by teacher Getting ready for home, whole class story, reviewing the day, bounce back, wash hands.	2:30 – 3:05