

Greenway Academy

Return to School Procedures: School Guide

The information shared below has been written to support partnership working between staff, parents and pupils in line with government advice. It provides information about 'school life under COVID-19' at Greenway Academy for our returning Year 6 pupils. It will be reviewed weekly, and adapted where necessary, to cover changing school life under COVID-19, reflecting any new government guidance and advice and our local community situation.

Please read very carefully the first three headings below as they cover the most complex issues for everyone, where the school's core values will be needed to be shown by everyone to avoid upset and stress. These are the procedures where adaptation may well be needed as we learn about our new school life in the coming weeks.

Travelling to and from School

It is expected, out of respect for the staff and other children, **ALL returning children are accompanied to and from school** by a responsible adult to ensure social distancing rules are followed during travel times.

Social Distancing on Site

The **attached map** shows the one way system around the school site – please follow the signage and respect the barriers in place.

Children and parents must enter the school grounds by the Rose Garden (the main entrance). The grass frontage will be divided with a barrier behind which the parents must remain. Parents must exit the school site through the small gate, after watching their child arrive at their classroom. This ensures there is a one-way delivery system.

Due to the current size of the exit gate, this is highly likely to be a pinch point, until it is increased in size (which is unlikely to happen before the summer holidays).

There will be NO access via the park at any time during the day.

NOTE Greenway Nursery is also reopening; their agreed pedestrian access is along the main driveway and around the playground edge.

Parking

There will be NO parent parking on the school site.

Please respect and abide by the parking markings on Greenway, if travelling by car.

*Please respect our neighbours, who have clearly enjoyed having reduced traffic and less parking along our frontage during the lockdown. **It isn't a discussion to be distracted by in these difficult times.***

Starting the Day

Each Learning Pod (LP) has been allocated an explicit start time (see invitation letter)

Each pupil must arrive at the allocated time, maintaining social distancing from their LP peers and all other children on site and on their way to school.

The class teacher will welcome children into the LP from the door entrance, ensuring the delivery by parents is acknowledged.

Children will be taught 'start of day cleansing routines' and be expected to adhere to these routines throughout each day.

Finishing the Day

Each Learning Pod (LP) has been allocated an explicit finish time (see invitation letter)

Each pupil will leave at the allocated time, maintaining social distancing from their LP peers and all other children on site and on the way home.

Children will be taught 'finish of day' cleansing routines and be expected to adhere to these routines every day.

Lateness

Please contact the School Office to agree a new arrival time, if your child is late on a particular day (01403 252013)

Attendance

Children in school to be marked with / code

Children not in school will be marked with Y code

Absence procedures will be followed for expected pupils who are absent. Any pupil not in school by 9.30am will be followed up by the School Office as a standard safeguarding matter.

Parents may leave an absence message on the school answerphone (01403 252013) or send in an email to office@greenwayacademy.co.uk

Toileting

Each LP has an agreed toileting arrangement, to support social distancing. The children will be taught these routines on arrival. The school is marked with a one-way system internally. The LP system ensures minimal movement around the school building.

Classrooms (Learning Pods [LP])

Noting that the LP teacher/pupil combinations are non-negotiable, the Learning Pods have been organised using the criteria below:-

- successful learning groups
- positive friendship groups
- most appropriate teacher, where possible
- minimum pupil/pupil combinations
- minimum adult/pupil combinations
- ability to track and manage any COVID-19 outbreak in the school/community

Each pupil has been allocated a specific classroom (Learning Pod [LP]) as well as a specific teacher (see invitation letter)

Each Learning Pod has an allocated indoor and outdoor space which visually supports social distancing

Learning Pods are a maximum of 10 pupils, each of whom will have a dedicated learning space, which will **NOT** be shared

Learning Pods are led by the allocated teacher with a consistent relief adult allocated to each pod to minimise adult contact

Each pupil station is set up for each individual pupil, with all necessary resources, as their personal space for the duration. All their belongings will be located in this space.

No class pegs will be used

No pupil diaries required

No belongings from home

No rucksacks/large tote bags

No PE Kit required

Teaching and Learning

All lessons have been designed using the 'chalk and talk' model, with children learning independently. There will be **NO** physical collaborative activities. There **WILL** be plenty of 'Talk for Learning' to support progress

Learning focus will be on:-

- Social emotional development
- Well-being support
- Mathematics
- Literacy module (based around transition)
- Art
- Science
- Outdoor Learning

Equipment

School will provide **ALL** equipment required in school.

School Uniform

Year 6 **MUST** wear school uniform

Pupils **WILL** wear trainers, to aid outside activities

Pupils must have named sun hat/cap

NO PE kit required

NO school bags required

NO pupil diaries required

Reading Books

Children will have separate reading book in school

NO home reading books to be brought into school

Children can return school books and place them in the allocated spaces within learning pods.

Food

Each day, pupils **MUST** bring have, in a small (preferably disposable) bag:-

1. healthy packed lunch,
2. snack pot
3. water bottle

NO nuts nor processed or home produced products with NUTS are allowed in school to safeguard children with allergies.

Children in receipt of FSM funding will be provided with a packed lunch and snack by the school.

Cleaning Routines

1. Frequent handwashing routines will be in place
2. Pupils' own space will be cleaned during the day by themselves
3. Belongings (school issued) will remain in their allocated space
4. School cleaning will happen before and after school
5. Sanitising routines in place through the day
6. Weekly Deep Clean on Fridays

All classrooms have been deep-cleaned in the week prior to opening. All additional furniture and 'hard to clean' items have been removed

PPE

PPE equipment is in school for staff to use, if required.

Staff may wear masks, if they wish

The Government guidelines say masks for children are not required. If you, as their parent, wish them to use, they must be able to manage using **safely and independently** and **NOT** exchange with any other pupil in school. The school staff are **NOT** medically trained and are therefore unable to agree or disagree with the use of mask for children.

Each LP will have appropriate stocks of PPE equipment and cleaning products including hand sanitizer.

Medicines in School

For children who have agreed needs, the following applies:-

1. Inhalers, epi-pens and routine medications to be locked away in individual pupil's allocated classroom for access by classroom based staff.
2. Classroom based staff have report of medical needs/ medication requirements for pupils within their group.
3. Classroom based staff will log any medications taken in medical log.

All non-routine medication e.g. antibiotics will temporarily not be administered in school.

Hypo-allergenic sunscreen (Factor 50) is available in school for pupils, if required.

Illness in School

If your child is unwell in school, they will be isolated in our dedicated space and you will be requested to come to school to collect.

Information will be given to you to access local COVID-19 testing sites.

If your child tests positive, all members of the Learning Pod will be asked to follow self-isolating rules.

If your child tests negative, they may return to school when fit to do so.

Communications

The School Office will be manned daily; all communication to and from parents will be through email or over the phone.

No parent/carer will be invited into the school building, unless explicitly required.

Fire Drills

The fire drill policy (updated) will be practiced by the children on their return.

Policies and COVID-19

Policies which have been adapted to reflect COVID-19 expectations are:-

1. Child Protection
2. Behaviour for Learning
3. Attendance
4. Exclusions

These policies are uploaded on the school's website

School Map for Entering and Exiting Site

