

Greenway Academy

2020/2021

December Tier 2: Parents' Handbook

This Parents' Handbook 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 all pupils in the academic year 20/21 starting **on Wednesday 2nd December 2020**.

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 full time all pupil school life in the coming weeks.

Travelling to and from School

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

It is recommended that parents wear masks on site during the school run as the school grounds are a public space. School staff may choose to wear masks during transition times at school ie moving in corridors and at the beginning and end of the school day.

Social Distancing on Site

The **attached map** shows the pedestrian system around the school site for the year groups – follow the signage and use the waiting areas marked on the map. Sanitising stations are at key points around the site for everyone to use.

It is appreciated a majority of our pupils are now well-practised in arriving safely to their classrooms. Children will be expected to arrive on the school site, independently sanitise their hands and make their way to their exterior classroom door.

Year 5 and 6 pupils are expected to show independence, once on the school site, following the safety expectations when travelling to their class door. Teachers will be posted at the entry doors to welcome children in.

There are now independent gate entries for Years 5 and 6 starting 24/11/20 further helping to keep Year bubbles separate. The children have already been prepared for this change to their routine.

Year 5 pupils and parents enter AND exit the school via Greenway entrance (by the football pitch) using the pathway to get to classrooms. The parent waiting area is clearly marked on the map.

Year 6 pupils and parents enter AND exit via the NEW Gate using the woodland pathway (construction completed). Parent waiting area is clearly marked on the map.

Year 5 and 6 parents must NOT block the gate access whilst waiting for their child, to reduce the pinch point risks. There are clearly marked separate waiting areas for parents.

Parents should supervise Year 3 and 4 siblings to their drop off locations. Year 3 and 4 pupils are expected to be independent now, and parents should observe their child entering the school by observing from the playground.

3K will enter and exit through their classroom exterior door, marked on the map.

3MP will enter and exit through the exterior door by the table tennis tables as marked on the map.

3U will enter and exit through the exterior door opposite the Nursery as marked on the map.

Year 4 will come into school via the two doors marked on the map:-

Classes 4M and 4O through Door A nearest the Main Hall (see Map).

Classes 4A and 4D will use Door B nearest the toilets (see Map).

ALL parents and children are expected to maintain social distancing at all times, NOT gathering in groups, ensuring transition on and off the site is as efficient as possible.

Using the Park Gate as an Entrance and Exit.

There will be access via the park at opening and closing time; however, this is a pinch point so parents and children need to use carefully to avoid social distancing issues.

The school's preference will always be for parents and children to use the school's front entrance gates as there is more space to ensure social distancing rules can be observed.

NOTE Greenway Nursery is also open; 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, except for agreed families requiring disabled parking.*

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.

Starting the Day

Year 6 pupils must arrive at their Learning Pod at 8.45am

Year 5 pupils must arrive at their Learning Pod at 8.45am

Year 4 pupils must arrive at their Learning Pod at 8.55am

Year 3 pupils must arrive at their Learning Pod at 8.55am

Siblings may be delivered to their Learning Pods from 8.45am

Any pupil arriving after 9.05am will be marked as late

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

The class teacher/school adult will welcome children into the Learning Pod from the external fire 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

Year 3 Learning Pods finish at 3.20pm

Year 4 Learning Pods finish at 3.25pm

Year 5 Learning Pods finish at 3.25pm

Year 6 Learning Pods finish at 3.30pm

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

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

Parents should collect children from outside their Learning Pod, move on to collect elder siblings and then leave the site.

Parents should socially distance on the school site at all times, especially if arriving early when collecting their children. **It is absolutely essential that parents model good social distancing to the children to maintain high levels of trust between everyone on a continuous basis.**

Communications

It is requested that parents do not congregate before or after drop off and pick up times. Communications with the school will continue to be through email and phone calls to the School Office. All matters will be investigated with resolutions reached within an acceptable time window. Electronic communications have worked very well throughout lock down, so should continue to do so going forwards.

Lateness

If your child is late on a particular day, please liaise over a delivery time with the School Office (01403 252013). **Children will be marked as late if they arrive after 9.05am.**

Attendance

Attendance will be kept on SIMS and DfE expectations of full attendance by all pupils continues to be the norm during the New National Restrictions starting Thursday 5th November 2020. COVID absences are not included in your child's overall attendance data.

Absence procedures will be followed for all 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 re-taught these routines on arrival.

The school is marked with a one-way system internally.

The Learning Pod system ensures minimal movement around the school building.

Year Group Pods

The principles behind the learning pod system is to minimise the staff/pupil mix as much as possible whilst still providing:-

- **a broad and balanced curriculum**
- **specialist provision in MFL and PE**
- **statutory time for teachers to review, plan, assess**

In the academic year 2020/21, all classes in each year will belong to a Year Group Pod, with allocated teachers and support staff.

Specialist staff are allocated across the school supporting key activities such as well-being, PE and MFL on specific days.

Specialist equipment and sanitising protocols are in place to ensure minimum risk to staff or pupils.

Lunch and play supervision will be with consistent adults, wherever possible.

Classrooms (Learning Pods [LP])

Children have been allocated to their new class; most met their class teacher and visited their classroom during the July offer.

Year Group/Learning Pods were organised using the criteria below:-

- sibling links
- successful learning groups
- positive friendship groups
- minimum pupil/pupil combinations
- minimum adult/pupil combinations
- ability to track and manage any COVID-19 outbreak in the school/community

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

The forward-facing desk arrangements are in place for pupils, with all necessary resources, as their personal space. All their belongings will be located in this space.

Each Learning Pod relies on natural ventilation which requires windows to be open enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used by adults, as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- Additional underclothes (vests, T-shirts) are recommended (prior email notification).
- rearranging furniture, where possible, to avoid direct drafts

Classroom pegs are used at the teacher's discretion; any bags should be as small as possible.

PE KIT

Children are to wear their PE Kit on their allocated Well-Being Day **NOT** school uniform (see table below).

Children will need a suitable tracksuit in the winter along with a waterproof jacket, waterproof trousers and sturdy waterproof trainers.

Tuesday	Wednesday	Thursday	Friday
Year 4	Year 3	Year 5	
	Year 6		Year 6

Teaching and Learning

All lessons have been designed to allow children to learn independently. There will be **NO** physical collaborative activities. There **WILL** be plenty of 'Talk for Learning' to support their engagement in the activities.

Learning focus will be on:-

- broad and balanced curriculum
- personal, social, emotional development
- physical and mental health well-being

Equipment

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

School Uniform

Pupils **MUST** wear their school uniform on non-Well-Being Days, with trainers.

PE uniform on Well-Being Day (see table above)

Long hair rules **apply (must be tied back)**

Pupils **should** wear trainers or other suitable winter footwear, to aid outside activities

Pupils may bring indoor shoes/plimsolls for classroom based learning

Pupils must have named winter hat

NO school bags required

Additional underclothes (vests, T-shirts) are recommended (prior email notification).

Reading Books

Home reading system will be in place (see separate note).

Remote Learning for Self-Isolating Pupils

Reference Pupil and Parent Handbook for information on remote learning offer.

Food

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

1. healthy packed lunch,
2. snack in 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.

Any other foods for sharing are NOT allowed at this time; this will be reviewed in due course.

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. Children may have hand sanitiser from home, which will be kept in their personal tray
7. Deep Cleans completed between groups.

All classrooms will be deep-cleaned throughout the week. 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. School staff are **NOT** medically trained and therefore unable to agree or disagree with the use of masks for children.

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

Medicines in School

As this is the start of a new academic year, for children who have agreed needs:-

- bring medicine into school on Day 1 in a named bag and hand to the class teacher
- parent to complete the medicine form in this pack and hand to the teacher.

The above requirements apply to:-

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 **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, advice from Public Health England (PHE) will be sought about next steps. 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) has been successfully practised by the children on their return.

Policies and COVID-19

Policies, on the website, have been adapted to reflect COVID-19 expectations are:-

1. Child Protection
2. Behaviour for Learning
3. Attendance
4. Exclusions
5. Parental Engagement Policy
6. Visitors in School Policy
7. COVID Test Kit Policy
8. Protocol for School Tours and New Parents
9. Remote Learning Strategy
10. Remote Learning - Pupil and Parent Support Booklet

NOTE: These procedures, policies and systems are under daily review, and adapted where necessary, to cover changing school life under COVID-19, reflecting any new government guidance and advice and our local community situation.

School Map for Entering and Exiting Site

