



Greenway Academy

Full School Opening

Parent Handbook

March 8th 2021

Returning to School: 8th March 2021

First and foremost – welcome back – hopefully, we are all now on the journey to normality so it is imperative that we keep positively and effectively managing our contribution in our community, robustly playing our part for the whole nation.

This Parents' Handbook provides information about 'Returning to School' at Greenway Academy for all pupils starting on Monday 8th March 2021. Note these procedures are the most likely school road map for the remainder of this academic year. ***Our school's core values must be on show by everyone, towards everyone at all times to help make this a truly positive return to school.***

Travelling to and from School

It is expected, out of respect for the staff and other children, **Year 3, 4 and 5 children are accompanied to and from school** by a responsible adult to ensure social distancing rules are followed during travel times.

As we are returning to school at the later end of the academic year where Year 6 pupils often start to travel more independently, parents MUST inform the school, if their Year 6 pupil, is coming to school without adult supervision.

All Year 6 pupils travelling independently must take personal responsibility, ensuring they are adhering to social distancing rules before and after school.

The Year 6 travel survey (including parental permission) was issued on 24/2/21 for completion. If not received, contact the School Office (admin@greenwayacademy.co.uk) for a copy and complete.

Parents must wear masks on site, unless exempt, as the school grounds are a public space. School staff wear masks during transition times at school i.e. moving in corridors and at the beginning and end of the school day and when working closely with children.

Social Distancing on Site

The **attached map** (last page) 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 **marked entrance, where staff are on duty.**

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.

Use the independent gate entries for Years 5 and 6 to further help to keep Year Learning Pods separate.

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 Field Gate** using the woodland pathway. The parent waiting area is clearly marked on the map.

Year 5 and 6 parents must NOT block either 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 near their drop off** locations. Year 3 and 4 pupils are expected to be independent, and parents should observe their child entering the school by observing from the playground. **School staff will be at the entrances to meet and greet the children.**

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 Limes 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 to arrive at their Learning Pod by 8.45am

Year 5 pupils to arrive at their Learning Pod by 8.45am

Year 4 pupils to arrive at their Learning Pod by 8.55am

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

It is appreciated families with children at Greenway Academy and Trafalgar Infants have a potential conflict around preferred arrival times – parents should manage arrival times in the most efficient way possible for their family.

No child will be marked late at either school, as long as they are in class by 9.05am. Remember all siblings may be delivered to their own Learning Pods from 8.45am

The class teacher/school adult will welcome children into the Learning Pod at the agreed 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 3.25pm

Year 4 Learning Pods finish at 3.25pm

Year 5 Learning Pods finish at 3.30pm

Year 6 Learning Pods finish at 3.30pm

It is appreciated stated pick up times may clash with Trafalgar School times; parents should note ALL children are supervised at Greenway Academy by an appropriate adult until the parent (or representative) arrives on-site as a matter of good safeguarding practice.

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 the pandemic, and will 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 only marked as late if they arrive after 9.05am.

Attendance

All statutory powers relating to attendance have been reinstated by the Government from Monday 8th March 2021 so ALL children are expected to return to school.

Absences will be authorised for illness and appropriate appointments i.e. medical, eyesight, dentist, specialists.

COVID illness and self-isolation absences will be marked with the appropriate code and are not included in your child's overall attendance data.

Absence procedures will be followed for all pupils who are absent, where no message has been received. 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 principle behind the learning pod system is to minimise the staff/pupil mix as much as possible whilst still providing:-

- a broad and balanced curriculum, and
- statutory time for teachers to review, plan, assess

For the remainder of the academic year 2020/21, all classes in each year will continue to belong to their Year Group Learning Pod, with allocated teachers and support staff.

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 remain with their allocated class and teacher for the remainder of the academic year.

On their return, on Monday 8th March, 2021, the staff will work with the children to:-

- Celebrate successful learning at home
- Share the children's experiences from home and school
- Bring the class community back together as a learning community
- Revisit the rules and expectations in school to keep themselves and others' safe
- Revisit Behaviour for Learning expectations
- Revisit the school's Core Values

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

Desk arrangements, which support safe learning, are in place for pupils, with all necessary resources, as their personal 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 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)
- Appropriate layered school uniform, on colder days
- rearranging furniture, where possible, to avoid direct draughts.

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

PE KIT

Children bring in a PE Kit at the start of each week (Monday); the kits will be returned home on Fridays.

Teaching and Learning

All lessons have been designed to allow children to learn independently. There will be **NO** physical collaborative activities this term. 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

Home Learning Resources

All home learning resources should be brought to school on Monday 8th March, including learning logs (exercise books), reading books and CPG books. Children may return other evidence of learning they wish to share with their teacher. All books should be in a NAMED plastic bag and left in the boxes outside the classroom.

Reading Books

Home reading system will be in place; children should return all completed home readers to school in the first week into the book boxes located outside the LP classrooms.

Equipment

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

School Uniform (Gender neutral rules)

- Pupils **MUST** wear their school uniform, including appropriate seasonal footwear
- Pupils must have named appropriate clothing for the predicted day's weather
- **School bags MUST be small and manageable**
- **Long hair rules apply (must be tied back)**
- **Earrings – studs only**

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; going forwards, this will be reviewed in line with government roadmap.

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, including their own named classroom peg
4. School deep 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 wear masks, during transitions, and at times in class when working in close contact with children.

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

For children who previously required medication to be issued in school, the children need to:-

- **bring medicine into school on Day 1 in a named bag and hand to the class teacher**

If your child is newly on medication, please contact the School Office to discuss and sign the relevant paperwork (admin@greenwayacademy.co.uk)

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.

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:-

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 regular review in line with the Government's roadmap, and will be adapted where necessary, to cover any changes required around school life under COVID-19.



School Map for Entering and Exiting Site

