



September 2020

INFORMATION GUIDE FOR RETURN TO SCHOOL FOR GREENWAY PUPILS

This information has been put together taking account of a raft of Government (Department for Education, DfE) guidance that we have provided links for at the end of this guide in case you would like more detail at any point.

Details given within this Information Guide take priority over those which have previously applied and which are set out in other school policies and in Home School Agreements.

We will, of course, keep you fully informed of any changes all of which will be designed to ensure the safest but also warmest welcome back to Greenway that we can deliver.

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| <p>School Times</p> | <p>From 3 September, school will be open as follows:</p> <p>Nursery (non 30 hours):</p> <ul style="list-style-type: none"> • Monday – Friday: 9am-12pm <p>Nursery (30 hours)</p> <ul style="list-style-type: none"> • Monday-Friday: 9am-3pm <p>Reception, Year 1 and Year 2 (KS1)</p> <ul style="list-style-type: none"> • Monday-Friday: 9am-3.10pm <p>Year 3, Year 4, Year 5 and Year 6 (KS2):</p> <ul style="list-style-type: none"> • Monday-Friday: 8.45am-3pm |
| <p>Safeguarding</p> | <p>The school’s Child Protection Policy has been updated to cover the current pandemic and is available on the school website or via the school office</p> |
| <p>Items to bring to school</p> | <p>Items below can be brought into school in their school bag:</p> <ul style="list-style-type: none"> • Reading book bag • Named medication (in date inhalers and epi-pens); • Snacks (no nuts); |

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| | <ul style="list-style-type: none"> • Packed lunch if your child does not normally access school lunches; • Filled water bottle (including Nursery children); • Small packet of tissues marked with child’s name (this will remain in school); • If you would like your child to bring in their own sanitiser/hand cream/ please ensure that they bring it in bottles marked with child’s name (these will remain in school); • If it is hot please make sure that your child/ren has applied suntan cream protection before coming to school and has a sunhat with them every day as we will be outside a lot. • If it is wet please make sure that your child/ren brings in a coat • PE Kit (including trainers) <p>Your child will NOT need the following items – please do NOT bring them to school:</p> <ul style="list-style-type: none"> • Change of shoes • Comforters/toys. • Pencil case. <p>If you have anything that belongs to school eg reading/library books please do bring them into school</p> |
| School Uniform | <ul style="list-style-type: none"> • Children need to wear school uniform – this will not need to be cleaned any more than usual or cleaned with any specific procedure; • Children will need to wear black school shoes; |
| Before you leave home | <ul style="list-style-type: none"> • The DfE does not believe that it is necessary for parents or schools to take a child’s temperature every morning as it is not believed that this is a reliable method for identifying coronavirus; • However, if your child has a temperature of above 37.8/ a continuous cough/any illness including other Covid-19 symptoms/ DO NOT send them to school; • If anyone within your household develops a fever or a new continuous cough or other Covid-19 symptoms please follow the Government guidance which states that the ill person should self-isolate for 7 days and the rest of the household should remain in self isolation for 14 days; • If your child is ill please call/email the school in the normal way and advise us that your child will not be attending; • Parent and child to wash their hands adopting Government guidelines before setting off for school drop off and pick up. |
| Journey to school | <ul style="list-style-type: none"> • Walk to school wherever possible – one parent/carer per child/ren only; |

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| | <ul style="list-style-type: none"> • Be mindful of residents on Crossways and other roads surrounding the school; • If you drive to school please park considerately; • Arrive at the school grounds via Crossways NOT Greenway or via the alleyway off Gilbert Way. (You will not be allowed access by St. Thomas More staff who will be welcoming their pupils via Greenway and Gilbert Way); • Use the pavement on the left-hand side of Crossways as you approach Greenway adopting 2m social distancing practises; • If your Year 6 child walks to school without a parent, we would ask that they adhere to the Government’s social distancing principles and walk alone or with one other child only. |
| Drop off | <ul style="list-style-type: none"> • You and your child will be met at the school (pedestrian) gate by the Headteacher (Katharine Ellwood); and the INCO (Dani Roe); • Parent/carer to drop off child and to walk away from the school grounds via the main (car) school gate adopting 2m social distancing practise. The direction of exit will be clearly marked; • Please arrive at the time stipulated and do not arrive very early. Please always keep your child/ren with you; • Your child will walk to an area cordoned off for their class and will then be taken by staff directly to the door of the classroom. • Parents/carers will not be able to come to the door of the class or congregate in any way around school or the school entrance. • Use the opposite pavement on Crossways as you leave Greenway (i.e. left-hand side with your back now to school) adopting 2m social distancing practises; • If you need to communicate with your child’s teacher please do so via a note with your child; via school email; admin@greenway.herts.sch.uk; or by calling the school. • No parents should come onto the school grounds. |
| Lateness | <p>Please ensure that you do not arrive later than your year group’s allotted time as this will impact on all others attending. If you know that you are going to be late please telephone the school office and advise as to your time of arrival (01442 866249) as soon as possible. A member of staff will come to meet you and your child at the main school gate on Crossways. You will not be able to access the school grounds.</p> |
| Entering school | <ul style="list-style-type: none"> • As before lockdown children will wash their hands thoroughly as soon as they reach their classroom; • Year 1 –Year 6 children will be sitting side by side and facing forwards rather than face to face or side on in their full class. Staff will maintain distance from pupils and other staff as much as possible. |

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| New look classrooms | We will be removing some of the furniture and toys that might be too difficult to clean, particularly soft furnishings. Tables will be side by side, with two children sitting side by side, facing forwards. Windows and doors will be kept open as much as possible. |
| Lessons | <ul style="list-style-type: none"> • Children will have lots of fun. • Children will stay in their classroom with the same members of staff throughout the school day and will not move around between classrooms or enter usual communal areas such as the hall; • All staff will try to maintain 2m social distancing in line with Public Health England guidance as far as is reasonable. It is accepted by the DfE that in primary schools this may not be practicable particularly in the younger year groups; • No assemblies or large gatherings will take place as children will remain within their classrooms or outdoors; • No Show and Tell opportunities will take place where extra items are brought in from home; |
| Toilet Breaks/Cleanliness | <ul style="list-style-type: none"> • As before lockdown children and staff will be expected to follow a strict handwashing regime. Throughout the day under adult supervision children will be supported with handwashing not least after they have been to the toilet and before/after eating; • Children and staff will be expected to follow a strict regime if they need to cough/sneeze (<i>'catch it, bin it, kill it'</i>) – lidded pedal bins will be provided in each classroom and throughout the school for used tissues. These will be emptied throughout the school day; • Children will be reminded not to touch their mouth, eyes and nose on a regular basis; • All children will be given the opportunity of going to the toilet at regular intervals throughout the school day and will be supported to socially distance when they do so; • All frequently touched surfaces, equipment, door handles and toilets used will be regularly cleaned throughout the day by staff with pupil support as appropriate • The classrooms will be thoroughly cleaned overnight. |
| Lunch and Break Time | <ul style="list-style-type: none"> • Staff will collect packed lunches from the kitchen and deliver them to their classroom; • Lunch will be held in the classroom; • If your child normally has a school meal a packed lunch only will be provided (vegetarian and non vegetarian options will be available); |

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| | <ul style="list-style-type: none"> • If your child normally brings their own packed lunch to school they will still do so; • Children will play outside at break times at staggered times in clearly defined areas under supervision; • Children will only be allowed to play with children in their class; • Outdoor static equipment can now be used. |
| <p>Pick Up</p> | <ul style="list-style-type: none"> • Parent/carer to walk into the school grounds, as for drop off, walking up the left-hand side of Crossways as you approach the school adopting 2m social distancing principles; • You will be admitted to the school grounds via the school (pedestrian) gate and we would ask that you adopt 2m social distancing principles standing on marked arrows; • Your child will be brought out to a designated area by staff and will be handed over to you; • Please leave the school grounds immediately when asked to do so adopting 2m social distancing principles to ensure that we can release children as quickly as possible. The direction of exit through the main (car) school gate will be clearly marked. Parent's/carers will not be able to come to the door of the class or congregate around school; • Year 6 children who are not collected by a parent/carer will be expected to leave the school grounds when asked to do so adopting 2m social distancing practises in the direction indicated; • Again as for drop off, use the opposite pavement (left-hand side of Crossways with your back to school) as you leave Greenway adopting 2m social distancing practises. |
| <p>Emergency Procedures</p> | <p>Emergency evacuations, should they be required, will take place following social distancing principles as far as is reasonably practicable. Your child will be advised of these as necessary. A socially distanced fire drill will take place in the first few weeks.</p> |
| <p>Communications to you about your child from School if they become sick at School</p> | <ul style="list-style-type: none"> • If staff become aware that your child has developed a high temperature (37.8 or more); a new continuous cough or has a loss of or change in their normal sense of taste or smell, you will be asked to collect your child immediately; • Please consider who will collect your child in such circumstances and ensure that school are aware of the identity of that person if it is not a parent; • Whilst awaiting collection your child will be isolated in a room away from their bubble or in an area at least 2m away from others supported by an adult; • School staff supervising your child while they await collection will wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained; |

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| | <ul style="list-style-type: none"> • If direct care (such as for a very young child or a child with complex needs) is required then staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves; • Areas occupied and equipment used by the affected child will be thoroughly cleaned and disinfected after use; • Once home you must then follow the Government guidance on self-isolation and not return your child to school until their period of self-isolation has been completed (see below); • Currently all people including children under 5 are eligible for testing if they become ill with coronavirus symptoms and in circumstances where your child becomes ill we would ask that you arrange this test as soon as possible to include members of your household; • Where a positive test is returned the rest of the class bubble and staff members will be sent home and advised to self-isolate for 14 days. The other household members of that grouping will not need to self-isolate unless the child/staff member they live with subsequently develops symptoms; • Where a negative test is returned the child/member of staff can return to school provided they are feeling well and their fellow house members can end self-isolation; • You will need to be ready and willing to provide details of anyone your child has been in close contact with if a positive test is returned or if asked by NHS Test & Trace; • School will take advice from and be guided by Public Health England throughout in such circumstances; • All staff are aware of protocol for sick pupils; • Depending on the circumstances it may be necessary for all pupils in your child’s bubble/class to self-isolate along with the relevant members of staff. |
| <p>First Aid at School/Use of PPE at School</p> | <ul style="list-style-type: none"> • PPE will not be worn as a matter of course by staff in school as per DfE guidance; • 2m social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum e.g. pupils will apply their own cold pack, wipe, plaster where they are able to do so; • Those administering first aid will wear PPE appropriate to the circumstances and wash hands and ensure the affected area is cleaned upon completion; • Where direct care (such as for a very young child or a child with complex needs) is required staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves. |

Our arrangements have been compiled with specific reference to all guidance received from the Department for Education and in particular:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>