

Quick reference guide for parents/carers with children returning to school

What should children wear and what to bring to school?

- ⇒ Children should wear school jumper and polo shirt with trousers, shorts or plain leggings to avoid having to change for PE. Trainers may also be worn. Dresses/Skirts will not be suitable.
- ⇒ Children should not bring a bag into school
- ⇒ Children are not permitted to bring mobile phones into school
- ⇒ Children are discouraged from bringing coats unless needed—if they are brought into school they will be placed on the back of the child's chair where possible
- ⇒ Children can bring their own water bottle but it MUST be clearly labelled with their full name and will remain the child's responsibility

Classroom/school organisation:

- ⇒ Early Years Foundation Stage will be in two isolated groups (1 x Main school hall & 1 x Mrs Chapman/Mrs Scarre's classroom)
- ⇒ Year 1 will be in two isolated groups (1 x Miss Bryden's classroom & 1 x Mrs Windle/Mrs Stannard's classroom)
- ⇒ Year 6 will be in three isolated groups (1 x Mr Lees' classroom, 1 x Miss Court's classroom & 1 x Miss Cone's classroom)
- ⇒ Critical worker children will be in one isolated group (1 x Mrs Hartley's classroom)
- ⇒ Each group will have two members of staff allocated to them for the duration of their time in school. It will not be possible for all groups to have access to their class teacher.
- ⇒ Shared resources will be very limited and specifically to items that can be cleaned with disinfectant after use
- ⇒ Children will be given their own personal pack including pencil, ruler, rubber, pencil sharpener, colouring pencils etc) these resources must be kept by each child on their own work station and not shared
- ⇒ Collective worships will be delivered virtually into the classrooms twice weekly, on a Wednesday and Friday

Communicating with parents:

- ⇒ If you need to contact us you can do so via telephone on 01833 690298 or via email greenlane@durhamlearning.net
- ⇒ If you require a meeting with a member of staff in school this will take place virtually or via telephone by appointment
- ⇒ We will be regularly communicating with parents via letter, Weduc (our new communication tool instructions will be coming out soon for parents), Facebook and Twitter
- ⇒ Parents are not permitted into the building

Communicating internally:

- ⇒ To ensure social distancing all staff / governor meetings will continue to take place virtually
- ⇒ Staff will utilise Microsoft Teams and emails to communicate messages internally to limit social contact wherever possible

Arriving at school: (drop off at Main school reception on Green Lane)

- ⇒ All children should arrive at their designated time only (please do not arrive early)
- ⇒ All children will enter school via the main school entrance
- ⇒ Year 6 and critical worker children should arrive at 09:00
- ⇒ Year 1 should arrive at 09:15
- ⇒ Early Years Foundation Stage should arrive at 09:30
- ⇒ Families with siblings in different Year groups should arrive at the latest applicable Year group time.
- ⇒ All parents / children should wait on the pathway, maintaining 2m distance that will be marked out until they are called forward
- ⇒ Parents are not permitted into the building and must leave school premises as soon as possible
- ⇒ Children will be asked to sanitise their hands as they enter the building

End of the school day: (collection from large rear playground via Dale Road)

- ⇒ All children must be collected at the end of the school day
- ⇒ No children will be permitted to walk home alone to prevent socialising
- ⇒ Parents should collect their children on the large playground accessed via Dale Road at the designated time
- ⇒ EYFS and Year 1 will leave at 15:00
- ⇒ Year 6 and critical workers will leave at 15:15
- ⇒ Families with siblings should collect at the earliest possible time
- ⇒ Parents/children should maintain social distancing on the yard at all times
- ⇒ Parents/children should leave school premises immediately

What will school and classrooms look like:

- ⇒ Classrooms and the school building will be reorganised and brought to a minimalist state to avoid unnecessary touching of items
- ⇒ Designated class group areas will all be set out with work stations as far apart as possible (2m distance may not be possible)
- ⇒ There will be 2 metre markings on the floors and signage around school as a reminder
- ⇒ Children and staff will need to walk on the left
- ⇒ Handwashing posters will be displayed
- ⇒ There will be no soft furnishings / cushions
- ⇒ Seating and furniture to be removed from the staff room (leaving a small number of chairs that can be social distanced)

Curriculum / Home Learning

Children in school will:

- ⇒ Focus on building core skills of reading, writing and maths alongside a focus of RE and PSHE (mornings)
- ⇒ Focus on other subjects in the afternoon including sporting activities

Home Learning will continue:

- ⇒ From w/c 8 June home learning will be loaded onto our new communication tool Weduc (information will be emailed out to parents this week)
- ⇒ Staff will continue to respond to emails from parents as soon as is reasonably practicable
- ⇒ Learning packs will still be provided for those without access to IT equipment

Planning for lessons and continued home learning:

- ⇒ School will close at 12:30 each Friday to allow all Teaching staff to take the planning and preparation time at the same time

Lunchtime

- ⇒ Our kitchen will be opened from 3 June to provide packed lunches only initially to those who are attending school and are entitled to free school meals (benefits related & universal free school meals).
- ⇒ Children who usually pay for their lunches can do so via parent pay only (no cash can be accepted) and those children will also receive a school packed lunch.
- ⇒ Children who usually bring their own packed lunch can continue to do so. We do ask that they are brought each day in a disposable bag only (no lunch box) that can be thrown away each day.
- ⇒ Children will eat their lunches in their designated classroom and then go outside for a recreation period (30 minutes)
- ⇒ Whilst outside children MUST stay in their class groups and in their designated zones
- ⇒ Lunchtime will be EYFS & Year 1 11:45—12:10 (outside 12:10—12:40) and Year 6 and critical worker children eating 12:15—12:45 (outside 12:50—13:20)

Break time

- ⇒ Children must break in their class groups and not mix with any other groups
- ⇒ There will be 10 minute breaks from 10:00 with two classes only being out at any one time.
- ⇒ One class group will be on KS1 yard and one group will be on KS2 yard

Cleaning & hygiene routines

- ⇒ The school will follow local authority guidance regarding cleaning
- ⇒ This will include emptying bins more regularly
- ⇒ Paying extra attention to 'hot touch' areas such as door handles, tables etc
- ⇒ Staff will have disinfectant available to undertake more than routine cleaning
- ⇒ Staff will clean items for shared use such as iPads after each use
- ⇒ Doors around the building will remain open wherever possible to reduce contact

Hygiene

- ⇒ Children, staff and visitors to hand sanitise on entry, exit and throughout the course of the day
- ⇒ Regularly handwashing with soap will be required throughout the day for more than 20 seconds

Personal Protective Equipment

- ⇒ Wearing of face masks is optional for staff and year 6 children (families must provide their own if they do wish their child to wear one)
- ⇒ Wearing gloves is optional for staff
- ⇒ Visitors will be asked to wear gloves and a face mask (There will be no visitors to school unless it is essential for safety and business operations). Visitors must make an appointment.

Transport:

- ⇒ Children who usually arrive by bus to school should contact Miss Hall to discuss transport arrangements.
- ⇒ The Local Authority are liaising with coach companies to ensure social distancing is in place