

Quick reference guide for parents/carers with children returning to school on 3rd September

What should children wear and what to bring to school?

- ⇒ Children should wear normal school uniform with school shoes—they will be told which day PE is and can come to school in their kits on that day with leggings or tracksuit bottoms on to keep warm
- ⇒ Children should not bring a bag into school
- ⇒ Children are not permitted to bring mobile phones into school
- ⇒ Children bring their own water bottle in but it MUST be clearly labelled with their full name and will remain the child's responsibility

Classroom/school organisation:

- ⇒ 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 three times a week

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), Facebook and Twitter
- ⇒ Parents are sadly not permitted into the building unless in an emergency

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:

- ⇒ All children should arrive at their designated time only
- ⇒ All children will enter school via the main school entrance
- ⇒ Early years, year 1 and year 2 should arrive at 8:45am
- ⇒ Year 3 and year 4 should arrive at 8:55am
- ⇒ Year 5 and year 6 should arrive at 09:05
- ⇒ 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 and will leave by exiting across the car park through the main gates where a member of staff will be ensuring no vehicles access the school grounds
- ⇒ Parents are sadly 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 and at key points during the day

End of the school day:

- ⇒ 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
- ⇒ Early years, year 1 and year 2 will leave at 15:00
- ⇒ Year 3 and year 4 will leave at 15:10
- ⇒ Year 5 and year 6 will leave at 15:20
- ⇒ 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 will 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 and easily wiped down)

Lunchtime

- ⇒ Our kitchen will provide a two-week rolling menu from September.
- ⇒ Children who usually pay for their lunches can do so via parent pay only (no cash can be accepted).
- ⇒ 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, 2 & 3 11:45—12:10 (outside 12:10—12:40) and Year 4, 5 & 6 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 limited only being out at any one time.
- ⇒ The yards will be split into KS1 yard and a KS2 yard

Cleaning 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

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