



## **Welcome Back Plan for 3<sup>rd</sup> September 2020**

*To be shared with parents, governors and staff prior to the 17 July 2020*

Dear Green Lane community,

It is with a sense of relief and excitement that I write to you all knowing that our school will open to all its pupils in September! These past four months have been incredibly stressful times for us all and I am just so delighted that we will be able to return to something like normality in a few weeks time. I have been so proud of everybody in the Green Lane community, from parents and children home learning, to acts of kindness you have shown to your community, to the positivity our staff have shown over this lockdown particularly since the wider re-opening in June. I look back at what has happened with sadness, but more importantly with pride. Now we must all look to the future...

As you know schools across the country have been closed to most of their pupils since the end of March as a result of the pandemic which has swept across the world with such devastating consequences. During this period Green Lane has remained open for key worker families and for vulnerable children, in mid-June it took in more pupils as part of England's wider reopening of schools. Most pupils have however remained at home. Parents have done a superb job trying to keep home learning going and providing a safe and stable environment for children during this incredibly worrying time. Green Lane has tried to be a beacon of positivity and hope – livestreaming events and celebrations, delivering gifts and food parcels, running a wellbeing helpline, reaching out to the community through Facebook posts and messaging to name but a few! The school community has stayed strong but now as we look to open to all pupils in September parents will have many concerns and questions that will need answering.

This plan aims to answer as many questions as it can. Parents may be worried about how children will settle back to school life, will the children be anxious and how will Green Lane support them during this transition back to school life? Families may also be worried about what can be done to ensure that children make rapid progress – especially in the core subjects of reading, writing and maths – what will Green Lane do to ensure children do their very best in the classroom? Finally parents may be worried about what

**Green Lane will do to keep their children safe, what procedures and protocols can be put in place to minimise risks and limit any spread of infection?**

**This plan will try to answer these key questions, it is based very much on the key areas outlined in guidance from the Department for Education and as a result its language is a little formal, but at the heart of this plan is the desire to do the very best for your children: to keep them safe, to care for them, to nurture them, to protect them and to see them progress and rediscover their love for learning at Green Lane. Our school is rooted in compassion, compassion founded on our core Christian values and on its strong links with St Mary's Church. We hope this plan reassures you all that your children can return safely in six weeks time.**

**Best wishes and take care of each other,**



**Rob Goffee**

**Headteacher**

**Background and rationale for our school:** The government wishes for schools across the UK to open for all pupils in September, with educational settings following their guidance as closely as possible to protect children, families, staff and the wider community whilst the pandemic lasts.

The wider reopening that commenced from 15 June which welcomed more children back to Green Lane from early years, year 1 and year 6 to join the key worker group has proved successful with children and parents commenting on how safe and secure they felt. The children who have attended school throughout the lockdown period – a total of 85 – have coped incredibly well, have met all social distancing requirements and have enjoyed the opportunity to be back in school even under these unusual unprecedented circumstances. The plan below builds on the June model; it continues with staggered start and finish times in keeping with the guidance laid down by the UK government and it works on the principle of children being supported in year group 'bubbles' which are kept apart during the school day. Wherever possible staff will remain within these bubbles, however for the school to offer a full educational range and to avoid having to close early to support planning and preparation time there will need to be some movement between these bubbles, where this occurs staff will be encouraged to keep a 2 metres social distance from the children, recognizing that this will be difficult the younger the children are. Classrooms will be organised so that children are facing forward wherever possible, except in our early years setting where the size of the room and its access to outside areas of learning will reduce risks anyway.

We want to reduce the amount of time staff spend in the building to allow for cleaning and to reduce risk of infection. Staff will be expected to arrive no earlier than 8.15am and to leave no later than 4pm. Staff meetings will therefore continue to be held remotely for the foreseeable

future as will meetings with professionals and parents. Only essential visits to the building will be permitted and when these occur it is expected that visitors will wear face masks.

Volunteers are an essential part of the Green Lane family and their absence has been felt keenly. Volunteers will be welcomed back but they must work within particular 'bubbles', maintaining a social distance wherever possible and wearing a face mask / visor if working closely with a child, for example when listening to readers.

Collective worship will continue to be livestreamed into classrooms in September as it will not be possible for the whole school community to be in the hall together.

The plan below is expected to run for the autumn term at the end of which it is hoped restrictions will be further eased and school life can return to more of a normality. The headings relate to specific issues highlighted by government guidance that schools should consider with the section in red below it Green Lane's response.

### **Classroom organisation**

The government wish for pupils to be taught in year group 'bubbles' wherever possible from September. This will be the case at Green Lane meaning slightly larger class sizes in key stage 1 as a result. Children will be taught in specific year group 'bubbles', although year 4 will be split into two bubbles because numbers are too high for one to be used. Each bubble will have a specific teacher, or share teachers if they work part-time. Teaching assistants will need to move between bubbles for the school to support all of the children that it needs to with interventions and catch up programmes. Where staff move between bubbles there is an expectation that wherever possible they will maintain a 2 metres social distance from the children and other staff, where this is not possible they will spend no more than 15 minutes at a distance of 1 metres with a specific child. If staff have to spend a period of 15 minutes or more with a child at a distance of 1 metre they will wear PPE such as a face mask or visor to reduce the risk of virus spread. There is an understanding that the younger the children are the more difficult it will be to maintain this, particularly in early years however their new setting is much larger and combined with the outside area they have to explore and play in we feel this mitigates the risks and should mean staff can still maintain distancing.

Wherever possible staff will continue to supervise children going to and from the toilets so that a one in one out protocol is maintained. Staff will encourage children to use hand sanitizers and to wash hands throughout the day but particular on arrival in the morning, after break and lunchtimes and on return from the toilets.

In the case of staff illness Green Lane will in the first instance use its higher level teaching assistants to cover classes, where this may not be possible supply cover will be used but this will only ever be as a last resort.

Children are expected to wear their school uniforms on their return in September, with school shoes and school clothes. To avoid the need to bring in extra bags which might aid the spread of the virus classes from year 1 upwards will be told the day when PE takes place so that children can come to school on those days in their PE kits with leggings or tracksuit bottoms. We will aim to limit this to one day a week by having both PE sessions a week on the one day. Children in early years will be accessing the outside area each day so they should come into

school with footwear suitable for doing so. We will look to change this by the end of the autumn term if guidance allows.

### **Effective infection protection and control**

The class bubbles will not mix during the school day. They will be kept apart through staggered break and lunchtimes – they will be supervised over lunch by lunchtime supervisors, senior leaders and teaching assistants in specific ‘zoned areas’ outside. Each class bubble will have its own supplies of disinfectant, cloths and handwashing materials. Pairs of children will have their own allocated desks, with the understanding this will not be appropriate for our youngest learners. Children will be expected to clean hands at key points in the day – on arrival, after break, after lunch and before leaving as a minimum expectation. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them.

Doors will remain propped open around school (except for those connected to the kitchen and the sunshine room where there are ovens). In the event of a fire or emergency evacuation staff will remove door stops as they leave the building, wherever possible. Children will be reminded of good hygiene protocols at the start of each day.

### **Personal protective equipment (PPE) including face coverings and face masks**

Facemasks or visors will be worn by staff delivering first aid or supervising a child in the isolation room who is displaying Covid 19 symptoms prior to being picked up. There will be no visits to the school unless it is essential for building maintenance / safety (any visitors are required to wear facemasks and to use the sanitizer on entering the building; a supply of masks will be kept in the reception area). Staff and volunteers who spend a period of more than 15 minutes within 1 metre of a child (such as those listening to children reading for example) will be asked to wear a face mask or visor.

### **Shielded and clinically vulnerable children, young people and staff**

Shielding pupils will be able to return to school in September unless specifically told otherwise by a medical clinician, in which case class teachers will provide home learning opportunities.

Staff returning from shielding will have the chance to discuss how they can return safely to work – the importance of not spending a period of more than 15 minutes within 1 metre of a child will be reiterated and extra PPE will be offered (including face visors, gloves and aprons). Green Lane wants staff to feel safe and secure when at work, where this is not possible the option to work from home can be explored.

### **Fining families where children do not attend because of Coronavirus worries**

It is not Green Lane School’s intention to fine any parent, we would seek to reassure and to support those with concerns and use fines only as a last resort. Everybody is understandably anxious, families were before the wider reopening in June, but Green Lane has taken a cautious, considered approach that parents and children were reassured by. This is the approach we will take into September and beyond. We hope all families will feel confident about returning in the autumn and where they are not, to speak with us.

### **Arrival and departure arrangements**

Arrival at school will continue with parents bringing all children at the following designated times to the FRONT ENTRANCE:

- Early years, year 1 and year 2 at 8.45am
- Year 3 and year 4 at 8.55am
- Year 5 and year 6 at 9.05am

This staggered approach will minimise contact between children on entry and between parents as well. Families must follow 2 metres distancing when walking to the school and on the school grounds. Parents must find a safe place to park outside the school grounds if coming by car, the school car park will be closed with no vehicular access permitted during these times. They are requested to follow the one-way system for pedestrians, using the 2 metres distancing indicated. On arrival children will be asked to use hand gel and go straight to their classrooms. Any families with children in different year groups must aim to arrive at the LATEST year group time.

Exiting school with parents continuing to collect all children on the LARGE PLAYGROUND at the REAR at the following designated times:

- Early years, year 1 and year 2 will leave at 3pm
- Year 3 and year 4 will leave at 3.10pm
- Year 5 and year 6 will leave at 3.20pm

This staggered approach will minimise contact between children on exit and between parents as well. Families must follow 2 metres distancing at all times, spreading out on the playground as they await their children and they must leave the school premises as soon as they collect them, not gathering together and not leaving together. Any families with children in different year groups must aim to arrive at the EARLIEST year group time.

During the autumn term the school will expect all children, including those in year 5 and 6, to be dropped off by and collected by an adult. This is in place to reinforce the need NOT to mix with children from other bubbles at these crucial before and after school times. This has been the protocol from mid-June and it has been incredibly successful. We hope that this can be relaxed during the year at some point so that independence can be encouraged again.

Children must break in their classroom bubbles – they must not mix with other bubbles. The large KS2 playground and the smaller KS1 playground will be split into two so that four bubbles at a time can break together. 15-minute breaks will start at 10.15 and 10.45 with four classes at a time outside. Classes MUST be inside immediately after their 15 minutes so that mixing does not occur. Classes will exit onto the playgrounds via the dining hall door and enter via the corridor door near the library.

### **Policy changes**

Safeguarding – Either Mrs Linsley or Mr Goffee will be out of class so that safeguarding concerns can be passed on in the usual way with staff remembering to use 2 metres social distancing. Cause for concern forms will be available for staff to use in the staffroom.

Health and Safety – Disinfect tables, taps, door handles before start of day (by cleaning team), at lunchtimes (by classroom staff) and at other times as staff deem it necessary, for example if shared equipment has been used. Pupils to use own supply of equipment supplied by school

(pencils, etc.). Any shared equipment will also need to be cleaned after use (such as iPads or laptops). Pupils will be asked to bring in a water bottle with their name clearly displayed on it and full of water, they will keep these on their desks and bring them home with them each night (parents are responsible for disinfecting these before children come into school each morning). No school bags are to be brought into school by children during the autumn term. Pupils will not be allowed to bring mobile phones into school whilst these procedures are in place. Parents will not be able to make cash payments during this period and will need to contact school to make alternative arrangements or use ParentPay. Staff will need to employ social distancing in the staffroom and use sanitizers on entry – they will need to ensure they have used sanitizer or disinfectant before using the photocopier.

Behaviour – It is essential that children maintain social distancing – particularly around avoiding contact with children in other class bubbles. A child who repeatedly breaks social distancing rules on purpose may be asked to home learn for the safety of everyone else in the school community, any such decision would not be taken lightly and parents would be consulted before this happened. We would expect older pupils to fully comply however we recognise that this will be a challenge for many of the younger children and would obviously take this into consideration.

### **English and maths learning in the autumn term**

Parents are understandably worried about children's progress and how the school will support children from September particularly in the core subjects of reading, writing and maths. Teaching staff will focus their efforts on these areas during the first term and will seek in the first half term to consolidate learning from the child's previous year of education. In each of the three core subjects we have identified key objectives which we feel are the building blocks for further progress (for example calculation strategies and times tables in maths) and these will form the focus for teaching staff from September. It will be expected that staff may need to use the afternoons for extra intervention – something we would not normally do however we all recognise that these are extraordinary times to be a child. We have ensured that each class bubble has at least two days a week of teaching assistant support and it is expected that this will be directed to those pupils who through our assessments are identified as requiring extra booster sessions. During the autumn term we will seek to close the building down as soon as possible once the children have gone and marking has been completed to allow for deep cleaning and to minimise the risk of infections spreading, however if infection rates continue to fall then we hope to open up after school clubs in the spring but with more of a focus on core learning and skill catch up than we have previously done.

Although work in the autumn term will focus on rebuilding the core skills of reading, writing and maths, alongside this we do not want to exclude the wider curriculum, in particular we want to have a strong focus on RE and wellbeing. We understand that there will be great anxiety in many of our young people and so Green Lane will continue to support the mental health and wellbeing of its pupils. A special wellbeing programme will be put in place that all class bubbles will access, it will give all pupils the chance to explore feelings and share worries and anxieties.

Green Lane will not seek to narrow the curriculum, however there is a shared understanding that the autumn term will be very much about consolidating the previous year's learning before moving onto the current years learning with the high expectations we have become renowned for!

### **Reduce movement around the school or building**

Corridors to continue to be marked out so that it is clear children should keep to the left and maintain as much social distance as possible, recognizing that given the nature of our school it will be impossible for this to be 2 metres at all times. Playground and playing field to be marked out so that it is clear what zones children should stay in at break and lunchtimes.

### **Collective worship**

Collective worship will be livestreamed into classrooms three times a week – Monday, Wednesday and Friday. Collective worship will be conducted by teaching staff inside the classroom on the other two days of the week. Sadly it will not be possible for Hymns and Singing Practice to take place due to the restrictions limiting this sort of activity to groups of no more than 15. Mrs Butters can continue to support our music provision each week spending sessions with specific class bubbles and working with half a bubble at a time in the school auditorium (hall).

### **Stagger lunch so that all children are not moving around the school at the same time**

The kitchen will be opened offering a limited range of hot and cold meals. Meals will continue to be delivered to classes and eaten in classes supervised by class teams. Children who bring in their own packed lunches would be requested to do so in a bag that can be disposed of after lunch (with sandwiches wrapped in foil, etc.) so that there is less risk of contamination from school to home. Children will then go outside for a 30-minute recreation period where they will be supervised by Lunchtime Supervisors, Senior Leaders and Teaching Assistants. They must stay in their class bubbles and remain in their identified zones. Lunchtime will be organised into two distinct halves with early years, year 1, year 2 and year 3 having their lunch between 11.45 and 12.10 and then having outside break from 12.10 to 12.40; both year 4 classes, year 5 and year 6 will have their lunch between 12.15 and 12.45 and then have outside break from 12.45 until 1.15. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them, that member of staff will disinfect door handles, toilet cubicle locking mechanisms and flushers after children have returned to classrooms.

### **Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)**

Class bubbles to store away all soft furnishings, items not needed, etc. setting up rooms before 3 September (items ideally to be stored in class cupboards). This means the Sparkle Room cannot be used.

The seating in the staffroom will be chairs that can be wiped down.

### **Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible**

The school bus will come into the car park prior to its being closed at 8.45am so that children on it can be dropped off and met by a member of staff. The reverse will happen at the end of the day.

### **Marking and reading books**

The school will provide each child with their own supply of crayons or felt-tips so that there is no sharing; children can have exercise books but wherever possible these should not be taken home by staff, whole class marking should be used wherever possible in maths and other subjects – for literacy there is an expectation that individual books will need to be marked to allow for more personalized progress; children must keep equipment on their desk in a clear bag provided by the school; pencil sharpening should be done at their desk and emptied into class bins at the end of the day on their way home. Reading books and records can be used but staff must ensure that each class bubble has its own dedicated supply and that books are not shared with another class until they have been quarantined for a 4 day period. For the first two weeks in September the school will be reviewing how reading books can be safely distributed – it may be that books remain in school and do not go home during this period.

### **Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly**

School Business Manager will be responsible for ensuring each classroom bubble has enough products to disinfect each classroom with. Any shared equipment will also need to be cleaned after use (such as iPads or laptops). Classrooms to have a full supply of hand sanitizer. Toilets to be stocked with soap and dispensers. Disposable hand towels to be used.

### **Reduce mixing within education or childcare setting**

Children will exit onto the playground through the dining room door and enter via the door that leads onto the library corridor.

### **Consider one-way circulation, or place a divider down the middle of the corridor to keep bubbles apart as they move through the setting**

Corridors continue to be marked out so that it is clear children should keep to the left and maintain 2 metres distances from each other. Playground and playing field to be marked out so that it is clear what zones children should stay in at break and lunchtimes. It is not possible to run a one-way system in school due to its layout and construction – children will be directed to keep to the left and maintain a 2 metres social distance between each other wherever possible.

### **Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time**

Staggering breaks and lunchtimes will continue to help. Children will be asked to keep a 2 metres distance from each other if they are queuing for the toilet. Pupils will need to wait outside until a toilet becomes free. All pupils encouraged to use toilets during staggered break or lunchtimes only. Pupils will be expected to clean hands at the sink – using soap provided and then to use sanitizer on return to the classroom. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them.

### **Use of the dining hall**

The school will offer a range of hot and cold meals although obviously in a limited way with parents having the opportunity to choose options with their child. During the wider reopening from mid-June the kitchen team, led by head chef Lilian, have experimented with a range of foods (from fajitas to fish and chips) that can be eaten in the classroom with disposable containers and recyclable cutlery, etc. This has helped keep bubbles apart and minimised

children's contact with plastics and metals – items proven to harbor the virus for longer. From September children will continue to eat in classrooms and to use designated zones outside for play. Communal areas will not to be used by more than one class group at a time during the autumn term.

### **Use of staff rooms and offices**

With pupils having staggered breaks and staggered lunchtimes this should reduce footfall in the staffroom and limit occupancy. Staff are encouraged to eat in their classrooms where appropriate. Staff will be encouraged to vacate the building by 4pm. Staff meetings will continue to be conducted remotely – as will senior leadership meetings, governing body meetings, etc.

### **Reduce the use of shared resources**

Homework will be set online using Weduc wherever possible in the autumn term and children will only take learning activities home where this is deemed essential (for example phonics cards in early years). Paper-based homework is to be kept to a minimum and where it is used will be kept quarantined by class teachers for a period of 3 days before being reviewed. Children must not share stationery equipment and will have their own supplies at their desks, supplied by the school and kept in a clear bag again supplied by us. Trays to be removed from desks in KS2 and stored away.

### **Communication with parents**

Regular communications with parents will continue. Face to face meetings will not take place unless deemed absolutely essential, phone calls or remote meetings will continue to be the norm during the autumn term. At all times parents will be treated with honesty and respect with the school being as transparent as possible with its plans and actions.

### **What happens if someone becomes unwell at an education or childcare setting?**

Anyone becoming unwell in school will be isolated in a separate room and supervised by a member of staff wearing facemask and gloves until they can be safely collected.

Staff, parents and volunteers must look out for the following symptoms and take steps to self-isolate should they be identified, informing the school as soon as it is practicable to do so:

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

### **What happens if there is a confirmed case of coronavirus in a setting?**

'When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education

or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or bubble within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.'

### **Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service.

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is available to all people. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

### **How should special schools and colleges consider and manage risks in supporting children and young people with complex needs?**

The government has published [guidance for special schools, specialist colleges, local authorities and any other settings](#) managing children and young people with education, health and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.

The same members of staff are allocated to these children to minimise risk of infection spreading from different individuals. The school will conduct a risk assessment for these children to best meet their needs.

### **How would the school cope with staff or pupil sickness in a class bubble?**

If a pupil becomes ill with a condition not related to Covid-19 so that they cannot attend school then normal procedures would continue, with the parent informing school about the child's non-attendance and the reasons why before 9.30am of the morning they will not be in school. Parents must be sure that the child has no symptoms relating to the virus. If a child is off school and they DO HAVE symptoms then that child must be taken for an immediate test organised by the parent, the child will remain off until the results of the test are known. If the child tests positive then parents must inform the school of this immediately. The same applies to a member of staff who tests positive. All children and staff within that class bubble will then be required to self-isolate for 14 days before returning to school, if any develop symptoms then they will need to get a test.

If a member of staff within a class bubble becomes ill with a condition not related to Covid-19 so that they cannot attend school then where possible cover will be provided by one of the school's higher level teaching assistants; however it may be necessary to employ a supply teacher.

**What can the school do to support children in bubbles that are self-isolating?**

In this case the school will provide home learning for these children using a combination of the Oaks Academy and the schools own online programmes.