

# Greenfields Primary School

## Implementation Plan

Information for Parents

This guide is intended to both reassure and inform you of the measures we are taking to minimise and protect against the spread of infection in school.

This approach takes into account all published guidance for schools and other educational settings, in particular the DfE planning guide for primary school leaders to help them prepare to open their schools for more pupils during the coronavirus outbreak.

Please ensure that you are familiar with the social distancing procedures for dropping off and collecting your children.

Please ensure that your children are familiar with the measures within school to minimise social contact.

As always, if you have any questions or would like to ask a question about something included in the plan, please don't hesitate to contact school:

Tel : 0191 643 2801

Email: [office@greenfieldscps.org.uk](mailto:office@greenfieldscps.org.uk)

## PREPARING THE SITE

A comprehensive health and safety check of the building has been undertaken as parts of the site and buildings may have been out of use for several weeks.

We have liaised with our cleaning provider to check that all expectations about cleaning can be carried out within the timeframes available.

All frequently touched surfaces (e.g. equipment, door handles and toilets) used during the day will be cleaned thoroughly each day. The cleaning provider knows what is needed and will follow guidance on cleaning non-healthcare settings and guidance on implementing protective measures in education and childcare settings.

In particular, we have planned for a daily checks on:

- the availability of soap and hot water in every toilet and in classrooms
- hand sanitiser stations, especially at the main school entrance
- disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and in other key locations
- lidded bins in classrooms and in other key locations around the site for the disposal of tissues, these bins to be double bagged for emptying

**Movement around the School** - we have tried to reduce possible contact between different groups of children, and between adults, this includes staggered breaks/lunch times and a set routine for children going to the toilet. When and if your child is allocated a place in school, we will send you an individual timetable which will explain to you the room and staff working with your child.

Brief transitory contact, such as passing in a corridor, is low risk, but social distancing markers will be in place on corridors and pathways. Please make sure that your child understands the importance of keeping to the social distance markers.

**Site Examination** - In order to make smaller groups, we have had to spread years groups out into different classrooms, therefore we have moved essential resources into the rooms that we will need to use. Please therefore be aware that when and if your child is allocated a place in school, they may not be in their usual classroom or with their usual teacher.

We have been mindful to minimise the number of resources in order to make sure that they can be wiped clean. Wherever possible, resources that are not easily washable or wipeable have been removed.

e-Bug coronavirus posters (Horrid hands / Super sneezes / Hand hygiene / Respiratory hygiene / Microbe mania) will be displayed in classrooms, at the main entrance, in the staffroom and in all toilets.

## CHECKING THE MAXIMUM SAFE GROUP SIZE

We have rearranged classrooms to ensure that children are sitting 2m apart in line with Public Health England social distancing guidelines. This has enabled us to ascertain how many children can be safely accommodated in each room, accordingly, the maximum group size is 10 children with up to 3 adults .

The following additional protective measures will also be in place:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular deeper cleaning of rooms used
- minimising contact and mixing through creating set group 'bubbles'. Children and staff will only mix in their own small, consistent group and that small group will stay away from other groups. Within the small groups, children will be kept 2m away from each other as far as possible.
- Some bubble groups will have children in the same household together to minimise the contact from different household within one group.

## PROTECTIVE MEASURES TO REDUCE RISK

We have planned various protective measures to reduce risks and to reduce contact between different groups, including adjusting timings of the school day.

Protective measures considered thus far:

- staggered start and end of the school day to reduce volume at the entrance- please your individual timetable if and when you are allocated a place for details. Please make sure you follow the markings on the yard to maintain social distance. Children need to come straight into their designated classrooms. They should not line up on the yard or at the entrance.
- using signage to guide parents and carers about where and when they should drop off and pick up their children
- working out arrangements for breaks or play times so that only one group of maximum 10 children is in the same play area at any one time
- ensuring that staff remain at a safe distance from each other at lunchtime or during breaks (including the staff room and other areas such as the school office)
- If and when you are allocated a place, you will not be allowed into the school building. If you have question or query please email school at:  
[office@greenfieldscps.org.uk](mailto:office@greenfieldscps.org.uk) or telephone 0191 643 2801

Arrangements for lunch also ensure that children do not mix with children from other groups - this is means continuing with packed lunches for children to eat in their classroom. If and when your child is allocated a school place, we will provide a packed lunch provided by North Tyneside Catering Service. If you wish for your child to have a water bottle, it should be disposable so that we can throw it away at the end of the day.

**Personal Protective Equipment (PPE)** - The government guidance states that it is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of PPE or if a child becomes unwell with symptoms of coronavirus while at school and needs supervision until they can return home. If your child becomes unwell at school, they will need to be isolated. We have designated isolation rooms which have visibility glass through which your child can be

supervised until you are able to collect them. Staff supervising your child will be wearing PPE as a precautionary measure.

In line with this guidance, we have ordered masks, gloves and aprons to be worn by any First Aiders supporting a child who becomes unwell with symptoms of coronavirus while at school. These are single use and disposal will be in accordance with H&S guidance.

**Pupils in school** – If and when your child is allocated a place in school, please ensure they come into school in clean clothes that haven't been worn the day before. This means that we will be relaxing our rules around uniform. However, we would ask that where possible, you are mindful that the children will be outside as much as possible and so new or impractical clothes will not be suitable.

Children will not be allowed to bring anything from home into school. This includes:

- bags
- books
- non-disposable water bottles
- stationary
- bikes
- scooters
- toys or games

Each child has been allocated a desk with a tray. Their equipment which has been provided by school will be on your child's desk. Children will not be allowed to swap or share equipment or sit next to another child.

**Visitors** – External visitors to school during school hours are limited to essential visitors only.

Parents will be invited into school buildings if it is strictly necessary, by appointment, and ideally only one parent at a time. Any such meetings should take place at a safe distance.

## **EXTERNAL SUPPORT FOR SEND AND BEHAVIOUR**

For pupils with education health and care plans (EHCP), it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form. If this is the case, we will work with the Local Authority and parents to confirm what special provision can reasonably be provided.

We are also aware that there may be additional pupils, who display symptoms of stress or anxiety and additional support may be needed for them. We are currently reviewing our pastoral provision to consider how we can support pupils' mental health and well-being

## **CHANGES TO ROUTINES FOR PARENTS AND PUPILS**

In light of the new systems that we have put in place please ensure that you are familiar with the routines for parents and staff.

- following the altered routines for arrival or departure as dictated by your timetable

- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions
- reminding children about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- reminding children to tell an adult if they are experiencing symptoms of coronavirus
- rules about sharing any equipment or resources (like stationery)
- amended expectations about break times, including where children may or may not play
- use of toilets

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing. Classroom doors and windows will be kept open for air flow.