



# **GREENVALE SCHOOL**

**Coronavirus (COVID-19)**

**School Opening**

**September 2020**

# Handbook for Parents/Carers

## Introduction

The government has announced that educational settings can open to all students in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all students from Wednesday 2nd September 2020.

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID19) pandemic.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open.

We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our students back to school.

Guidance is changing frequently however we will keep you updated through the website, newsletter, emails and or text messages. Please ensure we have ALL your most up to date details.

Please feel free to call our office on: 0208 465 0740 if you have concerns.

You will not be permitted to come onto the school site without prior permission.

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In order to keep our school safe, we would like you to help us

- Adhere to your child's pick-up and drop-off times – ensuring you leave the school site promptly. Maintain social distancing with staff and other adults.
- Only communicate with the school via telephone or email
- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

**We will endeavour to keep you updated with any changes as soon as we can**

### **1. Risk Assessment**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance

The school's overarching Risk Assessment can be found on the school website under the tap at the top of the home page called Covid information. It is in a tab called Risk Assessment.

### **2. Symptoms**

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

### **3. Testing**

All students, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

## **We strongly encourage you to inform the school immediately of test results.**

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

### **4. Procedure for Student Displaying Symptoms of Covid 19**

It is extremely important that all parents and students remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

You must not, therefore, not send your child to school if they have any of the following symptoms.

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection
- You should come to collect your child must as soon as possible.
- We would ask that you have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While students are awaiting collection, they will remain in their classroom and be able to access one toilet.

All parents will also be informed that a positive case has been identified even if your child does not need to self-isolate. On some occasions it will be clear that your child has not been a close contact of the identified case.

## **5. Social Distancing**

The vast majority of young people at Greenvale cannot Social distance and although we will support and encourage this where possible we cannot guarantee that students will be able to remain a safe distance apart.

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect students to follow these rules where possible; however, we understand that many of our students are unable to fully understand social distancing principles because of their needs. Staff will work with all students to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented:

- One-way systems
- Desks and chairs in classrooms arranged to maintain space
- Staggered lunch, break and drop off / pick up times.
- Assigned students to "bubbles" and "sub-bubbles"
- Assigned students to specific recreation spaces.
- Reduction of any shared rooms accessible to students.
- Stopped any large school gatherings such as assemblies.
- Signage and floor markings to encourage social distancing.
- A recovery curriculum to support students to reconnect and return to school and to support their well-being.

## **6. Arrangements**

To increase the effectiveness of social distancing with all staff and students attending school, we have made the decision to have students as one bubble across the school as we have very small numbers compared with mainstream. We then have sub-bubbles that restrict interactions to those students in Key stages. This will reduce the number of students that come into contact with one another. Many students will mix very little outside their class bubbles. The school will form one large bubble but Key stages will be sub-bubbles. As stated many students will not mix with many students beyond their class.

Student will still work in their individual classes as much as possible but will be in year groups when they are in the playground, at lunch, and for any activities such as PE, physio and any interventions. They will also share some year group resources.

- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc however they will ensure social distancing is maintained and robust hand washing procedures.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.
- Desks and chairs will be forward facing and as far apart as possible. Furniture has been removed from certain classes to provide extra space.

- Woodland, Forest and Glade students will be issued with their own stationery sets and will not be shared.
- Any equipment or resources that is shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble.
- We request that students do not bring in non-essential items from home.
- If students take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- Each sub-bubble will be allocated specific toilets which will be cleaned regularly during the day.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.
- Students will be supported to wash their hands and use sanitiser.

We request that your child only brings into school:

- A water bottle – which can be refilled in school
- Packed lunches if required.
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- School bag

## **7. Travelling to School**

Students who walk or travel to school without school transport should be dropped off by only 1 member of their household where possible. Please wait at the gate. Do not congregate in a large group and assemble at points indicated along the fence.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Pick up and drop off points for students coming to school with parents will be as follows;

<b>Key stage</b>	<b>Classes</b>	<b>AM</b>	<b>PM</b>	<b>Gate</b>
Key stage 3	Ash & Oak	9.15	3pm	Front gate.
	Elm & Teak & Magnolia	9.30	3.15	Front gate.
Key Stage 4 & Holly		9.15	3pm	Vehicle exit pedestrian gate (Far end)
Key Stage 5		9.30	3.15	Vehicle exit pedestrian gate (Far end)
<b>If you arrive early please wait in your vehicle or at a safe social distance from others.</b>				

Students on buses will disembark or embark buses under the direction of the SLT so that they avoid moving in large numbers. Only a reduced number of buses will be permitted on the forecourt at any time reducing student numbers.

These protocols might make the process slower but will ensure safety for students.

## **8. Face Coverings / Masks**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools unless they are in crowded areas. At Greenvale we have small numbers of students and wide corridors which will reduce the associated risks. All evidence will be kept under review. They are not considered to be required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If you wish to send your son / daughter to school in a mask we will support them to wear this but will continue to maintain social distance. We appreciate that many of our students cannot or will not wear masks.

If your son / daughter wears a mask / face covering to school, during the day they will be encouraged to wear this if this is your request. We cannot enforce the wearing of masks and students must be able to manage any face covering themselves. If they are to remove the mask they must bring a plastic bag to store it in or we will dispose of single use masks in a bin inside their classroom. If disposable mask is used please send extra if they are needed on the way home. The school will NOT be able to provide masks for students to use.

## **9. Drop off and Pick Up**

Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We ask that students are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

Parents/ Carers must contact the school either by phone, email or in the home school book. We will not be holding meetings in school but will carry out Annual Reviews and other meetings online or on the phone. We will contact you in advance to arrange this.

Students will be brought to school either by a parent or on school transport. Please contact Passenger Services for more details of their Risk assessments and timings. The school will bring students into school in a managed way (See above) to ensure that they are able to socially distance and the corridors are not crowded. Parents must stand on the social distancing signage at the gates. We have asked you to bring your son / daughter at a slightly later / earlier time according to their class / key stage. Please only arrive at school at 9.15 , 9.30, 3pm or 3.15 and remain in your car or at a waiting point indicated on the floor if walking.

Please contact Passenger services directly regarding any school transport.

## **10. Uniform**

Uniform and / or school clothes do not need to be washed or cleaned any more than normal. If you wish to purchase school uniform, please contact the school office. They will ask a learning mentor to contact you to organise this.

## **11. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and students safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect students to follow these rules; however, we understand that some students may be unable to fully understand infection control principles, e.g. if they are very young or have special educational needs.

Staff will work with all students to ensure their safety and positively reinforce good infection control behaviour where necessary.

Students will be instructed to wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (IT Suite, Art Room etc)

Students will wash their hands for at least 20 seconds using soap and water or use the sanitiser. Young students and students with educational needs will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all out water fountains but students will have access to drinking water in all classrooms.

## **12. Food and Drink**

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime.

The majority of KS3 and Glade will eat in classrooms and school dinners will be brought to them. Please ensure all meals on trolleys are covered by a plate or a plate cover.

The majority of KS5 bubble will eat in the dinner hall, and after cleaning, the majority of KS4 bubble will then eat in the dinner hall. Individual cutlery is provided by the kitchen staff.

If you wish to discuss where your son / daughter will eat their lunch please contact your key stage coordinator.

Staff directly supporting students eating and drinking will wear face masks and visors.

## **13. Visitors**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a student – this also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

Meetings will only be held where absolutely necessary and ensuring social distancing. All EHCP reviews and parents evening will take place via telephone call or on-line.

#### **14. Transport.**

School buses will be running as usual but you will need to liaise directly with Passenger services regarding any issues. Passenger services will inform you of their safety policies and procedures. At school we will manage students on and off buses so that they do not congregate in corridors. This might make this process longer as some students might need to wait before leaving or joining their bus.

#### **15. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained. Those staff undertaking hoisted personal care (where social distancing is complex) will wear full PPE including a mask and visor this is both to keep your son / daughter and them safe

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident please inform the office staff that you have arrived and wait at the gate. We will bring your son / daughter out to the gate.

#### **16. School Trips**

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice.

Our school is not currently planning or arranging any new school trips at this time.

#### **17. Assemblies / Gatherings / Events**

The government has advised that school do not hold full school assemblies at this time.

We may hold bubble assemblies, but no parents / carers will be invited.

We will not be organising any events or gatherings for the foreseeable future and parents evening will be via telephone. Please keep in regular contact with class teams via home/school book or arrange a call with class teacher if you wish.

#### **18. Curriculum**

It is important that as a school we sharpen our focus on supporting students "health and wellbeing" and help them back into school life successfully.

We will:

- Increased outdoor learning, where possible
- Continue with PE lessons – noncontact sport and in groups from their bubble.
- Music – enrichment activities will take place within key stage bubbles
- IT will take place in classrooms rather than the ICT room.

We will be re-establishing routines and structures for our students, and following a recovery curriculum. Students will focus on core skills such as Communication, English, Maths and ICT during morning sessions. After lunch we are working on a whole school recovery curriculum. This will include cross-curricular projects to support reconnection and wellbeing such as writing journals, making happiness boxes and whole school arts projects such as a gratitude tree or a hope pebble pathway. Activities are designed and planned to allow students time to relearn routines, and structures, rebuild relationships and connect back together as a community.

We will also directly be directly teaching our young people about how to stay safe during the pandemic including about social distancing and hand washing.

## **19. Behaviour**

For our school to remain safe for students and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Students will be expected to follow these rules however we understand that they may be difficult for the young students or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect students to:

- Partaking in additional hand washing.
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible.
- Not mix with other students from different bubbles
- Adhere to all the classroom / bubble hygiene rules

## **20. Clinically Vulnerable**

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the headteacher via the school office.

**We are really looking forward to welcoming all of our young people back to school. We have really missed being together as a school community. However, at this time we will have to keep health and safety a high priority so**

that we can all stay healthy and well. Please help us by following this guidance carefully. Thank you.