



## **GROVE ACADEMY**

### **COVID-19 Parent Handbook March 2021**

#### ***A message from Grove Academy staff***

*Due to declining infection rates and rising numbers of the population receiving the vaccine, the government announced that all pupils will return to school on 8<sup>th</sup> March 2021, and we cannot wait to welcome them back. This handbook supports our risk Assessment and is intended to support our school to prepare for this.*

*Your children are precious to you and to us. We have carried out a thorough risk assessment and implemented a host of measures to ensure school is as safe as possible for everyone in our Grove family. Some of the decisions we have had to make are not going to be convenient for everyone, but we have to put safety first, so we hope that you will be patient and respectful of us during this time. We are sure that you can appreciate that guidance has and continues to change constantly, and we need to keep abreast of this, making changes as they are required. Please do not hesitate to get in touch via Dojo or email ([grove@espritmat.org](mailto:grove@espritmat.org)) to communicate any queries and we will do our very best to resolve them. Remember in the words of Winnie the Pooh "You are braver than you believe, stronger than you seem, smarter than you think and loved more than you know." Let the journey continue!*

*Stay safe and well – your support is immensely appreciated*

*All staff at Grove Academy xxx*

#### **Our provision will be continually assessed due to:**

1. **Local** and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team



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This handbook will share with you the arrangements for a **full reopening of Grove Academy in March 2021** following the further lockdown.

<b>Entrance to school</b>	<ul style="list-style-type: none"> <li>Your child will be allocated an entrance, which will be either: (see grid below for full details) <ul style="list-style-type: none"> <li>Keelings Road black gate, where you will enter and follow a one- way system and exit the blue gate on Turner Street</li> <li>Turner Street main black gate, where you will enter and follow a one- way system and exit the blue gate on Turner Street</li> <li>Myatt Street, where you will drop your child at the gate then follow the one way system on the pavement</li> </ul> </li> <li>Please do not join the queue until the sign is held up for your year group. This will help to alleviate some congestion.</li> <li>We are requesting ALL parents and staff to wear a face covering when dropping off, and collecting children as we cannot guarantee social distancing with our small playground and narrow pavements. <b>Please wear the face covering on the pavements surrounding school and on school grounds.</b></li> <li>When dropping off and collecting your child we are asking parents to follow a one-way system so that social distancing measures can be put into place. The map below shows the school and the one-way systems. Times will be staggered as detailed below. There are spots marked on the pavement, please wait on one of these. Where 2 bubbles use the same entrance at staggered times, please don't join the queue until the first bubble has entered (or for Keelings, wait where directed). We will be dismissing from 3 exits which again is detailed below. Scientific advice suggests that one of the biggest risks of pupils returning to schools is parents gathering at the school gates, so PLEASE HELP US STAY SAFE AND SOCIALLY DISTANCE.</li> <li>Times will be allocated as per the grid below, and will be confirmed via text message prior to your child's first session in school (excluding BASC children).</li> <li>Parents will not be permitted onto the site (unless using the designated one way systems)</li> <li>Children must attend school every day unless they are shielding or awaiting a test result. Strictly <b>one person</b> must accompany their child to and from school. A responsible person over the age of 14 can collect, and Year 5 and 6 pupils can walk alone with prior written permission by emailing the academy office <a href="mailto:grove@espritmat.org">grove@espritmat.org</a></li> <li>Members of school staff must supervise each entrance during phased reopening until satisfied that all control measures are being applied consistently</li> </ul>
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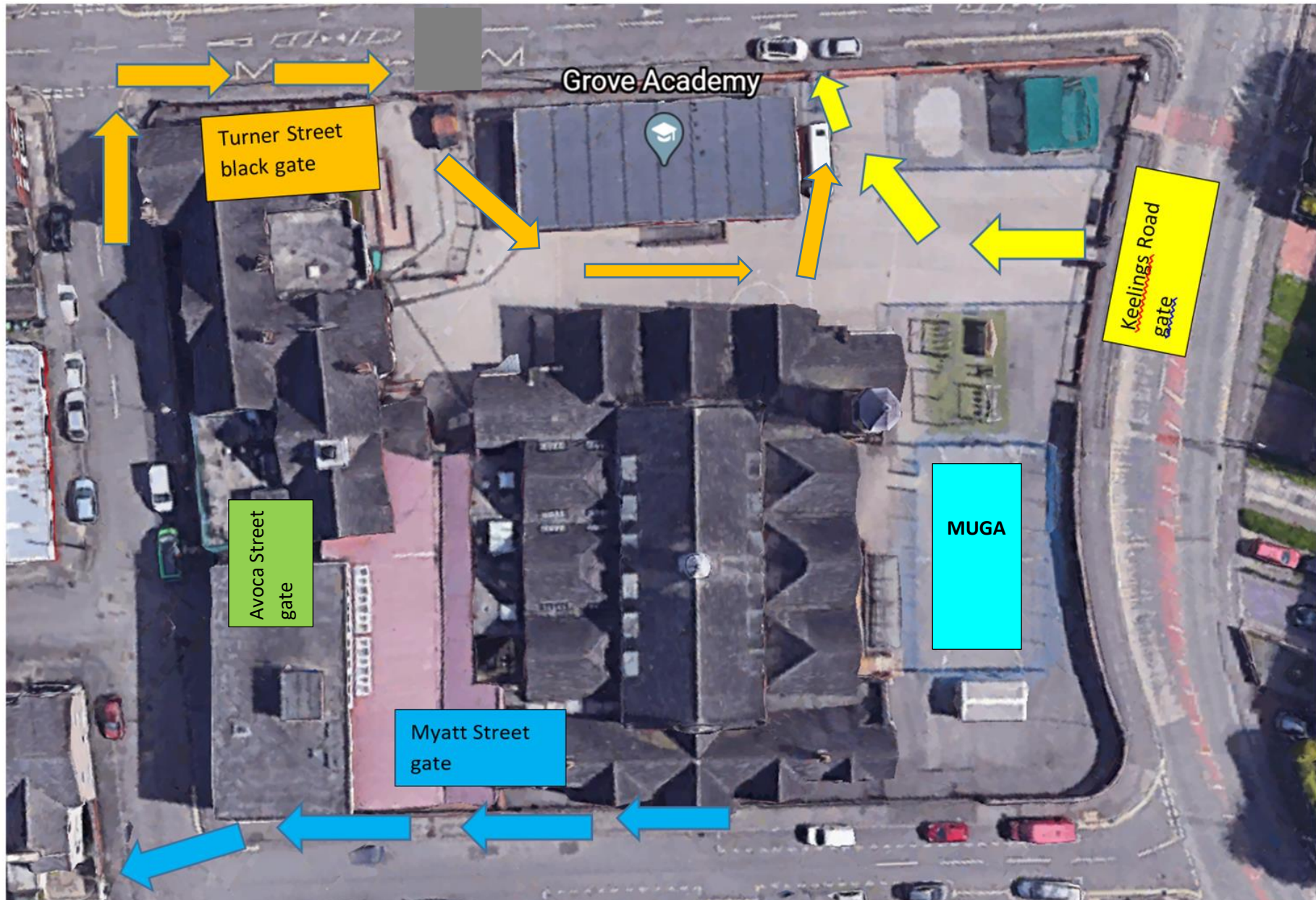
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|  | <ul style="list-style-type: none"><li>• A member of staff will indicate when your child can enter through the gate</li><li>• Staff will guide pupils into school – siblings can arrive together at the same gate at the time specified for the earliest child's entry. Younger children will wait in the sandwich area until their bubble enters school.</li><li>• Pupils will sanitise their hands on entry to school, enter the classroom and sit on designated seats</li><li>• If children arrive late they must NOT JOIN another bubble waiting to enter. <b>If your child is late, you will need to bring them to the Avoca Street gate and call the number displayed. A member of staff will collect your child.</b></li><li>• BASC to be booked and paid for in advance, or place will be withdrawn. We require 1 week's notice of any changes to your requirements. If you need to contact the BASC team in an emergency, or have arrived to collect your child, please contact the team directly on 07376 046826. Parents must drop off and collect BASC children using the Myatt Street entrance.</li><li>• Parents will not be allowed onto the premises without an appointment. If parents attend an appointment, they will need to complete the visitor questionnaire and have their temperature checked before entry. All visitors will be required to wear a mask during their visit</li></ul> |
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#### **TIMETABLE & ARRANGEMENTS**

<b>Groupings</b>	<ul style="list-style-type: none"><li>• Pupils will remain in their year group bubbles throughout the day. Children will access outdoor provision as much as possible, including participating in daily active time.</li><li>• We have implemented staggered start and finish times and ask parents/ carers to socially distance on the spots provided while waiting to drop off or collect their child</li><li>• Children to bring only what they need to school in a small rucksack, e.g. water bottle, reading book, lunch, tissues, inhaler or other medication</li><li>• We have moved our biggest year group (year 5) into our biggest classrooms (traditionally used for Y6) to enable staff to maintain 2 metres social distance.- SEE TABLE BELOW FOR DETAILS</li><li>• Wherever possible, we will limit staff crossing over bubbles</li><li>• Pupils MUST NOT touch each other during any activities, including play / active time</li><li>• Pupils within a bubble must maintain as much distance as possible, 2 metres may not be possible at all times, but where it is possible for pupils to distance then they should (e.g. when outside)</li></ul>
<b>BASC</b>	<ul style="list-style-type: none"><li>• Before and After school provision (BASC) can be pre-booked at a cost from the hours of 7:30-9:00 am and after school until 5:45 pm. Early collection can be arranged by calling 07376 046826. These places will be offered on a first come first served basis as numbers are capped due to staff capacity, and ensuring year group bubbles remain together. Places must be requested and paid via ParentPay in advance. If this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session until 4pm and £9 until 5.45pm</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li>• School attendance will be mandatory again from 8<sup>th</sup> March. This means from that point, we will apply our normal attendance policy and processes. This includes referring to CME for those pupils we are unable to locate or contact, and referrals to EWS for fines in relation to unauthorised holidays in term time. We will follow all local government guidelines for fines for non-attendance.</li></ul>





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	<ul style="list-style-type: none"><li>• Attendance is expected unless your child is ill, or needs to self-isolate while awaiting test results. In some instances, children will attend on a part- time basis if this best suits their SEND needs. If your child will be absent, please follow our usual attendance process by ringing to update us each day and leaving a voice message on the absence line 01782 234550</li><li>• The government has clearly stated that fines of upto £120 will be issued to parents whose children fail to attend school</li><li>• Please do NOT communicate absences via Class Dojo.</li><li>• It is essential that arrival and dismissal times are kept to, in order for us to welcome all the children back into their bubble.</li><li>• If you have more than 1 child across different year groups, you may bring all children at the earliest entry time. Younger siblings will then make their way to the sandwich area to wait for their class. On collection of siblings, once the sibling with the earlier time has been collected, parents and carers should make their way to join the queue for the later child.</li><li>• Children in school will be accessing the full curriculum so please do not ask for your child to start or finish at a different time.</li><li>• If your child has a medical appointment and needs to be collected early, please inform the office by emailing <a href="mailto:grove@espritmat.org">grove@espritmat.org</a>. If your child needs to leave before 2.15pm, they should be collected from Turner Street, after this time, collect from Avoca Street.</li></ul>
<b>Remote Learning</b>	<ul style="list-style-type: none"><li>• If a pupil is self-isolating, appropriate remote learning will be set. Usual wellbeing calls will be completed, and lack of engagement will be challenged.</li></ul>



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#### Entrances and Exits for March

Year group	Arrival time	Collection Time Mon-Thurs	Collection Time Friday (if not key workers)	gates
Y3	8:35	2:40	12:45	3JK (Miss Keen) – Keelings Road 3JB-C (Mrs. Beresford-Copestake) – Keelings Road 3SK (Miss Killick) – Turner Street 3SK (Miss Fryer) – Myatt Street
Y4	8:30	2:35	12:40	4CC (Miss Clutton) – Keelings Road 4PR (Miss Rogers) – Keelings Road 4SJ (Miss Johnson) – Turner Street 4JW (Miss Wynne) – Myatt Street
Y5	8:25	2:30	12:35	5HF (Mrs. Fairbairn) – Keelings Road 5CM (Miss Mobley) – Myatt Street 5KE (Mrs. Exintari) – Turner Street 5HC (Miss Craddock) – Keelings Road
Y6	8.20	2:25	12:30	6CP (Miss Peacock) – Keelings Road 6LP (Miss Pate) – Myatt Street 6JB-P (Mr. Bateman-Price) – Turner Street 6CB (Miss Bentley) – Keelings Road



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#### **WHAT YOU NEED TO KNOW**

<b>Clothing</b>	<ul style="list-style-type: none"> <li>• Pupils to wear clean uniform and BLACK trainers, during cold weather, children may wear additional jumpers, black leggings under skirts, gilets and scarves, as windows need to be kept open for ventilation.</li> <li>• On PE days, children will attend in their PE kit (purple t-shirt with Grove logo, black shorts, leggings or joggers with no logo. Plain black jumper or hoodie may be worn over the top weather permitting)</li> <li>• Minimum uniform expectation is grey trousers/ skirt, white shirt along with the Grove tie</li> <li>• Phased approach working towards full uniform (kilt and blazer) as and when children outgrow their old uniform</li> <li>• We advise children remove their clothes as soon as they return home, place them in the washing machine and shower or bathe whenever possible</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Pupils to bring a refillable water bottle every day (must be a sports bottle with a spout or straw), CLEARLY LABELLED with their name (NOT disposable bottles e.g. Evian/ Buxton). We are unable to provide cups for pupils to drink from, so a bottle is very important.</li> <li>• If needed, suncream to be applied BEFORE attending school, then to be reapplied by child as needed during the day.</li> <li>• If your child uses an inhaler, this must be brought to school every day with them, and kept in their tray Children in Years 3 and 4 must be collected by a responsible person over 14 years of age Communication between parents/ staff is restricted to non- contact methods- please communicate via Class Dojo where possible, or email the academy office to book an appointment</li> <li>• Children are invited to bring in a HEALTHY SNACK (fruit or cereal bar) to eat at their break- if they bring an unhealthy option we will ask them to return it to their bag and take it home.</li> <li>• The Academy will continue touch point cleaning throughout the day</li> </ul>
<b>Pupil wellbeing</b>	<ul style="list-style-type: none"> <li>• We will continue our 'wellbeing days of the week' to promote pupil wellbeing, and give children opportunities to talk to trusted adults through the use of the wellbeing scale.</li> <li>• Pastoral Staff will continue to offer referrals to the MHST (with parental consent) where concerns arise for a child's wellbeing</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• For FSM children and those requesting school meals, children will receive their lunch provided by City Catering in disposable containers. There is a limited menu choice each day, menus will be available on the academy website. School meals must be paid for in advance. Please commit to school lunches or sandwiches for half a term. If your child brings a packed lunch,</li> </ul>





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	<p>please provide your child's HEALTHY lunch in a sealed lunchbag. This will be stored in the child's designated place (under the desk)</p> <ul style="list-style-type: none"><li>• Lunches and HEALTHY snacks to be eaten in classrooms – no tuck will be provided or on offer from the academy</li><li>• Please ensure your child has sufficient healthy snacks and drinks if they are attending BASC</li><li>• Please note, due to the current situation, we are unable to allow sharing of food/ cakes/ sweets for children's birthdays</li><li>• If your child does not bring in their water bottle, one will be provided to them and you will be charged on Parent Pay. All charges are to be cleared as soon as possible, and other items will not be available to purchase until debt is cleared.</li><li>• For children at home, it is hoped that vouchers/ hampers will be provided – we await government guidance</li></ul>
<b>Hygiene</b>	<ul style="list-style-type: none"><li>• Children will visit the toilet with their bubble and will sanitise their hands on entry and exit</li><li>• Regular handwashing modelled and observed by staff</li><li>• Children are not permitted to use hand sanitizer from home</li><li>• Hand sanitiser will be readily available at all entrances and exits to the academy</li><li>• Enhanced cleaning of resources and environment will be undertaken daily</li><li>• PPE equipment will be used by staff when necessary</li><li>• If a child falls ill, they will be placed in isolation (and supervised from a safe distance).</li><li>• Please send in a small packet of tissues with your child to help us to promote the 'catch it, bin it, kill it' approach to hygiene</li><li>• As per Government guidance, face coverings are not to be worn in school, therefore, we will ask children to remove these before entering. Disposable masks must be thrown away into a lidded bin on entry to school. Reusable face coverings MUST be placed in a plastic bag inside your child's bag for the remainder of the day.</li></ul>
<b>Test and Trace</b>	<ul style="list-style-type: none"><li>• As you are aware, the Government are implementing the Test and Trace scheme. If any of our staff are contacted through this service and told to self- isolate, it may be necessary for us to close a bubble at <b>very</b> short notice. This is out of our control, and we will communicate this with parents as soon as we become aware this may happen. In this case, online learning will be provided for pupils and they are expected to complete this every day.</li><li>• We will work with the local Health Protection Team and follow their guidance for any confirmed cases of coronavirus to ensure we act quickly to prevent further spread.</li></ul>



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	<ul style="list-style-type: none"> <li>Please inform the academy office IMMEDIATELY if your child has Covid symptoms or tests positive for Covid, if this is at the weekend, please message Mrs. Carrigan via Dojo</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Parents and carers to communicate via Class Dojo where possible. The academy office is not open, and parents will only be permitted to enter by prior appointment.</li> <li>By sending your child into school you are agreeing to abide by all expectations within this document to help us provide the safest possible environment</li> <li>If a child becomes ill at school, they must be collected immediately. As a result of a child being ill, parents should request a test for their child by calling 119, or access a lateral flow test, the results of which MUST be shared with school in order for the remainder of the bubble to access a test if necessary. If you refuse to get your child tested, you will need to keep your child isolated at home for the next 10 days, and the rest of the household for 14 days.</li> <li><b>Please refer to the chart at the end of this handbook for further clarification of the procedure to follow if children or their families develop symptoms of Coronavirus.</b></li> </ul>
<b>Staff illness</b>	<p><b>All academy staff complete Lateral Flow Testing twice weekly and report results directly to the Academy and on gov.uk</b></p> <p>If any staff member starts to show signs of Coronavirus - high temperature, a new or continuous cough, change in taste or ability to smell they will need to:</p> <ul style="list-style-type: none"> <li>Inform SLT on site immediately</li> <li>Access a Covid 19 Test</li> <li>Self-Isolate and follow NHS advice regarding household isolation until results are known.</li> <li>The SLT member of staff will follow Government guidance to arrange staff cover according to staff availability</li> <li>The SLT member must also follow the Local outbreak control plan  <a href="#">..\..\SOT Outbreak overview and process for educational settings (shorter version).pptx</a> </li> <li>Informing Stoke on Trent Council's Covid Response team on 01782 231222 or via email address <a href="mailto:Tracecovid19@stoke.gov.uk">Tracecovid19@stoke.gov.uk</a></li> </ul>
<b>Revised School Rules</b>	<ul style="list-style-type: none"> <li>I will socially distance from my peers and teachers</li> <li>I will regularly wash my hands throughout the day for 20 seconds</li> <li>I will sanitise my hand on entry to and exit from school</li> <li>I will tell an adult if I feel unwell</li> </ul>



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	<ul style="list-style-type: none"> <li>• I will not bring items into school from home, or take items home from school</li> <li>• I will only use the equipment provided</li> <li>• I will not mix with children in a different bubble in school</li> <li>• I will ask an adult when I need to use the toilet, so they can keep me safe</li> <li>• I will use the catch it, bin it, kill it rules (coughing and sneezing into my elbow or tissue)</li> <li>• I will follow these rules at all times so that I do not get sent home and am unable to come back to school</li> <li>• If I am wearing a mask I will remove this on entry to school</li> </ul> <p><b>The Children will be taught the following to support the revised rules:</b></p> <ul style="list-style-type: none"> <li>• What 1/2 metres looks like and how to keep this distance between others</li> <li>• How to thoroughly wash their hands</li> <li>• What feeling unwell means</li> <li>• The reasons and importance for not bringing into school items from home or taking items home from school</li> <li>• The reason and importance of why they can only use their own equipment in their packs</li> <li>• The reasons and importance of why they are not able to mix with children in different bubbles when in school</li> <li>• The importance of asking an adult when they wish to use the toilet</li> <li>• What is meant by the catch it- kill it- bin it rule</li> <li>• Why they will not be allowed back in to school if they do not apply the rules</li> </ul>
<b>Safety and Fire Drills</b>	<ul style="list-style-type: none"> <li>• Each bubble has their own fires exit route to maintain social distancing as far as possible.</li> <li>• Each bubble will practice their fire exit routes regularly</li> <li>• We will conduct fire drills to ensure children know what to do in the event of a fire</li> <li>• Usual safeguarding processes apply- there is a Designated Safeguarding Lead contactable at all times if not on site</li> <li>• Where children are displaying signs of anxiety or requesting 1-1 conversations, support for this will be from the staff within their own Bubble</li> <li>• A designated email address is used for safeguarding concerns from parents/ carers- <a href="mailto:safeguarding@espritmat.org">safeguarding@espritmat.org</a></li> </ul>



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**Uniform**



**PE Kit on PE day**

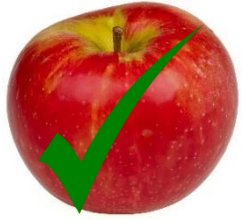
**Black Trainers**





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**Healthy Snacks**



**Lunch & Ice Pack**




**Coat**



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		 <p><b>Appropriate clothing</b></p>
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Sun Cream



Sports Water Bottle



Coat

#### PARENT AGREEMENT:

#### I AGREE THAT FOR MY CHILD TO ATTEND GROVE ACADEMY I **MUST** FOLLOW THE GUIDANCE BELOW:

- Update school immediately if a member of my household becomes ill and will arrange to be tested by calling 119. I will update school with the result as soon as it is available. I understand that if I refuse a test, I will follow the self-isolation expectations of 10
- Explain clearly to my child what social distancing is and why it is important for it to take place.
- Talk to my child to explain that school may look and feel very different to what they remember and that they may be working with new teachers in new classrooms.
- Ensure my child arrives promptly and is collected promptly at the times identified above, always accompanied by an adult (unless in Y5,6 with permission to walk alone). Gates will be closed 5 minutes after the arrival time.
- If my child is upset and not willing to enter school independently, I will take my child home. I understand that staff cannot comfort my child due to social distancing measures.
- Allow my child's temperature to be taken if complaining of feeling ill, with a non- contact thermometer.



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- Ensure my child wears their clean uniform – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- Ensure my child has a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Ensure my child wears black trainers every day.
- Ensure my child brings a clearly labelled water bottle, hat, scarf, gloves and coat so they can access outdoors in all weathers.
- Ensure up to date contact details for family members are available within school and emergency contact details should children become poorly/exhibit symptoms of contracting coronavirus.
- Ensure the school is kept up to date with any decisions regarding withdrawing my child from school.
- Treat staff with respect at all times.
- Ensure I observe the one-way system and social distancing markers during arrival and dismissal
- Ensure I do not gather with other parents at the school gate and wear a face covering while around the academy site
- Ensure I do not enter the school premises without a pre-arranged appointment.
- Ensure my child brings their own packed lunch and snacks every day, in a clearly labelled lunch box
- Ensure I adhere to all of the expectations outlined in this document.



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#### Coronavirus related absences- quick reference guide

What to do if...	Action needed	Register Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>Do not come to school</b></li><li>• <b>Contact school daily</b></li><li>• Self-isolate</li><li>• Get a test</li><li>• Inform school immediately about test result</li></ul>	X	...the test result comes back negative and you now feel well. Remain at home if symptoms persist
...my child tests positive for coronavirus	<ul style="list-style-type: none"><li>• <b>Do not come to school</b></li><li>• <b>Contact school daily</b></li><li>• Self-isolate for at least 10 days</li><li>• Inform school immediately about test result</li></ul>	I	...the 10 days has expired and the child feels better. They can return to school after 10 days even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once the infection is gone.
...somebody in my house has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>Do not come to school</b></li><li>• <b>Contact school daily</b></li><li>• Self- isolate</li><li>• Household member to get tested</li><li>• Inform school immediately of test result</li></ul>	X	...the household member test is negative



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...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 10 days</li> </ul>	X	...the child has completed 10 days of self-isolation
...NHS test and trace have identified my child as 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 10 days</li> <li>• <b>Get a test</b></li> </ul>	X	...the child has completed 10 days of self-isolation or has a negative test result
...we/my child has travelled and has to isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel</li> <li>• Provide information to school as per attendance policy</li> </ul> <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 10 days <b>from date of return to UK</b></li> </ul>	X	...the quarantine period of 10 days has been completed



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...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"><li>• <b>Do not come to school</b></li><li>• <b>Contact school as required by the admin team</b></li><li>• Shield until you are informed that restrictions linked to shielding is paused again</li></ul>	X	...you are informed that restrictions have been lifted and your child can return to school again
...my child is unwell with symptoms NOT related to coronavirus	Follow the usual procedures as per the attendance policy <ul style="list-style-type: none"><li>• <b>Contact the school daily</b></li></ul>	I (unless medical evidence requested)	...the child feels better again