

Coronavirus (COVID-19): Full Opening Handbook for Parents and Carers



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# The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Grove Road has taken all the necessary precautions in preparing to welcome all pupils back to school.

# Useful contacts

We advise that you save these contact details in your phone, so they can be easily accessed should you need them.

|  |  |  |
| --- | --- | --- |
| Name | Role | Email |
| Chris Parkhouse | Headteacher &  Designated Safeguarding Lead | headteacher@groveroad.n-yorks.sch.uk |
| Jonny Davies | Deputy Headteacher /  Deputy DSL | j.davies@groveroad.n-yorks.sch.uk |
| Sasha Bune | Assistant Headteacher/  SENDCo /Deputy DSL | s.bune@groveroad.n-yorks.sch.uk |
| Chris Harrison | Assistant Headteacher | c.harrison@groveroad.n-yorks.sch.uk |
| Debbie Pitt | School Business Manager | business.manager@groveroad.n-yorks.sch.uk |

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:30am until 4:00pm and can be contacted via [**admin@groveroad.n-yorks.sch.uk**](mailto:admin@groveroad.n-yorks.sch.uk) or **01423506060.**

**Please do not attend the school office in person unless absolutely necessary.**

# Opening the school to all pupils

In line with the government’s direction, and following a robust risk assessment process, we will welcome back all pupils from Tuesday 8th September 2020. Children joining the school in our Reception classes will have a planned, staggered start to the year.

The government relaxed its shielding guidelines from 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

We will resume our usual opening days and times: Monday to Friday from 7:30am until 5:30pm including provision within Sammy’s Den.

Please contact the school office as soon as possible if you have any queries regarding your child’s attendance.

**Risk assessment**

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website.

# A picture containing clock Description automatically generatedProtecting clinically vulnerable individuals

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, please contact Chris Parkhouse (Headteacher) via [**headteacher@groveroad.n-yorks.sch.uk**](mailto:headteacher@groveroad.n-yorks.sch.uk)to discuss these arrangements.

# Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

**If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible on 01423506060 or via headteacher@groveroad.n-yorks.sch.uk** You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school’s safeguarding procedures. It is essential that all emergency contact details we have on record are correct and up to date. Please notify the school office as soon as possible if your details change. Contact detail forms will be resent to all families at the start of September. **For infection control it is vital that an emergency contact is available at all times whilst your child is at school**.

# Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and **positively** reinforce good social distancing behaviour.

**Group arrangements**

To maximise the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to put pupils in phase bubbles. This will be in addition to one teacher and one teaching assistant per class. Phases will be collectively considered as a bubble for the purposes of small group work, playtime provision and lunchtime provision.

Phase bubbles are as follows:

Nursery

Reception/ Year 1/Year 2

Year 3 and Year 4

Year 5 and Year 6

For the vast majority of the children’s learning time they will only be with their class. Interaction between phases will not occur.

* Class sizes will be back to the usual number of pupils.
* Individuals within a phase bubble will not be permitted to mix with members of another phase bubble.
* Each bubble will have its own classrooms, learning areas and designated outdoor areas for break times and PE lessons.
* Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.
* Desks and chairs in classrooms will be front-facing in Key Stage 2 and placed as far apart as possible. In EYFS and KS1 every effort will be made to maintain social distancing without compromising the children’s learning opportunities.
* Frequently-used equipment, e.g. stationary, will be provided by school and kept within each bubble.
* Classroom resources, e.g. books, can be shared within bubbles, but will be cleaned frequently, e.g. at the end of each day.
* Communal resources, e.g. sports equipment, will be shared between bubbles if they can be thoroughly cleaned between uses.
* Pick-up and drop-off times will be staggered and determined by your child’s allocated bubble.
* Lunchtimes and break times will be staggered and will vary per bubble.
* Pupils will be kept within their bubbles when moving around the school, including allocated toilets.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible to discuss any alternative arrangements.

**Start and finish times**

Pupils’ start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by only one accompanying adult.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

The tables below outline pupils’ start and finish times, depending on their bubble, and where you should drop off or pick up your child. Please note that times may differ for any before- and after-school clubs – further clarification is provided later in the [Before and after-school care](#_What_can_parents) section of this handbook.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil bubble** | **Start time** | **Finish time** | **Location for drop-off and entering school** |
| **Nursery**   * Mrs Bynoe | 8:45am /12.15pm | 11.45am/3.15pm | Nursery gate |
| **Reception**     * Mrs Kendall | 8.50am-9.00am | 2.50-3.05pm | Car park entrance to Reception outdoor play area |
| **Reception / Year 1**   * Mrs Mingham | 8.50am-9.00am | 2.50-3.05pm | Front car park entrance to Reception outdoor play area |
| **Year 1 / Year 2**     * Miss Voakes * Miss Barrett | 8.40am-8.50am | 3.00pm-3.10pm | Front car park entrance to School Office |
| **Year 3 / Year 4**   * Miss Atkinson * Mrs Smithson * Mrs Homburg | 8.40am-9.00am | 3.00pm-3.10pm | Rear Playground entrance by Skipton Road (ginnel) |
| **Year 5 / Year 6**   * Mr Morland * Mrs Robayna * Mr Harrison | 8.40am-9.00am | 3.10pm-3.20pm | Side playground entrance from Ashfield Road |
| **Parents/Carers with children in multiple year groups:**  We hope that the staggered time slots will allow for multiple drop off/collections, however if  this causes issues for your family please contact Chris Parkhouse directly. | | | |

**Moving around the school**

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles.

The school has put in place a one-way system to further reduce the risk of contact between those in different bubbles.

The following areas of the school will remain closed or subject to limited access until further notice:

|  |  |
| --- | --- |
| **Location** | **Status** |
| ICT Suite | Limited Access |
| Thrive Room | Limited Access |
| Bertie the Bus | Limited Access |

# Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

Pupils will be expected to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, for example if they are very young or have special educational needs or disabilities. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

* Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after break times, after using the toilet, and after coughing or sneezing.
* Pupils will wash their hands for at least 20 seconds using soap and water or younger pupils and pupils with complex needs will be supervised when doing this.
* The school will enforce the ‘catch it, kill it, bin it’ approach to containing coughs and sneezes.
* Pupils who show symptoms associated with coronavirus will be sent home (with siblings) to self-isolate for at least 10 days and the whole family must follow Government guidelines.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned before the school day, during break times and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between uses by different bubbles.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in the Infection Control Policy.

**Personal protective equipment (PPE)**

The government has recommended that staff and pupils **do not** **need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

If staff are working closely to support children with specific additional needs, PPE equipment such as face shields may be worn.

Any pupils who come into school wearing a face covering will be politely asked to safely remove it upon entering the premises, this should be safely stored in their book bag.

**Bringing items into school**

To minimise the risk of potentially transmitting infections between pupils’ households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes footballs and other similar items. Pupils are able to take items from school, such as books, home with them to support their learning, provided that these items are properly cleaned before and after being in their homes. This essential equipment can be brought to school:

* Essential medication and medical equipment
* Coats and other essential outdoor wear
* Spectacles and spectacle cases
* Packed lunches
* Reading books and diaries
* Mobile phones (Must be kept in a named clear plastic bag and safely secured on arrival and collected at the end of the school day). This applies to Year 5 and Year 6 only
* Book Bags
* Named bag with footwear for PE

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

# Procedure if a pupil becomes unwell on site

It is extremely important that all parents/carers and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do 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

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As a precaution, your child must not come into school for **14 days** after coronavirus has been identified in your household, whether confirmed or unconfirmed.

It is also important that you **do not send your child to school for 14 days** if somebody in your household has tested positive for, or has symptoms of, coronavirus.

Please notify the school office via **01423506060** as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See [below](#_Handover_and_reporting) for information on accessing a test.

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

* Your child will be supported by an adult to self-isolate safely in school using a designated area.
* You will be notified that your child must be picked up as soon as possible.
* Your child will be supervised by a member of staff (wearing PPE) at all times whilst waiting for collection.
* You will be encouraged to have your child tested for coronavirus.
* You will be encouraged to engage with the NHS Test and Trace programme.
* Areas your child has occupied will be disinfected as soon as possible.

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If your child is sent home from school to self-isolate, they **must not come into school** for at least 10 days.

If an individual in your child’s bubble 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 pupils are awaiting collection, they will remain in a safe, designated area and be able to access one toilet.

# Access to testing

All pupils, 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/>. 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 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.

# Uniform

Pupils should attend school in full uniform in the autumn term. We will be upholding our School Uniform Policy although please note that an amendment has been made to this policy in regards to PE Kit. Children are only required to bring suitable footwear for PE in a named bag.

# Food arrangements

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. Bubbles will have their own designated time and will eat their lunch in an allocated hall space.

The school kitchen will be fully open and hot meals will be provided.

The school will continue to provide free school meals (FSM) for eligible pupils, this includes universal infant free school meals for Reception, Year 1 and Year 2. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

# Transport

Public transport should be avoided; however, if your child needs to use public transport to get to school, they should follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

# The curriculum

Our focus is to support all pupils’ health and wellbeing and to help them transition back into school life successfully.

We will focus on a ‘curriculum of kindness’ during the autumn term, re-establishing routine and structure, focussing on positive relationships with staff and new class friends. This will be guided by a PSHE and Thrive focus support plan.

We will not have a ‘recovery curriculum’. We will identify gaps in core learning that need to be addressed over a period of time, within our planned curriculum. There will need to be a period of adjustment in September and key areas “missed” will be assessed and covered. We have a priority group of children who have not accessed online learning and have not been in school. A programme of support will be put in place for these children during September.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

* Increased outdoor learning, where possible
* Additional support for pupils who are at risk of falling behind their peers
* Continued support for pupils with SEND
* Provision and contingency plans for remote education

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term. PE lessons will take place outside whenever possible.

Parents who are continuing to help educate their children at home will be continually supported by the school. Further information about learning from home is available below.

# Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family’s circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

In the event of isolating bubbles or regional/national lockdown, our online learning programme via Seesaw would be reinitiated. This will be supplemented with other online resources. The current websites adopted by school are: Seesaw, Bug Club, Accelerated Reader, IXl, TTRS, Sumdog. This is because teachers can monitor pupil progress and feedback to children on these sites.

To work around the mixed availability of appropriate devises and internet access at home, we will provide the children with 2 weeks’ worth of paper-based learning if their bubble has to close.

We advise all parents/carers to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact Chris Parkhouse (Headteacher) via 01423506060 if you are experiencing any problems.

# Behaviour

To ensure the school remains a safe place, we have added additional expectations with regards to social distancing and infection control. Pupils will be supported to follow these rules.

* Additional hand washing.
* Minimising close contact, where possible.
* Minimising contact with those outside of their bubble, where possible.
* Using the one-way system for stairwells and other communal places.
* Covering mouth/nose with a tissue or elbow when sneezing or coughing.
* Putting used tissues in a bin.
* Queuing to use school facilities, where required.
* Keeping to their classroom seating plan.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or have special educational needs or disabilities. The school will, therefore, consider each situation individually and work with pupils to help them to understand the importance of social distancing and infection control measures.

# Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. Chris Parkhouse, the designated safeguarding lead (DSL) will work to speak to all parents/carers; however, if you need to report any changes, please contact the DSL directly via 01423506060.

# SEND support

Sasha Bune, School SENDCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

Support for pupils with SEND who are at home will continue to be delivered as it was during the lockdown period. The SENCO will work with parents/carers to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with Sasha Bune (SENDCO) via 01423506060.

# Wellbeing

One of our key priorities as we fully open the school will be to ensure that all pupils are given the wellbeing support they need and to build positive relationships with their new teachers and peers.

Pupils will be able to speak to pastoral staff in school to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required.

If you are concerned about your child’s wellbeing or wish to discuss the support available in school or externally, please contact Sasha Bune on 01423506060.

# Visitors on site

Visitors will only be allowed into the school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents/carers.

Parents/carers that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary, at a safe distance. Parents/carers would be asked to wear a suitable face covering for the meeting.

# Before- and after-school care (Sammy’s Den)

A through assessment of whether children are able to be safely distanced in smaller groups, and with sufficient staffing has been made by the school. We have determined that it is safe to restart Sammy’s Den before- and after-school club from Tuesday 8th September, as part of our risk assessment and to enable better social distancing, Sammy’s Den will move from the House to the middle school hall. A booking system will be in place via Parentmail for both breakfast club and afterschool club, drop off provision is not possible..

Unfortunately, other clubs e.g sport clubs via Clubbly, will only be restarted when it is safe to do so.

# School trips

The government has advised that school trips that require an overnight stay e.g our Y6 Robinwood residential do not go ahead until further notice – this may mean that our residential trip will be delayed or cancelled but we will be working closely with the Robinwood team to enable this to go ahead at some point this academic year.

Domestic school trips can take place, provided that adequate safety measures can be followed. If we need to delay a planned school trip due to the coronavirus pandemic, we will inform you of the new date for the school trip and details of any outstanding payments as soon as possible.

If we need to cancel a school trip altogether, we will inform you of this as soon as possible and arrange for all payments, full and partial, to be refunded. The school is not currently planning or arranging any new school trips at this time.

# Important documents

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

* Full Opening Plan
* Social Distancing Policy Statement
* Risk Assessment for Full Opening in September
* Infection Control Policy
* Behavioural Policy
* Attendance Policy
* Bereavement Policy
* First Aid Policy
* Complaints Procedures Policy

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office via 01423506060.

# What can you do to help?

The support and understanding from our pupils’ parents/carers is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

* Remain vigilant for the symptoms of coronavirus
* Keep your child at home if they develop symptoms
* Ensure your child washes their hands before they leave for school and after they return home
* Adhere to your child’s pick-up and drop-off times
* Maintain social distancing on or near the school grounds
* Keep pick-ups and drop-offs prompt
* Communicate with school staff digitally instead of in person, e.g. via seesaw or email
* Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

# Reporting concerns

In line with government advice, our school is not currently handling new or existing complaints in line with our Complaints Procedures Policy. We remain, however, committed to maintaining open channels of communication with all parents.

Please raise any concerns in the first instance with your child’s class teacher. The staff member will work with you to address your concerns and can escalate any concerns to the Headteacher where required.

All concerns will be recorded on our Concerns Log, which will be kept in line with our Records Management Policy.

If your concern relates to the safeguarding of a child, you should contact Chris Parkhouse (DSL) the Local Authority or, where appropriate, the police as soon as possible.