



Ghyll Royd School and Pre-school

A foundation for life

Return to School Guide 3

As experience is gained this guide will be updated, and revised versions will be sent to you. This is important so as to keep the children, teachers and parents as safe as reasonably possible, working towards the best practicable learning experience for the children.

If possible please check your child's temperature is in the normal range before setting off for school. If it is above 37.8 then they must not be brought into school. If your child feels unwell in the morning they also must not be brought into school and the School Office should be notified in the usual way. Thank you.

The school day

- Your child will be educated in their normal classrooms.
- Your child will return to attending school 5 days per week (Monday – Friday).
- We will continue with the staggered drop off and pick up times (slight adjustments to the times for some year groups; see table below). Please ensure you arrive promptly at the allocated time for your child's drop off.
- Key worker care club will no longer operate as all pupils are back full time.
- Before and after school wrap around care will begin again in September

Morning and afternoon drop off

- To reduce the number of people on the site at any one time we will be keeping a one-way school entry and exit system and staggered drop off and pick up times. There will only be one entry and exit point from school. Entry and exit will be from the Leeds Road Roundabout using the main gate.
- Only 1 parent/carer in a family should bring their child/ren to school and collect them from school. Different parents can deliver/collect their child/ren at the beginning and the end of the day.
- All parents must maintain at least a 2m separation whilst on the school site.
- Parents/carers must drop off and pick up their child/ren punctually in their allotted time slots (see tables below) and depart the school grounds swiftly via the main gate.

Morning and afternoon drop off times				
	Drop Off	Pick Up Half Day	Drop Off Half Day	Pick Up
Bubble 1 Reception, Little Adventurers and Great Explorers	From 8.40am	12.30pm	1.30pm	3.50pm
Bubble 2 Year 1 and Year 2	8.40am			3.50pm
Bubble 3 Year 3 and Year 4	8.30am			3.30pm
Bubble 4 Year 5 and Year 6	8.30am			3.30pm

- Please check your child's temperature is in the normal range before setting off for school.
- In the morning a member of staff will be at the front entrance to guide you towards your child's entry point (depending upon their year group) and to regulate the number of people on the site at any one time.
- Reception, Year 1 and Year 2 parents can drop their children off at the front door to the Manor House where a member of staff will be waiting.
- Little Adventures and Great Explorers parents will also enter the school grounds via the main gate and say goodbye to their children at the entrance to the Little Adventures or Great Explorers playground gate, where a member of the Early Years Team will be waiting. Then exit the school grounds via the main gate. The children in Years 3- 6 will be dropped off at the Courtyard Gates that lead to the Coach House, where a member of staff will be there to greet them.
- Forgotten items are not to be brought to school following drop off.

Pick up

- At the end of the school day a member of staff will be positioned to facilitate afternoon collection.
- We ask that you arrive at the allocated time to collect your child, whilst following social distancing guidelines.
- The children will already be waiting for you in the Early Years Playgrounds, at the Manor House front door or at the Courtyard Gates.
- Please keep 2m apart from other families as you move through the school grounds.
- Parents/carers **must not enter** the school building (other than by pre-arranged appointment). If you need to pass on information to the school office please do so via telephone or email.

Class sizes

- There will be no more than 15 children per class allocated to each bubble, which consists of two separate classes.
- Children will stay within their bubble at all times, with their EYFS practitioner, class teacher and teaching assistant.

Classroom layout

- Children will have designated areas within their classroom, where they will remain.
- Desks will be spaced as far apart as possible or positioned in rows, facing the front to reduce cross-contamination. Children will sit at the same desk every day.
- Please send your child in with their own named pack of resources, including stationery equipment, to avoid cross-contamination. These will be kept in a named pouch at school and disinfected regularly.
- All unnecessary items from classrooms, where there is space to store it elsewhere, will be removed, such as soft furnishings, soft toys, and toys that are hard to clean.

Lessons and curriculum

- The Curriculum will remain broad and balanced as always.
- PE and Games lessons will take place. However the content of the curriculum may have to be adjusted to accommodate new guidance (non-contact sports, resource sharing etc.). The PE long term plan has been adjusted to ensure different sports are covered at different times to reduce the number of pupils using the same equipment at the same time.
- All PE equipment will be cleaned after use.
- On the day your child has PE or Games they will come to school wearing their PE Kit. This is to avoid using the changing rooms and to maximise their activity time.
- Music, Art, MFL and Peripatetic lessons will resume.

Primary assessment

The government is planning on the basis that statutory primary assessments will take place in summer 2021. The Early Years Foundation Stage profile, and all existing statutory Key Stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables.

This includes:

- the phonics screening check
- Key Stage 1 tests and teacher assessment
- the Year 4 multiplication tables check
- Key Stage 2 tests and teacher assessment
- the Reception baseline assessment

Break times and outdoor play

- Children will remain in their bubbles during all break and play times.
- Each bubble will be assigned a separate playground/field area for play.
- Each bubble will have their own outdoor play equipment, which will be cleaned after each session. This equipment cannot be shared between friends and is for individual use.
- The adventure playground will not be in use.
- Toys and items from home must not be brought in for play times.

Lunchtimes

- School meals will be provided as usual for children. These will take place in the Dining Room following Covid Guidance. Early Years will continue to have their lunch in their rooms.

Uniform

- All children will be required to wear winter uniform. No blazers, caps or bonnets will be required at this time. Trainers should only be worn on PE days.
- It is important that every child wears clean clothes every day and their clothes can and should be washed immediately on returning home from school.
- Please send in waterproofs and wellies or sun hats and sunglasses every day depending on the weather.
- Long hair must be tied back or plaited to reduce the number of times children touch their face during the day. Hair bobbles should be red.

Medication

- Please return any medication which you usually have in school (such as inhalers), that were sent home in July in a named bag/envelope. Please leave the medication in the medical box which will be at the Manor House front door on the first day back. **Please do not come into the office.** It will be the parent's responsibility to make sure the right medication is in school and in date for your child.
- If your child has a new medical need that has been diagnosed during lockdown, please email school ahead of their return, outlining the new condition and we will contact you about completing the medicine administration form (if needed).

Belongings

- On the first day back please return any books you took home (class library books etc). These need to be dropped into the labelled box at the Manor House front entrance.
- Please ensure that your child brings their named water bottle into school. These will be sent home at the end of each day.
- No toys, or other items from home should be brought into school. Once the children have brought in their stationery on the first day they will be kept at school and cleaned regularly.
- If possible, please send your child in with their own named hand sanitiser or anti-bacterial hand wipes. It would be very much appreciated.

Before and after-school club

- Before and after school club will be operating as normal.

Contacting school

- Parents/carers should contact school by email or phone rather than face to face.
- Mrs Downs or Miss Wilson will be available to help with any administration queries you have.
- Mr Martin and Mr Nicholson will also be available to support children, families and staff.

Parent/carers access to school building

- Parents/carers **must not** enter the school building (other than by pre-arranged appointment).

- Any pre-arranged appointments will be carried out remotely (for example, by telephone or conference call), where at all possible.

Other visitors

- Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed.
- Contractors are to attend by agreement only, after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.
- Contractors will be asked to provide risk assessments prior to their visit, which includes their own controls around infection spread prevention.
- Hand sanitiser will be available in the school entrance for any visitors who must enter school.

Hygiene/safety precautions in school

Social distancing

- Cloakrooms will be used by some bubbles. Coats will be taken into class.
- Children will have designated areas within their classroom, where they will remain.
- Desks will be spaced as far apart as possible, and children will sit at the same desk every day.
- Children will stay within their allocated group or 'bubble' at all times and will remain in the same classroom for most of the day.

Indoor spaces

- Windows and doors will be kept open, where possible, when the building is occupied, to aid ventilation.
- No assemblies/shows/clubs etc can take place under current regulations.
- Each class will be allocated their own equipment/resources/toys to keep in each bubble and cleaned after each use. Please note however, that the range and variety of toys/equipment will be limited due to increased hygiene and COVID regulations.

Outdoor spaces

- Opportunities for outdoor learning, in designated areas, will be scheduled.
- The Adventure Playground will be out of use.
- Class 'bubbles' will have equipment/toy packs that can be used by individual children and then cleaned down after use.
- The grounds will be divided up into zones for multi-use purposes, where potentially more than one class are outside at the same time.

Hand-washing

- Children and staff will wash their hands for the recommended time before leaving home, on entry into school, and at regular intervals throughout the day (including, but not limited to, eating/drinking, using the toilet, after physical activities).
- Children will be supported with this where needed.
- Paper towels and bins will be provided in toilets, to ensure adequate drying of hands to prevent infection and prevent drying out.
- Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing.
- Hand sanitiser will be available in the school entrance for any visitors who must enter school
- If possible, please send your child in with their own hand sanitiser.

Tissues and facial hygiene

- Disposable tissues are available in each room for both staff and children to use although if possible, please send your child in with their own packet of tissues.
- Children and staff must sneeze/cough into tissues (never into hands), adhering to the 'Catch it, bin it, kill it' guidance.
- Used tissues will be put in a bin immediately after use.
- Children will be reminded not to touch their face (eyes, mouth, nose) with hands that are not clean.

Toilets

- Each bubble will have designated toilets near their classroom.
- Toilets and sinks will be coded to ensure your child uses the same one during their time in school.
- Staff will ensure that toilets do not become over-crowded, by limiting the number of children who can use the toilet facilities at any one time.
- Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing.

PPE

- PPE is available in school for staff to use when administering first aid or dealing with an unwell child.

Cleaning

- In addition to the daily cleaning which takes place on site, a cleaning schedule will be implemented for more frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, and taps, as well as toys, books, desks and chairs.
- Bins for tissues and other rubbish are emptied throughout the day.
- School will remain fully stocked with liquid anti-bacterial soap, sanitising wipes, anti-bacterial spray, paper towels, toilet roll, tissues, and PPE equipment.

Fire safety & lockdown procedures

- Normal procedures will be in place for fire and lockdown drills.

Mental health & well-being support

- Staff are aware that the coronavirus outbreak may be causing mental health or well-being difficulties for some children, and that there will be an increased need for mental health support in school, with opportunities to talk and share experiences. Support for pupils, teachers and parents to help with any worries or anxieties coming back to school will be available.
- There will be support available at both individual and group levels where required.
- The teachers and staff will help the children with any worries or anxieties they may have.
- Remember you can email or telephone the School Office to arrange a telephone call with your child's teacher if you have any concerns or questions.

Attendance

- Once back at school, contact the school office as normal to let us know if your child is absent due to sickness.
- Parents will not be fined for non-attendance at this time, and schools will not be held to account for attendance levels.
- School supports families who choose not to send their children in at this time. Teachers will still set a regular amount of 'home learning' each week for the children to complete via Teams.

Full government guidance regarding attendance and exceptions:

- Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.
- Children and staff who have been classed as **clinically extremely vulnerable due to pre-existing medical conditions** will continue to be supported to learn or work at home as much as possible if needed. Clinically vulnerable (but not clinically extremely vulnerable) groups are those considered to be at a higher risk of severe illness from coronavirus. Few, if any, children will fall into this category, but parents should follow medical advice if their child is in this category.
- A child/young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting, if parents feel this is appropriate.
- If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend and will be supported to learn or work at home.

Home-learning provision

- Work will continue to be set via your child's class teacher each day and week.
- If school is asked to close due to either a localised closure, regional closure or national closure then the DLiTE home learning provision will resume. If an individual class bubble is asked to self-isolate for 14 days due to a case of COVID-19 in their bubble, then the DLiTE home learning provision will resume.

Illness in school - children

- If a child becomes unwell with a new continuous cough, high temperature or loss of taste and smell, they will be sent home immediately.
- All children over the age of 5 who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19 and are encouraged to get tested in this scenario.

Procedure if a child displays symptoms of Covid-19 in school:

- School will contact the parent/carer.
- Staff member stays with the child who will be isolated from others and taken to the first aid room, which is situated in a well-ventilated area. If they need to use the toilet there are separate ones in this area to use.
- Any staff member staying with the child will continue to look after them safely until their parent comes to collect them. PPE equipment is available for staff members.
- If you are asked to collect your child due to symptoms of COVID 19 developing you will collect them from the front entrance.
- The first aid room will then be deep cleaned, and all affected areas will be cleaned thoroughly.
- The staff member who has looked after the child will also be given time to disinfect the PPE (dispose of single use items in a double bag) wash hands and change clothing, if necessary.
- The child (if aged over 5) will go for a test ASAP. Tests can be booked online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- The children within that group will remain in school until the outcome of the individual's test result.
- Anyone who has been in contact with the child or shared a classroom environment must wash his/her hands for the recommended time.
- Parents of the remaining children will be notified that a member of the group has been sent home with symptoms and that we will confirm the outcome of a test ASAP.
- Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- School will need to see confirmation of a negative test result before allowing the child to return to school.
- The child will return to school and into the group that they were in before becoming unwell.
- Where the child tests positive, the rest of their class (both groups), including the class teacher and TA will be sent home and advised to self-isolate for 14 days. The other household members of that wider group

do *not* need to self-isolate unless the person they live with subsequently develops symptoms. E.g. if a class has a pupil who tests positive, the rest of the class and class teacher must self-isolate but their siblings/parents and partners do not need to self-isolate.

- Bradford Council will be informed.

Illness in school – staff

- If a staff member becomes unwell with a new continuous cough, high temperature or loss of taste and smell they will be sent home.
- All staff who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19 and are encouraged to get tested in this scenario.

Procedure if a staff member displays symptoms of Covid-19 in school:

- Staff member will return home and a replacement teacher will be brought in to teach the children of that group.
- The staff member will have a test ASAP.
- The children in that group will remain in school until the outcome of the staff member's test result.
- If there are no available teachers to cover, then children in that group will be collected from school. They will sit in the entrance hall separated until parents can arrive to collect them.
- Where the staff member tests negative, they can return to their setting and the fellow household members relating to the staff member can end their self-isolation.
- Where the staff member tests positive, the rest of their group within their education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do *not* need to self-isolate unless the person they live with subsequently develops symptoms.
- Bradford Council will be informed.

Response to any infection

All members of the school community if possible, should engage with the NHS Test and Trace process. Staff members and parents/carers will need to be ready and willing to:

Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under, will need to be helped by their parents/carers if using a home testing kit.

Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.

Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

You've developed symptoms of COVID-19

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.

School will ask parents and staff to inform them immediately of the results of a test:

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the

onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID19) amongst the school community

You've had close contact with someone who has had a positive test for COVID-19

School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with school in this situation to guide us through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different bubbles.

A letter will be sent to parents and staff. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

Resources for parents/carers

NHS COVID-19 guidance, and how to book a coronavirus test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

How to book a coronavirus test - essential workers:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

The Department for Education coronavirus helpline:

0800 046 8687 - Available to answer questions about COVID-19 relating to education and children's social care.

I hope you find this parental booklet helpful. If, after reading it, you still have questions, worries or concerns, then please do contact the school via the information@ghyllroyschool.co.uk address and we will do our very best to help you.