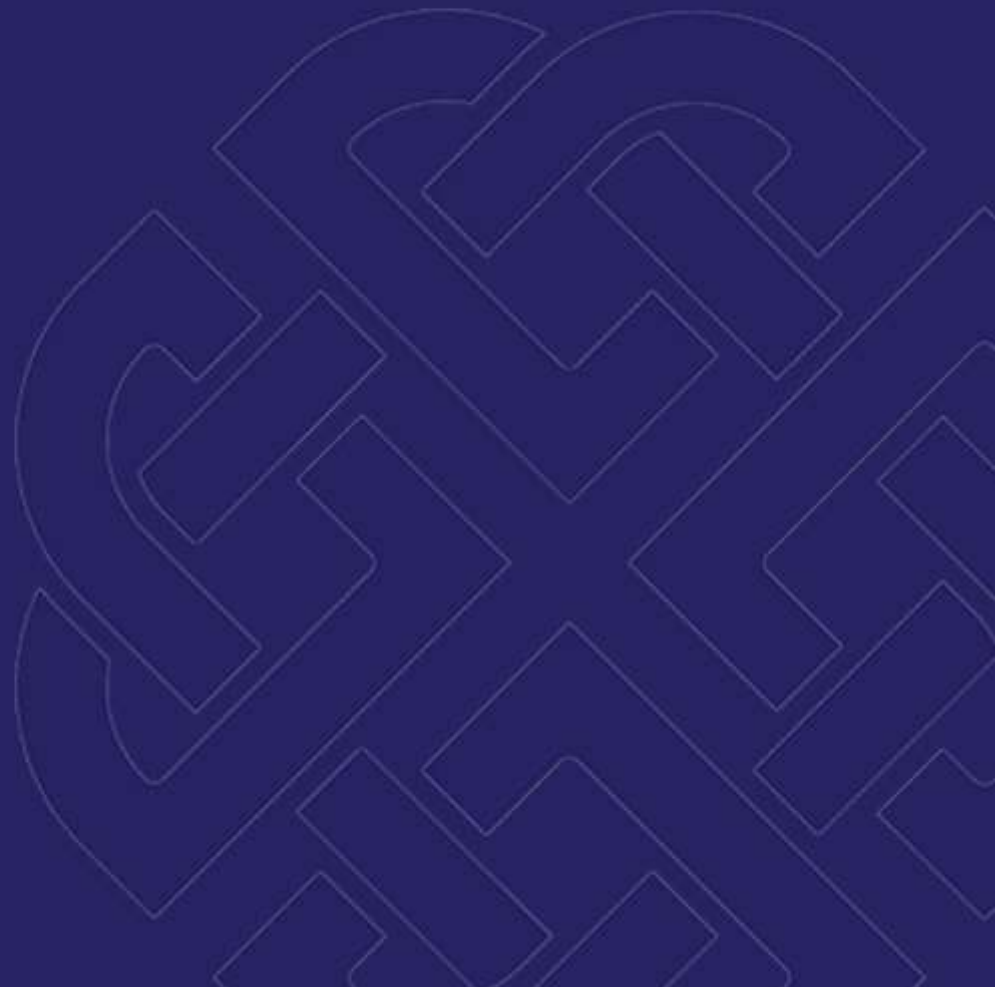




BRIGANTIA
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Concord & Wincobank Re-opening Toolkit for Parents



Introduction

Net capacity and organisation of teaching spaces

In order to ensure social distancing at all times:

1. Pupils will be allocated to a “social bubble”.
2. Each social bubble will have a maximum group size of 1 member of staff to 10 pupils (2 staff members to 10 pupils in EYFS)
3. Staff will only teach/ supervise their allocated social bubble and will be with the same pupils daily.
4. Groups will not mix
5. Pupils will have a designated desk/ chair that they use daily with their own equipment on hand. This will be marked clearly in each classroom with their:
 - Name
 - Markings
 - Pictures
6. Reading books will be available in each bubble the library will
7. Meals will be taken to the pupils in their bubbles.

Arrival to and departure from school

- To reduce crowding on entering pupils will arrive at school at designated times.
- Pupils in each social bubble will use a separate entrance.
- Parents will not enter the site.
- There will be a one -way system introduced around each academy.

Wincobank NI School

- Y1 pupils will be dropped off at the gate in the staff car park, they will be met by school staff – there will be a one way system in operation for parents.
- Group arrivals will be staggered by 5 minutes to reduce crowding.
- Reception pupils will be dropped off at the Robin Hood Road gate where they will be greeted by staff.
- Nursery pupils will be dropped off at the Nursery gate where they will be greeted by staff, parents will enter and exit via a one way system through the double gates to the small yard on Robin Hood Road.
- Key worker pupils will arrive and depart school through the main school gate where they will be greeted by staff.

Concord Junior School

- Key worker pupils will arrive and depart through the side gate into school and proceed through the large gate onto the rear playground. They will be greeted and supervised by staff.
- Y6 pupils in groups A & C will arrive and depart through the double gate and proceed through the gate into the front playground – they will be greeted and supervised by staff. Arrival will be staggered by 5 minutes to avoid crowding.
- Y6 pupils in group B will arrive and depart through the side gate and proceed through the gate onto the back playground – they will be greeted and supervised by staff.

Movement around school

- All non-essential movement around school will be avoided.
- Most areas of the school will become one-way.
- The pupils will not move from their classrooms except for scheduled break within their social bubble, which will be a PE/ Sporting activity.
- Each social area will have at least one member of support staff on duty to support and to ensure social distancing is maintained.

Learning Plans and Timetables

Nursery Pupils - Morning Entrance through Nursery gate					
Room	Pupils	Staff	Support	Arrive	Leave
(Monday & Tuesday)	10	NN	GL	8.30	11.30
(Thursday & Friday)	10	HE	LP	8.30	11.30

Nursery Pupils - Afternoon Entrance through Nursery gate					
Room	Pupils	Staff	Support	Arrive	Leave
(Monday & Tuesday)	10	LW	AP	12.15	3.15
(Thursday & Friday)	10				

Reception Entrance through Robinhood Road gate					
Room	Pupils	Staff	Support	Arrive	Leave
Parrot	10	HA	DJ	8.45	11.45
Flamingo	10	HW	RP	9.00	12.00
Puffin	10	LA	DJ	12.30	3.30

Y1					
Entrance through carpark					
Room	Pupils	Staff	Support	Arrive	Leave
Owl	10	DH	General TA not in bubble but supporting with resourcing etc	8.45	11.45
Kingfisher	10	GT		9.00	12.00
ICT	10	RC		12.15	3.15
Den	10	LC		8.50	11.50
Owl	10	DW		12.30	3.30

Y6					
Except for Y5HL who enter through side gate					
Double gates and through into front playground					
Room	Pupils	Staff	Support	Arrive	Leave
Y5AH	10	AH	General TA not in bubble but supporting with resourcing etc	8.45	12.00
Y5HL	10	HL		8.50	12.05
Y6MD	10	KW		8.55	12.10
Y6JM	10	AMW		12.20	3.20
Y3KW	10	AJ		12.30	3.30

Concord Hub– all day 8.30-15.00					
Enter through side gate					
Room	Pupils	Staff	Support	Arrive	Leave
Upstairs & Y4AS	10	KW	UO	8.30	15.00
Old staffroom	10	AS	AJ	8.30	15.00

Wincobank Hub– all day 8.30-15.00					
Enter through side gate					
Room	Pupils	Staff	Support	Arrive	Leave
Harbour	10	AH	LW & AB	8.30	15.00
Merlin	10	ST	WS	8.30	15.00

Teacher Assistants

- TAs supporting in the classroom will maintain social distancing from the pupils they support.
- If social distancing is not possible in the general classroom, they should support their designated pupil(s) by withdrawing them to another room.
- If a pupil requires close medical or intimate care, PPE will be worn.

Break time plan

- Pupils will have staggered break times.
- Pupils will go outside for breaks and maintain social distancing.
- At this time the groups will also be supported by a TA, SLT and First Aider
- The dining hall will not be available at break time.
- Teachers will supervise breaks which will be staggered and in their own unique social bubble/ playground.

Lunch time plan

- Pupils will be asked to wash hands with soap before and after having lunch.
- The menu for each day will be reduced, the kitchen will initially prepare packed lunches for the children.
- Meals will be transported to the pupils, in order that social distancing can be maintained and movement can be restricted.
- Hub pupils and designated groups may use the dining hall where social distancing will be maintained through careful organisation.
- If the weather is fine Hub pupils can eat outside in their bubbles.
- All tables will be wiped down with disinfectant, before and after each child has eaten.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible.
- They will wear the normal catering garments (A separate bin should be used to discard these items)
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- The menu for each day will be reduced for ease of serving.
- When serving food, catering staff will need to maintain social distancing as much as possible.
- Staff serving the meal will wear PPE equipment.

Cleaning

- All classes have been deep cleaned.
- A cleaning schedule has been implemented to clean areas of the school throughout the day.
- Classes used by pupils will be cleaned at the end of each day.
- Teachers will clean classroom sinks hourly.
- Toilet handles and banister rails will be cleaned every hour.
- Teachers will clean resources that pupils have used during and at the end of the session.

Toilets

- Each year group including those in the Hub provision have been designated their own toilet facilities and toilets have been allocated for each social bubble.
- When giving permission during lesson time, pupils will be supervised going to the toilet and whilst washing their hands by the First Aider or a teaching assistant.
- During break and lunch times, pupils must use their designated toilet:

Uniform

We are aware of the fact that the children will have grown during the lockdown time and that the shops have been closed. This might mean that some children will have to attend school in clothes other than the agreed school uniform. All we ask is that if this is the case you stick to black or blue bottoms and white, blue or black tops. Please also ensure that your child does not wear their best, favourite or expensive items of clothing– remember they will play outside, paint, make models and take part in other messy activities. **AS WE ARE SURE YOU ARE AWARE HAND SANITISER CAN CAUSE MINOR DISCOLOURATION OF CLOTHING.**

Parents are advised to wash all clothing items the children have worn for school immediately upon their return home.

Expectations in the classroom

- Pupils and staff will wash their hands upon entry into school
- Pupils will use hand sanitiser on entering each room within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson. Materials will be supplied.
- Pupils should wipe their keyboard and mouse at the start of each lesson when using IT.
- All classrooms will have socially distant seating and pupils must sit in the same place each day.
- Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should stay in their allocated teaching zone.
- Windows will be left open during the lesson wherever possible.
- Group activities and any close contact between individuals will be avoided.
- Stationery and equipment will not be shared, each pupil will have their own in their own designated tray/wallet.

Pupil expectations

- All pupils and parents that are in the academy must sign the new home/ academy agreement
- Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms.
- When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.
- Pupils must arrive at school and leave to go home at their designated time.
- Pupils and parents must not congregate in school at the end of the day.
- Pupils will :
 1. Wash their hands on entry into the school and use sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
 2. Avoid physical contact at all times. No hugs, shaking hands etc.
 3. Sit in the same place at all times.
 4. Maintain a safe distance from others between and during lessons.
 5. At break go outside (if weather is good) or stay in the classroom (if weather is poor) the hall may be brought into use for structure wet playtimes.
 6. Maintain a safe distance from others at break and lunchtimes.
 7. Not share their equipment with others.
 8. Use the toilet designated for your bubble.
 9. Wipe the keyboard and mouse at the start of each lesson when using IT.

Actions if a pupil or staff member shows COVID-19 symptoms



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Actions if there is a confirmed case of COVID-19 in a school



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.