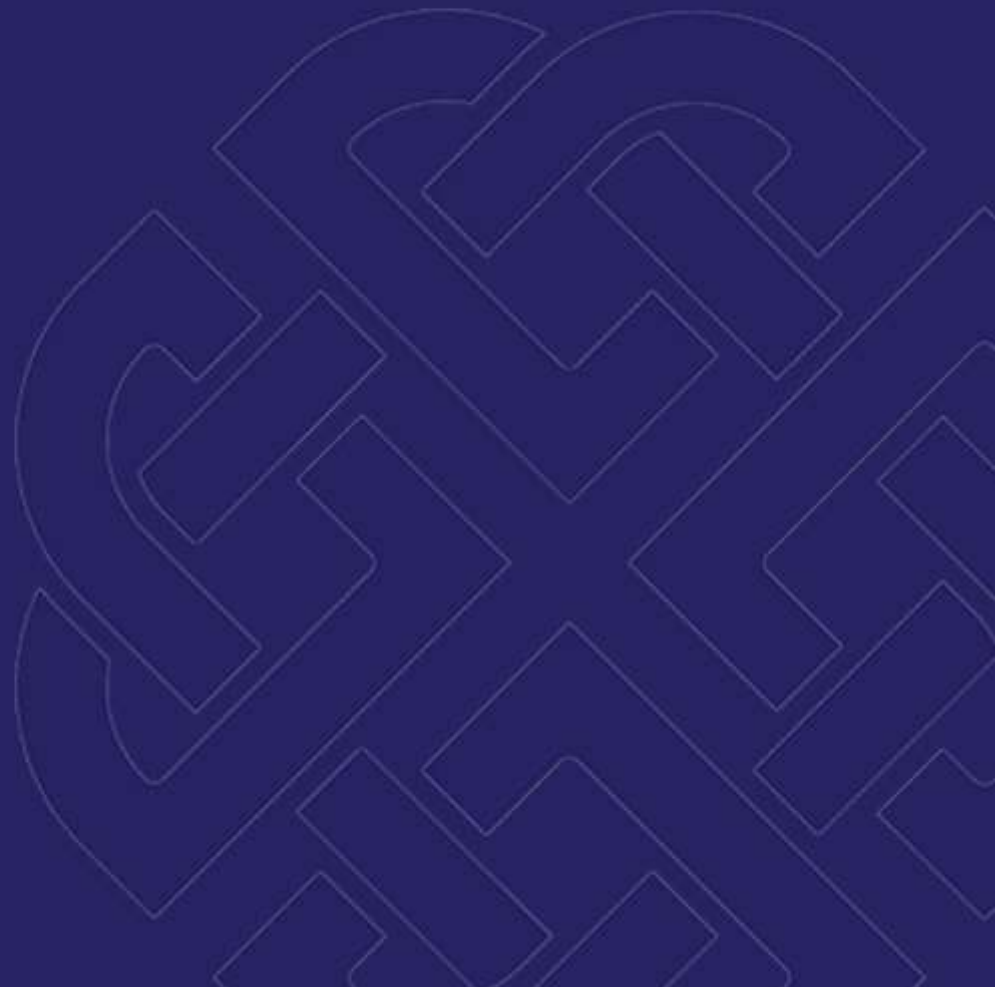




BRIGANTIA
LEARNING TRUST
Creating excellence together

Concord & Wincobank Re-opening Toolkit for Parents



Introduction

Net capacity and organisation of teaching spaces

In order to ensure safe working practices and social distancing where ever possible:

1. Pupils will be allocated to a “social bubble” this will be their class.
2. Each social bubble will have designated members of staff including the class teacher and at least 1 teaching assistant. In Juniors teaching assistants will work in both classes within a year group but will maintain social distancing and will not work with any other year group.
3. Staff will only teach/ supervise their allocated social bubble and will be with the same pupils daily.
4. Pupils will have their own designated equipment and personal resources. These will be marked clearly in each classroom.
5. KS1 and 2 pupils will have an allocated desk and chair. These will be in lines facing the front so pupils are sat side by side as advised by Public Health England.
6. A large variety of reading books will be available in each classroom as the library will not be in use for children. A 48 hour period will lapse before a book can be used by a second child.
7. EYFS pupils will have structured play opportunities and equipment will be cleaned between use.

Arrival to and departure from school

- To reduce crowding on entering pupils will arrive at school at designated times and go straight into class (pupils will not be allowed to play in the playground prior to going into class). Groups will be staggered by at least 10 minute intervals to reduce crowding and maximize social distancing.
- Each bubble will be greeted by their class staff.
- Pupils in each social bubble will use a designated entrance, if two bubbles share an entrance they will not do so at the same time.
- Parents will not enter the site at Concord and will only be allowed on site for designated drop off/ pick up points at Wincobank
- There will be a one -way system introduced around each academy both indoors and out.
- All children will arrive and depart at their designated time
- Children will be asked to follow markings on the floor and one way system where signposted
- One way systems will be in operation at Wincobank for arriving and departing parents

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. Playtimes and lunch times will be staggered.
- Playgrounds will be divided and allocated to bubbles.
- Each bubble will have designated playground equipment some on a rota basis – equipment will be thoroughly cleaned between use by different bubbles.
- Designated staff from their bubble will supervise pupils on the playground.
- Each social area will have at least one member of support staff on duty to support and to ensure social

distancing is maintained.

Timetables

FS1 Bubble – Preschool – Ducklings 1					
Entrance through Nursery Gate on Robinhood Road					
	Pupils	Staff	Support	Arrive	Leave
AM session		Mrs Johnson	Mrs Bennett	8:45	11:45
PM session		Mrs Payne		12:15	3:15
All day session		Mrs Longford Mrs Wragg		8:45`	3:15
Location	Harbour				

FS1 Bubble Nursery - Ducklings 2					
Entrance through Nursery gate on Robinhood Road					
	Pupils	Staff	Support	Arrive	Leave
AM sessions		Miss Naylor	Miss Coates	8:30	11:30
PM sessions			Mrs Wragg	12:00	3:00
All day sessions				8:30	3:00
Location	Nursery				

Reception class 1					
Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Puffin Classroom		Mrs Austerberry	Mrs Emson	8:45	3:00

Reception class 2					
Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Parrot Classroom		Miss Abbas	Mrs Emson	9:00	3:15

Y1 Owl Class					
Entrance through Main Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Owl Classroom		Miss Wheelton/ Mrs Trude	Mrs Jordan	8:40	2:55

Y1 Flamingo Class Entrance through Main Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Flamingo Classroom		Mrs Simpson	Mrs Woodrow	8:50	3:05

Y2 Merlin Class Entrance through Main Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Merlin Classroom		Miss Hobbs	Mrs Congreave	8:30	2:45

Concord

Y3ST Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Back classroom (previously Y4AS)		Miss Taylor	Mrs Simpson	8:30	2:45

Y3DW Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Back middle classroom (previously Y4LV)		Mr Williamson	Mrs Odoskie	8:45	3:00

Y4AS Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Large front classroom (previously Y3KW)		Mrs Smith	Mrs Whittham	8:50	3:05

Y4PC					
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Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Small front, middle classroom (previously Y3ST)		Mrs Camm	Mrs Whittham	8:40	2:55

Y5KW Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Back classroom next to dining hall (previously Y5HL)		Miss Welsh	Mrs Stanton	9:00	3:15

Y5AH Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Front large classroom Y5AH		Mrs Hughes	Mrs Stanton	9:00	3:15

Y6JM Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Mobile Classroom 1		Mr Matterson Mrs Wells	Mrs Lawson	8:30	2:45

Y6M/D Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
Mobile Classroom 2		Mrs Donaghue Miss Mysiw Mrs Wells	Mrs Lawson	8:30	2:45

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. In KS2 each year group has a designated withdrawal 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 with their designated bubble
- Each bubble will have a designated playground/ yard
- At this time the groups will be supported by a member of staff from their bubble
- Pupils will wash their hands at the end of break time

Lunch time plan

- Pupils will be asked to wash hands with soap or hand sanitizer before and after having lunch.
- KS1 and 2 Pupils will eat their lunch in their classrooms and lunch will be brought to them where required.
- EYFS pupils will sit at designated tables and seats in the dining hall – social distancing of well beyond four meters will be maintained if two bubbles are in the dining room at one time
- Children will have a designated time slot both to eat their lunch and use their designated outside area.
- Children will have lunchtime equipment designated for their bubble.
- Where needed, meals will be transported to the pupils, in order that social distancing can be maintained, and movement can be restricted.
- Children will ensure that all rubbish and waste is placed in a bin
- Midday supervisors will be allocated to specific bubbles and work with them daily.

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.
- When serving and delivering the meals staff 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, banister rails and other key contact points 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 have been designated their own toilet facilities and toilets have been allocated for each social bubble.
- During break and lunch times, pupils must use their designated toilet.
- The toilets will be cleaned at regular intervals throughout the day.
- Only one pupil will be allowed to go to the toilet at a time to ensure social distancing.

Face coverings

- These are not advised for pupils aged 11 or under, but are used at the discretion of parents.
- School will not provide face coverings for pupils.
- Where pupils travel to and from school in face coverings, they will be asked to dispose of single use masks in a nappy sack and then place them in the designated bins near each school entrance, multi use masks are discouraged due to the issues around safe storage. Parents will be expected to dispose of or save masks for EYFS and KS1 pupils. Where KS2 pupils have a reusable mask they will be given a zip lock folder for its safe storage – they will be expected to sanitise the zip lock wallet each time it is opened or closed and not touch it during school time.

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.
- Pupils will be directed to wash their hands frequently during the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson. Materials will be supplied.
- Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should endeavor to 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.
- Where possible resources should be allocated to a bubble, where resources are shared, they must be thoroughly cleaned with Safezone Plus before being returned to central storage or left for a period of 48 hours between uses (72 hours in the case of plastic or metal).
- Reading books will be allocated to a bubble and children will be allocated their own textbook or reading book and they will be left for 48 hours before they are used by another child.
- Physical play equipment will be allocated to a bubble, cleaned as per other resources between bubbles.
- PE equipment will be allocated by the PE lead to each class and year group.
- KS1 and 2 pupils will be expected to remain in their chair unless given permission – children will file out of rows in an orderly fashion when moving out of the classroom to maintain social distancing.

Personal possessions

- Pupils will only use the equipment provided by school **they are not to bring their own possessions**. Any unnecessary possessions brought to school including pencil cases will be placed in a zip lock bag and returned to the child to take home at the end of the day.
- Parents are encouraged to purchase school lunches rather than send lunch boxes. Lunch boxes will be stored in the classroom spaced apart. All Reception, year 1 and year 2 children are entitled to a free school lunch.
- Pupils should only bring a lunch box or bag and not an additional bag to carry it in. Only small bags will be permitted in school.
- Pupils should bring a named water bottle which they will keep on their desk during the day.
- Coats and bags will be kept on the back of or under a pupil's seat.
- **PE kits will not be required until further notice.**

Expectations during Social Time

- Pupils will remain on their designated yard.
- Pupils will not mix with any children other than those in their bubble.
- Pupils will only use the equipment that is designated for their bubble.
- Where possible pupils will avoid any form of physical contact with each other during social time
- Pupils must adhere to their social time timetable

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 sanitizer 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 their designated seat
 4. Maintain a safe distance from others between and during lessons.
 5. Maintain a safe distance from others at break and lunchtimes.
 6. Not share their equipment with others.
 7. Use the toilet designated for your bubble.

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



Pupil or staff member displays COVID-19 symptoms.

Isolate immediately in designated space in school.



Send home and advise to self-isolate for 7 days.

Household members should self-isolate for 14 days.

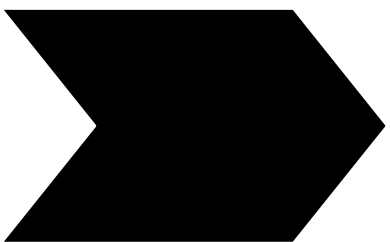
Encourage to get tested.



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.

Bubble 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.