



BRIGANTIA
LEARNING TRUST
Creating excellence together

Concord & Wincobank Re-opening Toolkit for Parents



Introduction

Test and Trace

- In order to support the NHS school will work with NHS track and trace if there is a case of Covid in school.
- All staff have been invited to take a Lateral Flow (LF) test at home, twice per week – if a test returns a positive result, the bubble the member of staff belongs to will be closed until the staff member has taken a Polymerase Chain Reaction (PCR) test. The bubble will return to school if the PCR test is negative or be asked to isolate for 10 days if the PCR test is positive. Staff undertake these tests at least half an hour after food usually before breakfast, so we will give as much notice as possible but may have to close a bubble at short notice.

Parents should keep children at home if they or anyone in their home/home bubble has symptoms of Covid and organise a test. If you are unable to drive to a test centre and need a postal test we have a small supply in both schools and can provide tests for our families. We will deliver them on the same day they are requested so that they can go in the post the same day.

Test centres are usually returning test results within 24 hours and as quickly as 4 hours in some cases. We will notify you asap if we have a positive test and need to close a bubble.

Net capacity and organisation of teaching spaces

In order to ensure social distancing at all times:

1. Pupils will be allocated to a “bubble” this will be with their class and their class teacher, within a wider year group bubble for additional staffing and some intervention/support work (at a social distance).
2. Staff will only teach/ supervise within their allocated social bubble and will be with the same pupils daily.
3. Bubbles will not mix
4. KS1 & 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. In Y1 children will sit side by side
5. 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.
6. Other than EYFS, meals will be taken to the pupils in their bubbles.
7. EYFS pupils will have structured play opportunities and equipment will be cleaned between use.

Arrival to and departure from school

- UNTIL EASTER, PARENTS ARE ASKED TO WEAR MASKS WHEN WAITING on the yard or at the gate TO DROP CHILDREN OFF OR COLLECT THEM to further reduce the risk to us all.
- Parents are asked to drop off and pick up at the designated times.
- 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 to reduce crowding and maximize social distancing.
- Each bubble will be greeted by class staff.

- Pupils in each social bubble will use a designated entrance, if two bubbles share a pedestrian entrance/exit gateway they will not do so at the same time.
- Parents will only be allowed on site for designated drop off/ pick up.
- There will be a one-way system introduced around each academy both indoors and out.
- 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
- To reduce crowding on entering pupils will arrive at school at designated times.
- Pupils in each social bubble will use a separate entrance doorway wherever possible.

If you have children at more than one school or in more than one year group, a text will be sent to you with specific arrival and departure times.

We are looking to open BREAKFAST CLUB for working parents after Easter – if you need childcare to work prior to this, please speak to a member of staff.

Wincobank NI School

- Reception pupils will use 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.
- KS1 should be dropped off at the main gate where they will be greeted by staff.
- Reception parents should wait on the reception playground at the end of the day.
- KS1 parents should wait on the front playground at the end of the day.

Concord Junior School

- Y3 will be dropped off at the side gate
- Y5AH will be dropped off at the large car park gate
- Y5KW will be dropped off at the side gate
- Y4 and Y6 will be dropped off at the large car park gate
- Y3 parents should wait on the back playground for their children at the end of the day.
- Y4 parents should wait on the front playground for their children at the end of the day.
- Y5 & 6 parents should wait outside the school gates for their children.

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.

Learning Plans and Timetables

Ducklings 1 & 2 will continue with the timetables set in September and used throughout lockdown three when both have been fully open as per Government Guidance.

Reception Bubble					
Entrance through Robinhood Road small side gate					
Room	Pupils	Staff	Support	Arrive	Leave
Parrot	Parrot Class	Miss Abbas	Miss Scanlan	8.45am	3.00pm
Puffin	Puffin Class	Mrs Austerberry	Mrs Emson	8.30am	2.45pm

Y1 Bubble					
Entrance through Main Gate or Car Park					
Room	Pupils	Staff	Support	Arrive	Leave
Flamingo	Flamingo Class	Mrs Simpson	Mrs Woodrow	8.50am	3.05pm

Y1/2 Bubble					
Entrance through Main Gate or Car Park					
Room	Pupils	Staff	Support	Arrive	Leave
Owl	Owl Class	Miss Wheelton/ Mrs Trude	Mrs Jordan	8.40am	2.55pm
Merlin	Merlin Class	Miss Hobbs /Miss Wilson	Mrs Congreave	8.30am	2.45pm

Y3 Bubble					
Entrance through Side Gate					
Room	Pupils	Staff	Support	Arrive	Leave
As prior to lockdown	Y3ST	Miss Taylor	Mrs Simpson	8.30am	2.45pm
As prior to lockdown	Y3DW	Mr Williamson	Mrs Okesie	8.45am	3.00pm

Y4 Bubble					
Entrance through Vehicle Gate					
Room	Pupils	Staff	Support	Arrive	Leave
As prior to lockdown	Y4AS	Miss Smith	Ms Whitham	8:50am	3:05pm
As prior to lockdown	Y4LV (previously Y4PC)	Miss Vaughan	Miss Lawson	8:50am	3:05pm

Y5 Bubble					
5KW Entrance through Side Gate					
5AH Entrance through Vehicle gate					
Room	Pupils	Staff	Support	Arrive	Leave
As prior to lockdown	Y5KW	Miss Welsh	Miss Stanton	9.00am	3.15pm
As prior to lockdown	Y5AH	Miss Hughes	Miss Godbehere	9.00am	3.15pm

Y6 Bubble					
Entrance through Vehicle gate					
Room	Pupils	Staff		Arrive	Leave
As prior to lockdown	Y6MD	Mrs Donohue	Mrs Wells	8:30am	2:45pm
As prior to lockdown	Y6JM	Mr Matterson		8:30am	2:45pm

Teaching Assistants

- In EYFS, TAs will wear face masks and aprons to offer protection whilst working in a caring and supportive manner, these staff will not social distance from children.
- In KS1, staff will limit the time they do not social distance from children in their designated bubble.
- In KS2, TAs supporting in the classroom will maintain social distancing from the pupils they support where possible.
- If social distancing is not possible in the general classroom, TAs 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 use hand sanitizer before and after having lunch.
- Most KS1 and KS2 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 – only 1 bubble will use the dining room at a time.
- 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.
- Pupils will be asked to wash hands with soap before and after having lunch

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 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, unless supervised by an adult.

Uniform

Children are expected to wear school uniform – except on PE days when they should wear their sports kit.

Sports kit should consist of:

- Black or grey leggings/jogger bottoms
- Blue or White T shirt/ polo shirts
- School Jumpers
- Trainers

Where possible PE sessions will take place outside, so please ensure your child has a warm jacket or coat.

PE Timetable

Class	Day
Flamingo	Friday
Merlin	Thursday
Owl	Friday
Year 3	Tuesday
Year 4	Wednesday
Year 5	Thursday
Year 6	Friday

AS WE ARE SURE YOU ARE AWARE HAND SANITISER CAN CAUSE MINOR DISCOLOURATION OF CLOTHING.

Please speak to a member of staff if your child has grown out of their uniform during lockdown.

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 will use hand sanitiser on entering each room within the day and on entering school in a morning.
- 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.
- 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).

- 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. All pupils and parents that are in the academy must sign the new home/ academy agreement

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.

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 home/ academy agreement. This is the same as in September and most of you have already done this.
- 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. 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.
 8. 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.