



GROVE ACADEMY

COVID-19 Parent Handbook September 2020

Our provision will be *continually assessed* due to:

1. **Local** and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team

This handbook will share with you the arrangements for a full reopening of Grove Academy in September 2020 following the lockdown and phased reopening before the summer holidays.

Entrance to school	<ul style="list-style-type: none">• Your child will be allocated an entrance, which will be either: (see grid below for full details)<ul style="list-style-type: none">○ Keelings Road black gate where you will enter and follow a one- way system and exit the blue gate on Turner Street○ Turner Street main black gate• When dropping off and collecting your child we are asking parents to follow a one-way system so that social distancing measures can be put into place. The map below shows the school and the one-way systems. Times will be staggered as detailed below. There are spots marked on the pavement, please wait on one of these. Where 2 bubbles use the same entrance at staggered times, please don't join the queue until the first bubble has entered. We will be dismissing from 4 exits which again is detailed below.• Times will be allocated as per the grid below, and will be confirmed via text message prior to your child's first session in school.(excluding BASC children).• Parents will not be permitted onto the site (unless using the Keelings Road entrance and one way system)• Children must attend school every day unless they are shielding or awaiting a test result. Strictly one person must accompany their child to and from school. A responsible person over the age of 16 can collect, and Year 5 and 6 pupils can walk alone with prior written permission by emailing the academy office grove@espritmat.org• Members of school staff must supervise each entrance during phased reopening until satisfied that all control measures are being applied consistently• Parents / carers to socially distance whilst they wait on the pavement outside school – spots on the pavement show where to stand• Follow the arrows on the pavement which show the one-way system• A member of staff will indicate when your child can enter through the gate• Staff from each bubble will guide pupils into school Pupils will enter school and sit on designated seats
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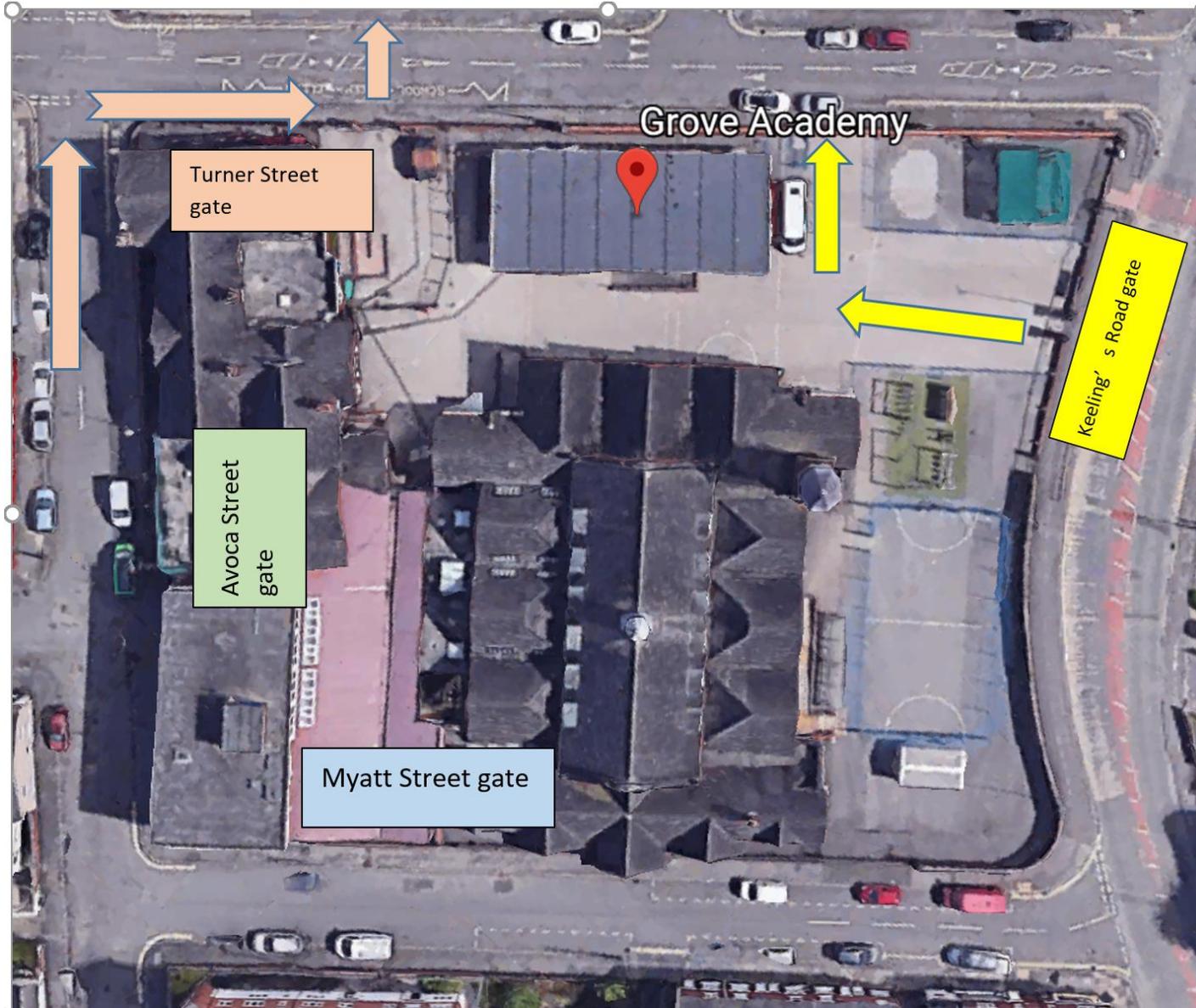
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| | <ul style="list-style-type: none">• If children arrive late they must not join another bubble waiting to enter. Instead they must make their way to the Myatt Street entrance where a staff member will meet them and sign them in. If arriving after 8.45am, pupils must arrive by the front office. BASC to be booked and paid for in advance, or place will be withdrawn. We require 1 week's notice of any changes to your requirements. If you need to contact the BASC team in an emergency, or have arrived to collect your child, please contact the team directly on 07376 046826. Parents must drop off and collect BASC children using the Myatt Street entrance.• Parents will not be allowed onto the premises without an appointment. If parents attend an appointment, they will need to complete the visitor questionnaire and have their temperature checked before entry. |
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TIMETABLE & ARRANGEMENTS

Groupings	<ul style="list-style-type: none">• Pupils will remain in their year group bubbles throughout the day. Children will access outdoor provision as much as possible, including participating in daily active time• We have implemented staggered start and finish times and ask parents/ carers to socially distance on the spots provided while waiting to drop off or collect their child• Children to bring only what they need to school in a small rucksack, e.g. water bottle, reading book, lunch, inhaler or other medication
BASC	<ul style="list-style-type: none">• Before and After school provision (BASC) can be pre-booked at a cost from the hours of 7.30-8.30am and after school until 5.45pm. Early collection can be arranged by calling 07376 046826. These will be offered on a first come first served basis as numbers are capped due to staff capacity, and ensuring year group bubbles remain together. Places must be requested and paid via ParentPay in advance. If this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session until 4pm and £9 until 5.45pm



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Entrances and Exits for September

Year group	Arrival time	gates	Collection Time	gates
Y3	8:35	3AF and 3 JB-C Keelings Road 3JK and 3SK – Turner Street	2:40	3AF (Miss Fryer) – Avoca Street 3JB-C (Mrs. Beresford-Copestake) – Myatt Street 3JK (Miss Keen) – Turner Street Black 3SK (Miss Killick) – Keelings Road
Y4	8:30	4JW and 4PR – Keelings Road 4SJ and 4CC – Turner Street Black	2:35	4JW (Miss Wynne) – Keelings Road 4 PR(Miss Rogers) – Myatt Street 4SJ (Miss Johnson) – Avoca Street 4CC (Miss Clutton) – Turner Street Black
Y5	8:25	5HC and 5HF – Keelings Road 5KE and 5CM – Turner Street Black	2:30	5HC (Miss Craddock) – Keelings Road 5HF (Mrs. Fairbairn) – Myatt Street 5KE (Mrs. Exintari) – Avoca Street 5CM (Miss Mobley) – Turner Street Black
Y6	8.20	6AW and 6JB-P – Keelings Road 6CB and 6 LP – Turner Street Black	2:25	6AW (Miss Walker) – Avoca Street 6LP (Miss Pate) – Myatt Street 6JB-P (Mr. Bateman-Price) – Keelings Road 6CB (Miss Bentley) – Turner Street Black



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WHAT YOU NEED TO KNOW

Clothing	<ul style="list-style-type: none"> • Pupils to wear clean uniform and BLACK trainers • On PE days, children will attend in their PE kit (purple t-shirt with Grove logo, black shorts, leggings or joggers with no logo. Plain black jumper or hoodie may be worn over the top weather permitting) • Minimum uniform expectation is grey trousers/ skirt, white shirt along with the Grove tie • Phased approach working towards full uniform (kilt and blazer) as and when children outgrow their old uniform • We advise children remove their clothes as soon as they return home, place them in the washing machine and shower or bathe.
General	<ul style="list-style-type: none"> • Pupils to bring a water bottle every day, CLEARLY LABELLED with their name. • If needed, suncream to be applied BEFORE attending school, then to be reapplied by child as needed during the day. • If your child uses an inhaler, this must be brought to school every day with them, and kept in their tray • • Only one adult (responsible person) to drop off and collect • Children in Years 3 and 4 must be collected by a responsible person over 14 years of age • With prior written permission to grove@espritmat.org, pupils in Years 5 and 6 will be allowed to walk home alone. • Communication between parents/ staff is restricted to non- contact methods- please communicate via Class Dojo where possible, or email the academy office to book an appointment • Children are invited to bring in a HEALTHY SNACK (fruit or cereal bar)to eat at their break- if they bring an unhealthy option we will ask them to return it to their bag and take it home.
Lunch	<ul style="list-style-type: none"> • For FSM children and those requesting school meals, children will receive their lunch provided by City Catering in disposable containers. There is a limited menu choice each day, menus will be available on the academy website. School meals must be paid for in advance. Please commit to school lunches or sandwiches for half a term. If your child brings a packed lunch, please provide your child's HEALTHY lunch in a sealed lunchbag with an ice pack in. This will be stored in the child's designated place (under the desk) • Lunches and HEALTHY snacks to be eaten in classrooms – no tuck will be provided or on offer from the academy • Please ensure your child has sufficient healthy snacks and drinks if they are attending BASC • Please note, due to the current situation, we are unable to allow sharing of food/ cakes/ sweets for children's birthdays • If your child does not bring in their water bottle, one will be provided to them and you will be charged on Parent Pay. All charges are to be cleared as soon as possible, and other items will not be available to purchase until debt is cleared.



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Hygiene	<ul style="list-style-type: none">• All visits to the toilets supervised by an adult• Regular handwashing modelled and observed by staff• Hand sanitiser will be readily available at all entrances and exits to the academy• Enhanced cleaning of resources and environment, children are encouraged to wipe down their own equipment at the end of the week• PPE equipment will be used by staff when necessary• If a child falls ill, they will be placed in isolation (and supervised from a safe distance).• Please send in a small packet of tissues with your child• As per Government Guidance, face coverings are not to be worn in school, therefore, we will ask children to remove these before entering. Disposable masks will be thrown away, and parents will be asked to take home reusable coverings.• Children must not wear facemasks in school- if a child arrives in a reusable facemask, they will be asked to remove this, put it in a plastic bag to take home. If a child arrives in a disposable face mask they will be asked to put this in the bin.
Test and Trace	<ul style="list-style-type: none">• As you are aware, the Government are implementing the Test and Trace scheme. If any of our staff are contacted through this service and told to self- isolate, it may be necessary for us to close a bubble at very short notice. This is out of our control, and we will communicate this with parents as soon as we become aware this may happen.• We will work with the local Health Protection Team and follow their guidance for any confirmed cases of coronavirus to ensure we act quickly to prevent further spread.
Communication	<ul style="list-style-type: none">• Parents and carers to communicate via email or phone calls, the academy office is not open• By sending your child into school you are agreeing to abide by all expectations within this document to help us provide the safest possible environment• If a child becomes ill at school, they must be collected immediately. As a result of a child being ill, parents should request a test for their child by calling 119, the results of which MUST be shared with school in order for the remainder of the bubble to access a test if necessary. If you refuse to get your child tested, you will need to keep your child isolated at home for the next 7 days, and the rest of the household for 14 days.
Staff illness	<p>If any staff member starts to show signs of Coronavirus, High Temperature, a new or continuous cough, change in taste or ability to smell they will need to:</p> <ul style="list-style-type: none">• Inform SLT on site immediately• Access a Covid 19 Test• Self-Isolate and follow NHS advice regarding household isolation until results are known.



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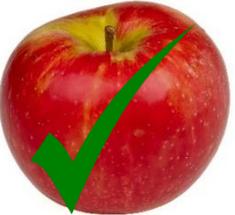
	<ul style="list-style-type: none"> • The SLT member of staff will follow Government guidance to arrange staff cover according to staff availability • The SLT member must also follow the Local outbreak control plan ..\..\SOT Outbreak overview and process for educational settings (shorter version).pptx • Informing Stoke on Trent Council's Covid Response team on 01782 231222 or via email address Tracecovid19@stoke.gov.uk
Revised School Rules	<ul style="list-style-type: none"> • I will socially distance from my peers and teachers • I will regularly wash my hands throughout the day for 20 seconds • I will tell an adult if I feel unwell • I will not bring items into school from home, or take items home from school • I will only use the equipment in my pack • I will not mix with children in a different bubble in school • I will ask an adult when I need to use the toilet, so they can keep me safe • I will use the catch it- kill it rules (coughing and sneezing into my elbow or tissue) • I will follow these rules at all times so that I do not get sent home and are unable to come back to school The Children will be taught the following to support the revised rules: • What 1/2 metres looks like and how to keep this distance between others • How to thoroughly wash their hands • What feeling unwell means • The reasons and importance for not bringing into school items from home or taking items home from school • The reason and importance of why they can only use their own equipment in their packs • The reasons and importance of why they are not able to mix with children in different bubbles when in school • The importance of asking an adult when they wish to use the toilet • What is meant by the catch it- kill it rule • Why they will not be allowed back in to school if they do not apply the rules
Safety and Fire Drills	<ul style="list-style-type: none"> • Each bubble has their own fires exit route to maintain social distancing as far as possible. • Each bubble will practice their fire exit routes regularly • We will conduct fire drills to ensure children know what to do in the event of a fire • Usual safeguarding processes apply- there is a Designated Safeguarding Lead contactable at all times if not on site



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	<ul style="list-style-type: none">Where children are displaying signs of anxiety or requesting 1-1 conversations, support for this will be from the staff within their own Bubble
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 <p>Uniform</p>	 <p>PE Kit on PE day</p>	<p>Black Trainers</p> 
 <p>Healthy Snacks</p>	 <p>Lunch & Ice Pack</p>	 <p>Sun Hats</p>



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Sun Cream



Sports Water Bottle



Coat

PARENT AGREEMENT:

I AGREE THAT FOR MY CHILD TO ATTEND GROVE ACADEMY I **MUST FOLLOW THE GUIDANCE BELOW:**

- Update school immediately if a member of my household becomes ill and will arrange to be tested by calling 119. I will update school with the result as soon as it is available. I understand that if I refuse a test, I will follow the self-isolation expectations of 7 days for the infected member of my household and 14 days for all other members of the household.
- Explain clearly to my child what social distancing is and why it is important for it to take place.
- Talk to my child to explain that school may look and feel very different to what they remember and that they may be working with new teachers in new classrooms.
- Ensure my child arrives promptly and is collected promptly at the times identified above, always accompanied by an adult. (Late arrival will not be permitted as gates/doors will be locked)
- If my child is upset and not willing to enter school independently, I will take my child home. I understand that staff cannot comfort my child due to social distancing measures.
- Allow my child's temperature to be taken if complaining of feeling ill, with a non- contact thermometer.
- Ensure my child wears their PE kit or casual wear which **MUST** be fresh on each day – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.



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- Ensure my child has a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Ensure my child wears trainers every day.
- Ensure my child brings a clearly labelled water bottle, sun hat and sun cream OR coat, so they can access outdoors in all weathers.
- Ensure up to date contact details for family members are available within school and emergency contact details should children become poorly/exhibit symptoms of contracting coronavirus.
- Ensure the school is kept up to date with any decisions regarding withdrawing my child from school.
- Treat staff with respect at all times.
- Ensure I observe the one-way system and social distancing markers during arrival and dismissal
- Ensure I do not gather with other parents at the school gate.
- Ensure I do not enter the school premises without a pre-arranged appointment.
- Ensure my child brings their own packed lunch and snacks every day, in a clearly labelled lunch box and include an ICE PACK to keep the lunch cool.
- Ensure I adhere to all of the expectations outlined in this document.

A message from Grove Academy staff

Your children are precious to you and to us. The current situation we are living in has tested and will continue to test us all. As we enter this next phase of reopening our school to all children, we know it will continue to be one of the most uncharted times of our personal and professional lives. Remember in the words of Winnie the Pooh "You are braver than you believe, stronger than you seem, smarter than you think and loved more than you know." Let the journey continue!

Stay safe and well – your support is immensely appreciated

All staff at Grove Academy xxx



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PHOTOGRAPHS TO USE WHEN TALKING TO YOUR CHILD





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Each classroom has been cleared of any soft furnishings and tables have been set out so each child can sit at their own table with their own 'tray of resources'. Each child will have their own tray to put their belongings in each morning when they arrive.

All bookcases and cloakrooms have been taped off. Any resources that are not needed have been covered over or removed. This will be very different to the school your child knows and remembers. Therefore, please share this information so they have an understanding of what to expect when they arrive at school.