

Greenbrae School

Return to School Plan

February 2021



Together
we believe



Together
we achieve

At Greenbrae School we work together to provide a safe, happy, nurturing environment and encourage an ambitious, confident and creative ethos to allow pupils to achieve their full potential.

Website/blog:<http://www.greenbrae.aberdeen.sch.uk/>

twitter: @Greenbraeschool

Greenbrae School Return to School Plan Nursery to P3 (revised 18.02.2021)

Section 1 - Key principles

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and constancy wherever possible. The approaches agreed in the LDPP have guided the development of this individual School Recovery Plan, which will act as the Greenbrae School Improvement Plan for the coming session.

Our school Recovery Plan will reflect the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

What will this mean for Early Learning and Childcare?

All returning children will be attending from Monday 22 February. New starts will be phased in from Wednesday 24 February.

Our children will enter the Early Learning and Childcare setting directly, via the Nursery garden area, and not through any other part of the school. Each session is split into groups of no more than 20 and the start and finish times for each group are staggered to avoid congestion within the Nursery playground. There will be an extended drop off and pick up time to allow these staggered start and finish times to take place. Children will be dropped off and picked up from a designated area of the school playground next to the Nursery garden. Children will be dropped and collected by one adult only and all adults entering the school grounds must be wearing a face covering unless exempt. Parents will need to closely observe the markings on the playground and relevant signage displayed to ensure that 2m social distancing of all service users is maintained. Children will be welcomed to the setting by a member of the Nursery team (outside) and will be signed in and out by this member of staff. New start children will be offered a one-to-one online orientation session with a member of Nursery staff prior to their start date.

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Nursery staff will need to ensure that they adhere to the 2m distancing rule between one another at all times and staff should be wearing a face mask when within 2m of each other. Resources will not be shared between the groups within one session or between sessions and an enhanced cleaning regime will be implemented between sessions.

What will this mean for primary schools?

It is proposed that children from P1-P3 will return to Greenbrae school on Monday 22 February. P4-7 will continue to access online learning until further guidance has been issued from Scottish Government.

Movement through the school will be limited and most children will spend their time in the one classroom. In five of the lower classrooms which have external fire doors entry and exit will be used which will minimise the traffic in corridors. Full details can be found under the 'Orientation' section later in this document.

Avoiding physical / social contact within the playground

No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) should be sanitised after each play session and risk assessed appropriately. A wet weather alternative is in place with PSAs working between their classes to supervise.

Ventilation in buildings and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff should spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

Effective outdoor learning can be delivered across many subject areas and the 3-18 learner journey. Informal outdoor classrooms set within the natural environment will be used as spaces for learning where possible. Care will be taken to ensure that outdoor contexts for learning are fully accessible.

Management of symptomatic building occupants

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they should be isolated in a private well ventilated room/area and avoid touching surfaces. Isolation rooms will be cleaned after use in keeping with national guidance. Your child will be issued with a face mask for the journey home.

The manager should then contact Facilities and ensure appropriate cleaning takes place. Please keep up to date with current guidelines:

<https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and health and safety practice

Cleaning routine

Toilets will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps, flush handles and touch points will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.

We have a GP room upstairs which is used for our sensory space and SFL which includes appropriate resources, which if required to be used will be cleaned by the allocated PSA. Cleaning arrangements have been considered and outlined as part of the risk assessment process. Resources in this space and breakout spaces are being restricted to items that can be easily cleaned and the expectation is that staff who attends with a pupil/s will clean it through the use of cleaner material safely stored in the space (out of reach of children). Should this not be possible, a member of the SLT staff must be contacted to facilitate this process should the space be needed for another pupil. Furniture in the rooms will be minimised to reduce cleaning.

Pupils will be asked to bring their own labelled, filled water bottle to school and fountains will be out of use.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

The first aid space and isolation room will require specialist attention for cleaning if in use.

Use of Learning Resources

School staff will be given sanitising wipes to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Books and related resources within our library will need to be quarantined for 72 hours before being re-issued. Reading books will also need to be quarantined for 72 hours before re-issuing.

Resources will be wiped/cleaned on an ongoing basis by the staff in each room. To facilitate this process, resources will be carefully stored in the classroom areas and in our case, the purchase of extra cleaning bags has been actioned to ensure some resources, for example, lego or maths materials can be washed in the dishwasher. Furthermore, learning resources have been arranged to allow for individual use and storage by pupils rather than sharing when appropriate. For example, pencils, whiteboards, whiteboard pens, glue sticks, rubbers, sharpeners P2-7, play dough P1/2, colouring pencils, scissors, rulers P3-7 will be issued to individual pupils and stored in individual trays within plastic envelopes within their classrooms.

Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas.

Entrance	Hand sanitiser?	Entrance	Hand sanitiser?	Entrance	Hand sanitiser?
Front door	Y	Side entrance (back stairs) P4-7 bubble	Y	P1B/P2B/P2G/P3F/P3T fire exits	Y
Nursery door (x2)	Y	Side door entrance (hard playground) P1A & P1C	Y		

There will be hand sanitiser at the main entrance point and all classes entering from either their classroom fire exit or other the other 3 fire exits will also use hand sanitiser. Hand sanitiser will also be made available at each entrance point and levels will be checked every day.

Children, young people and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser if soap and water is not accessible, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, changing classrooms, prior to entering school transport and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters have been displayed around the school to remind everyone of the need for regular handwashing.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Access to Toilets

There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. In these cases, a teacher, PSA or EYP member of staff will supervise. Staff will also ask pupils upon return if they have washed hands and action accordingly. Pupils will have washed their hands prior to using the grab handle to open the door to return to class. The Infant classes (P1A, P1B, P1C and P2B) will access the toilets to the side of the school beside the library. P2G, P3F and P3T will access the toilets at the back of the school beside the DHT office and the P4-7 bubble will access the upstairs toilets during class time. During break and lunch times the P4-7 bubble will use the toilets downstairs at the back of the school beside the DHT office. There are separate toilets for boys and girls.

At Greenbrae, we have staff unisex toilets and will use a sign to indicate usage. These toilets will be restricted to only 2 members of staff only. In addition, space has been identified to allow staff to wait for occupancy with 2m distance between if necessary.

Section 3 – Practical measures to support social distancing in our school

How will we increase separation?

All school staff will follow the government guidance of 2m social distancing between one another and between pupils and staff (P3 and P4-7 bubble).

The spaces used for 'in school' learning will be prepared to clarify boundaries. This may include closing off some areas. It will be important to ensure that all staff and pupils are aware of any changes in the use of the building. Staff spaces such as the school staffroom, kitchens and break out spaces will also be subject to social distancing arrangements.

The First Aid room has been identified as our isolation space for any pupils or staff who develop symptoms, whilst they wait to return home. This space will be well ventilated and will not be used for any other purpose, as it must be intensively cleaned after being used by any symptomatic individuals. This space is not a large room for the purposes of cleaning, not in a high traffic area during COVID restructuring. It is also close to a toilet through the library which is out of use, again with no need to move throughout the school to access. The child who is self-isolating will be escorted from the Isolation space and out the back fire exit beside it round to meet parent/carer collecting. The First Aid room has been moved to one of the changing rooms.

The sharing of resources between children and young people during a learning activity will be avoided to limit the potential for transmission (P3). Personal belongings will be taken home at the end of any 'in school' learning.

Greenbrae School is fortunate to have a good availability of outdoor space, including our playground and surrounding area. Staff have considered any resources that they might need to support teaching and learning outdoors so there is time to determine suitability, order items and make arrangements for appropriate cleaning.

All items that do not support safe return to teaching and learning have been stored. Fixed equipment in the playground will be taped off and loose parts play will not be used.

The school office is accessed through a door. There is a glass panel to communicate with the office that staff will be expected to use. Whilst the office is small, there is a window to support ventilation. We have one administrator working full time and a school support assistant that works mornings only. The office is big enough to allow social distancing to take place.

The photocopier space is only suitable for two persons at a time and staff can wait for access in the corridor whilst maintaining distancing and monitoring exit of previous users. Wipes will be made available in this space to wipe down the laminator, shredder and photocopier.

Face coverings should be worn by adults wherever they cannot keep a 2m distance with other adults and/or children.

Face coverings should also be worn in the following circumstances (except where an adult or child is exempt from wearing a covering)

- At all times when adults are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas (including staff rooms and toilets).

How will we decrease interaction?

At Greenbrae, we will operate a keep left system. Our corridors are wide enough to allow a 2 metre space if operating 2 way. The traffic will be minimal in the school given that 5 of our classrooms have fire exit doors for entering and exiting.

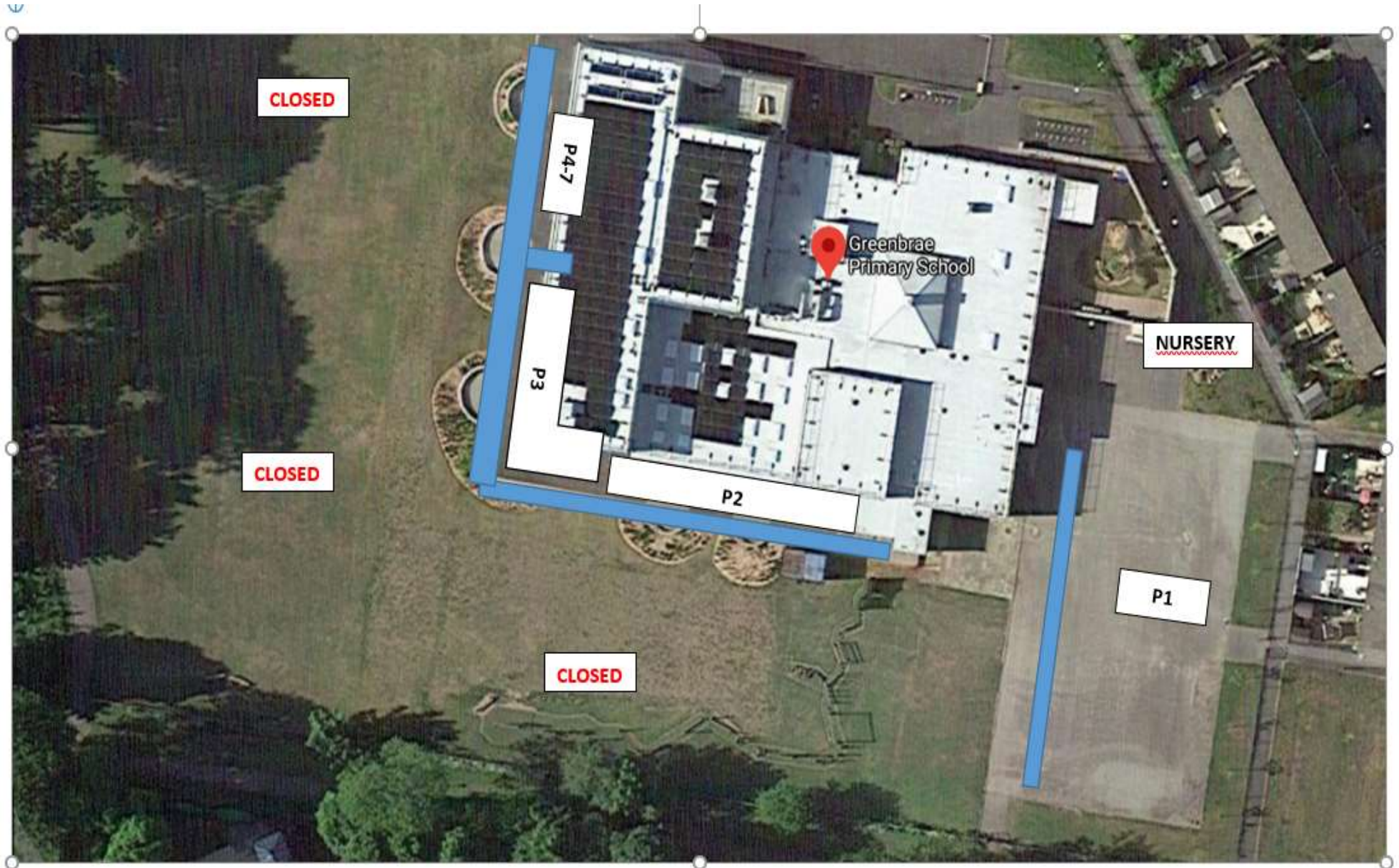
The school will adopt an agreed protocol for drop off and pick up. Parents/carers of Nursery and P1 children will have restricted access to the playground during drop off and pick up times. Parents and carers (P2-3) can drop off and collect their children from the public footpath on the periphery of our school field opposite the doors that the pupils come out of for safety purposes. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up. The parents and carers (P4-7 bubble) will refrain from entering school playground to further reduce numbers. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near site (Bridge of Don Baptist Church). Restrictions will be put on entering the school car park to ensure that groups do not congregate. School reception area will not be accessible to parents and carers with all enquires made either by phone, e-mail or Google.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled. Playgrounds will be divided into zones according to the number of classes which head teachers have indicated will be using the playground at any one time.

At Greenbrae, we will be restricting pupils to movement within their classroom areas. Five of our 8 downstairs classrooms will be accessible from an external fire door and this is where they will enter and exit. The other 2 will enter and exit through the side door. Our P1 classes will line up on the hard playground area and our P2 and P3 classes will line up outside their classrooms at their fire exit and will be collected in their classes by their class teacher. The P4-7 bubble will use 2 of the upstairs classes and will enter and exit via the back stairs fire exit. This will allow for no congestion in the corridors. Floor markings and signage will be used (arrows) to direct pupils. An important part of return will be an induction with each group to ensure all understand the traffic flow and discussion about why distancing is important and an opportunity for pupils to ask any questions to ensure they understand the importance of the rules.

Our playground will also be fitted with markings to enable pupils to know where to stand when preparing to enter the building.

Playground Zones to increase separation



School Uniform

Children should come to school in the usual school uniform and with a change of indoor shoes. Please ensure that your child comes to school with appropriate clothing for outdoor learning and outdoor break and lunchtimes suitable for all weathers. This consists of waterproof jacket and appropriate footwear. School bags will be kept on the back of chairs (P2-7). P1 school bags will be kept on coat pegs. Pupils will come to school wearing their PE kit (suitable for all weathers) for the days that they have the PE specialist.

Dining arrangements

Children with a packed lunch will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread. Hot lunches will be provided by the school catering team with a full menu available.

In order to maintain the correct social distancing guidelines between classes P1 will have lunch in the GP area, P3 in the open area opposite the carvery and P2 and the P4-7 bubble at opposite ends of the gym hall.

The maximum of 6 members of staff at any one time will apply in staffrooms. An overspill staffroom has been set up due to an increase in staff.

All pupils must remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed. Lunch break is a 40 minute period and morning break is a 15 minute period.

The social distancing practice within the kitchens are being considered. Specific risk assessment on kitchens will be required.

PSA staff will take their break and lunch **after** they have supervised children (bubble PSAs will not be supervising at break and for 15 minutes at the end of lunch only. Maximum capacity in staffroom should be adhered to following the rota below (7 teachers + 3 PSAs = 10):

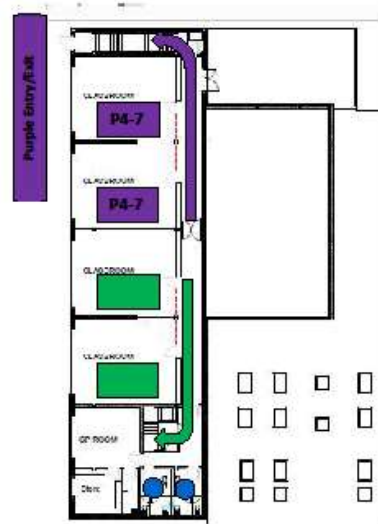
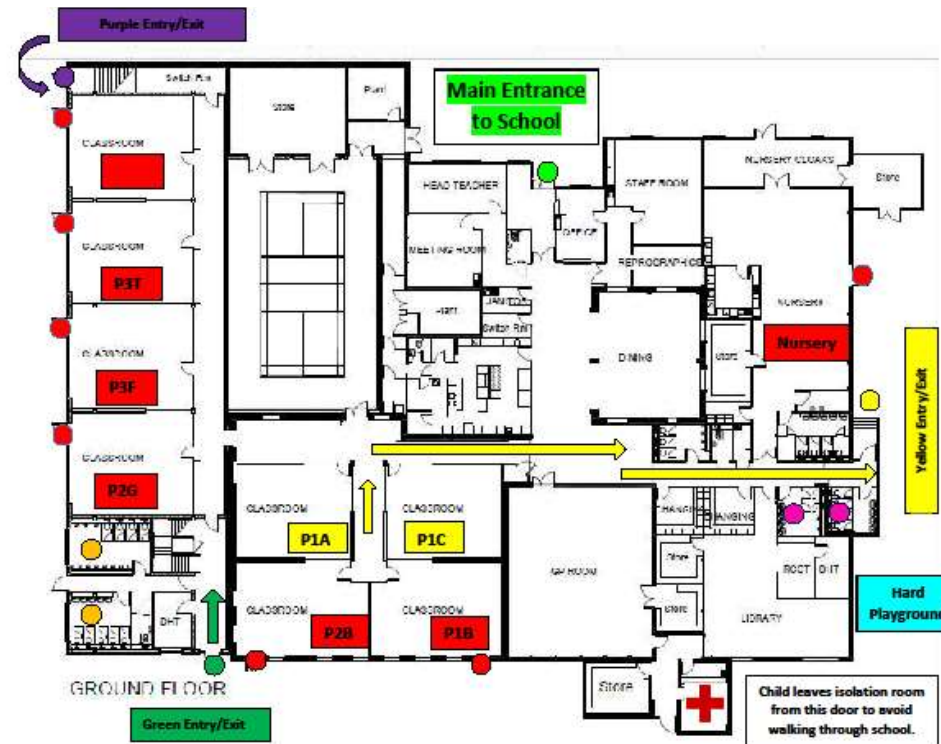
Staffroom – P1 & P2 teachers

Conference room – P3 teachers and PSAs

Nursery staff will have lunch in the Nursery setting.

All lunch spaces should be cleaned after use with anti-bacterial spray and all touch wiped down.

Evacuation procedures/Entry & Exit Points



Class	Entry/Exit Point	Line Up
Nursery, P1B, P2B, P2G, P3F, P3T	Entry and exit through own classroom door as marked on plan	P1B – Hard Playground P2B, P2G, P3F, P3T – Own classroom doors. Nursery – Garden Door
P1A & P1C	Yellow Entry/Exit	Hard playground
Not occupied	Green Entry/Exit	Outside DHF Office at Green Entry/Exit Point
P4-7 Bubble	Purple Entry/Exit	Marked area on grass beside Purple Entry/Exit Point
+	Isolation Space for children showing symptoms	
P1A/B/C & P2B Toilets	P2G, P3F & P3T Toilets	P4-7 Toilets

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing. The Fire Evacuation Plan has been amended and distributed throughout the building in response to this School Recovery Plan and shared with all stakeholders. Class teachers will explain their evacuation routes to the pupils on return and a practice fire drill will be held early into the first term. Date to be arranged.

Orientation

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours and/or the 'Return to School' document. Health and safety is a key focus.

School transport

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration will be given to travel plans with The Bridge of Don Baptist Church identified as being “Park and Stride” routes out-with the school site. Wherever possible parents/carers encouraged to use this point to minimise activity around the school gates.

Transport providers will be required to adhere to Transport Scotland’s Guidance for Transport Operators. Children will be advised to follow safer travel guidance, which would include the wearing of face coverings, where deemed appropriate, except for very young children or those with particular conditions.

In situations where children become symptomatic of COVID-19 ‘in-school’, parents/carers will be required to provide transport home. Transport providers will not be able to transport symptomatic children.

Bike racks in schools, where available, should be in use for pupils, in order to support and encourage pupils to cycle to school and reduce demand on public transport and private cars.

The use of bike racks will need to be carefully managed, including requiring pupils to queue (with physical distancing) whilst other pupils ahead of them are parking their bikes, and signage will be available to reinforce this.

Managing Visitors / Managing Reception

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit the school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance.

Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible, visitors permitted access, will remain within the foyer of the school and speak with the relevant member(s) of staff via the intercom button or by the staff member moving to the foyer as the space is large enough to allow for distancing.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy. Our school administrator will ensure our record sheets are updated to record additional contact details.

As is currently the case, our school administrator will liaise with the appropriate staff once a phone call or email received and will make arrangements accordingly to arrange a return phone call or email. Our families will already be familiar with this process with the exception of a few and personal contact by the SLT or school administrator will be made to them to ensure they understand the expectation.