



# **Greenbrae School Return to School Plan P4-7 (revised 05.03.2021)**



## **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 primary schools?

It is proposed that P4-7 at Greenbrae school will return, full time on Monday 15 March 2021.

Movement through the school will be limited and most children will spend their time in the one classroom. In 6 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.

Standard breakfast and afterschool provision will be available for all families from Monday 15 March 2021.

### Avoiding physical / social contact within the playground

Interval and lunchtimes will be staggered to allow no more than 6 classes out at any time in 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. Timings to be staggered accordingly.

### 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 and flush handles 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 attend with a pupil/s will clean it through the use of appropriate cleaning materials 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	Back entrance (DHT office)	Y	P1b/P2b/P2g/P3a/P3b/P4 fire exits	Y
Nursery door (x2)	Y	Side entrance (P6/7 back stairs)	Y	Side door entrance (hard playground)	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, 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 and P1c will access the toilets to the side of the school beside the library, P2b, P2g, P3a, P3b, P4 will access the toilets at the back of the school beside the DHT office and the 4 upstairs classes P5, P6a, P6b and P7 will access the upstairs toilets during class time. During break and lunch times P5-7 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 P3-7.

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. These changes will be communicated to parents through descriptions and graphics.

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 the boys changing room.

The sharing of resources between children and young people during a learning activity will be avoided to limit the potential for transmission (P3-7). 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 6 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 which is 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) 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 made 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 or email.

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. The playground has been divided into zones according to the number of classes that will be using the playground at any one time (see diagram below).

At Greenbrae, we will be restricting movement to within their classroom areas. 6 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 to P4 classes will line up outside their classroom beside the fire exit doors and will be collected in their classes by their class teacher. There are 4 upstairs classes and the P5 and P6a classes will enter and exit from the back fire door beside the DHT office and P6b class and the P7 class will exit and enter from the fire exit down the back stairs. 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.



## Staggered Timings for break and lunch

	School Start	Break	Lunch	Home Time	Total Class Contact Time (5hrs/300mins)	Playground Zone
<b>Group B</b> P3T/P3F/P5 – GP space P6A/P6B – Gym hall P7 - front hall	9.00	10.25 - 10.40	12-12.40	2.55	9-10.25 = 1h25m 10.40-12 = 1hr20m 12.40-2.55 = 2h15m	See updated Playground Zones Map below.
<b>Group A</b> P1A/P1B/P1C – GP Space  P2B/P2G – gym hall  P4 – front hall	9.00	10.45-11	12.45-1.25	2.55	9-10.45 = 1h 45m 11-12.45 =1h 45m 1.25-2.55 =1h 30m	See updated Playground Zones Map below.

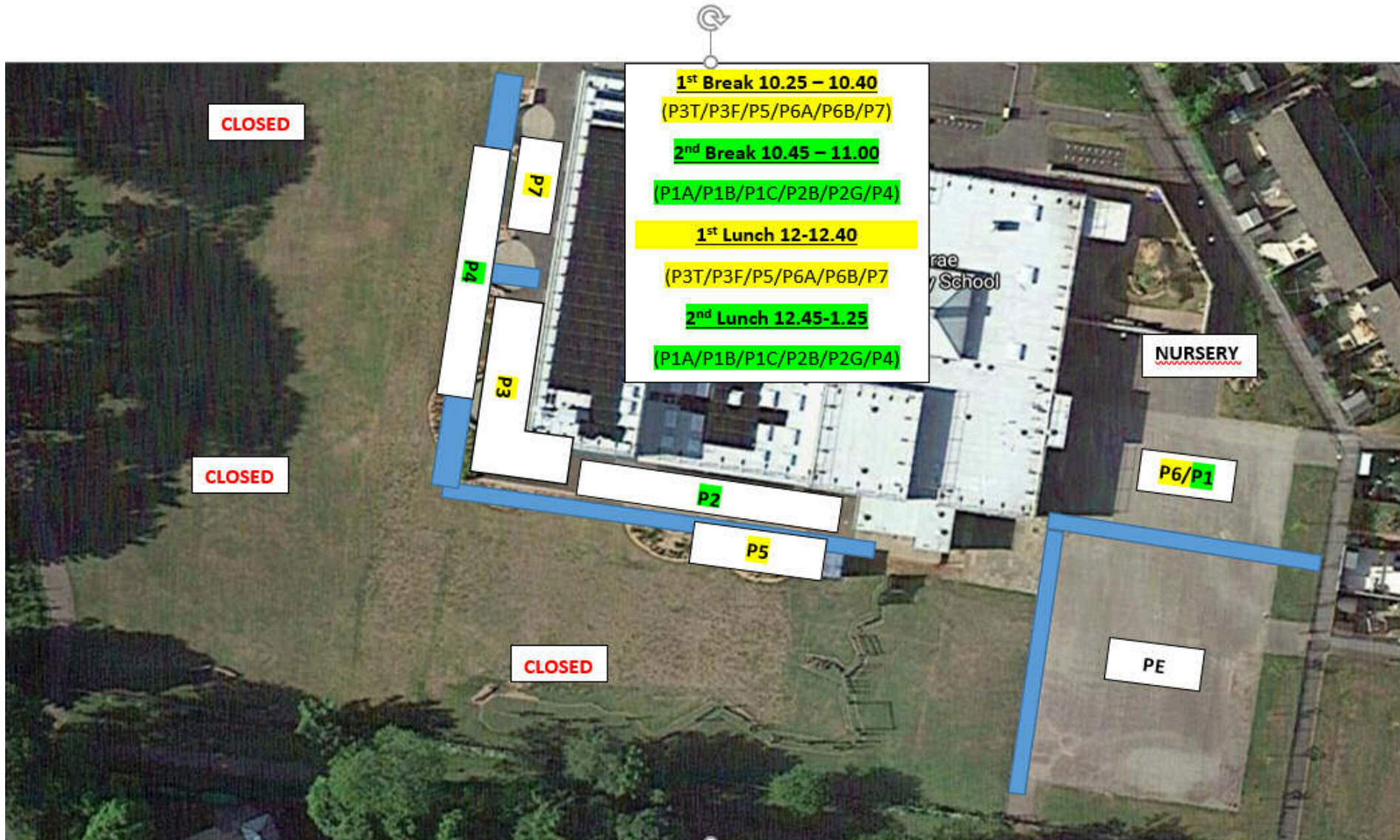
PSA Staff will take their lunch **after** they have supervised the children. This will ensure maximum capacity in staffrooms (staffroom and conference room) is adhered to.

Nursery staff will have lunch in the Nursery setting.

A zone has been created for the PE teacher for when she is teaching PE during our break and lunchtimes so as to not mix with the other year groups in the playground.

Playground Zones to increase separation

PLAYGROUND ZONES



## **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 for the days that they have PE.

## **Dining arrangements**

Staggered lunches will enable smaller groups to access the dinner hall and playground at one time and smaller numbers of staff accessing staffrooms at any one time. The maximum of 6 members of staff at any one time will apply for the staffroom and 5 in the conference room.

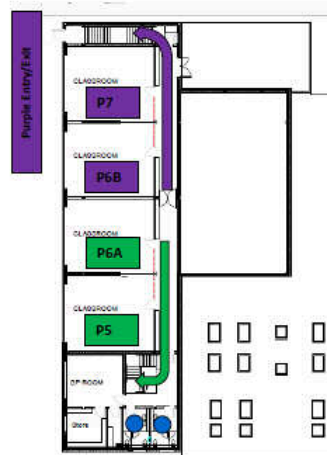
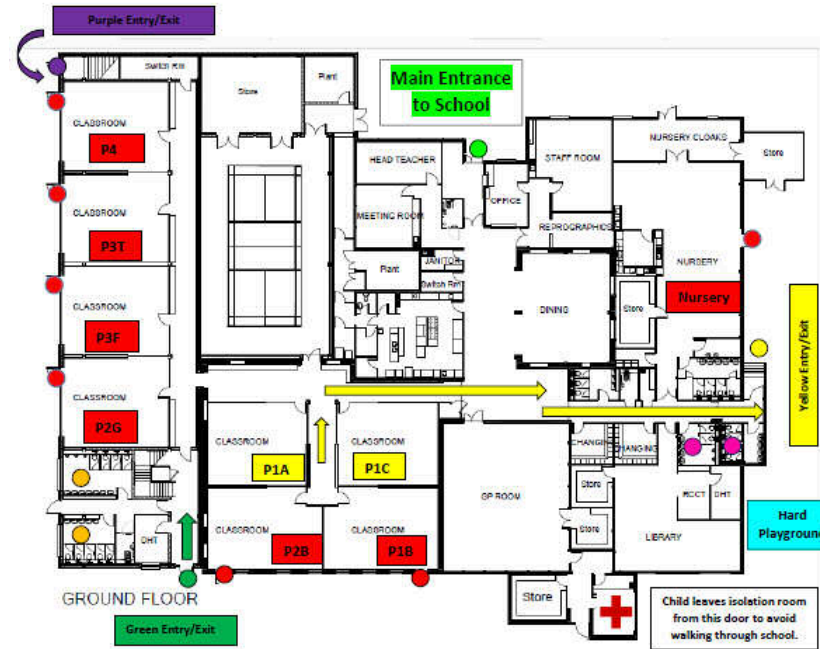
All pupils must remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed. Lunch break is a 40 minute period and morning break is a 15 minute period.

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

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.

The maximum of 6 members of staff at any one time will apply in the staffroom. An overspill staffroom has been set up in the conference room with a maximum of no more than 4 members of staff at any one time.

# Evacuation procedures/Entry & Exit Points



Class	Entry/Exit Point	Line Up
Nursery, P1B, P2B, P2G, P3F, P3T, P4	Entry and exit through own classroom door as marked on plan	P1B – Hard Playground P2B, P2G, P3F, P3T & P4 Own classroom doors. Nursery – Garden Door Hard playground
P1A & P1C	Yellow Entry/Exit	Nursery – Garden Door Hard playground
P5 & P6A	Green Entry/Exit	Outside DHT Office at Green Entry/Exit Point
P6B & P7	Purple Entry/Exit	Marked area on grass beside Purple Entry/Exit Point
+	Isolation Space for children showing symptoms	
P1A/B/C & P2B Toilets	P2G/P3A/P3B & P4 Toilets	P5-7 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 on return prior to the Easter break. Date to be arranged.

Evacuation arrangements for children with complex needs or disabilities have been reviewed with refreshed Personal Evacuation Plans in place.

## **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. Health, Safety and Wellbeing will continue to be a key focus when groups return to 'in school' learning.

## **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 outwith the school site. Wherever possible parents/carers encouraged to use this point to minimise activity around the school gates.

For the next session we will have one pupil travelling with an escort and that arrangement will continue. We will liaise with the family to establish their expectations for travelling to school. To allow for supervision of this pupil, the escort will be asked to drive to the main school entrance to ensure minimal adult entry into school and the initial hand washing is supervised. A pre-arranged time drop-off time will be established with the escort.

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 next term, 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. Staggered starts and finishes to the school day should also help reduce the number of pupils needing to be within the vicinity of the bike racks at any one time.

## **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 part of our family friendly 'Returning to School' document, arrangements to contact school staff will be shared. As is currently the case, our school administrator will liaise with the appropriate staff once a phone call or email is received and will then 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.