

KEY INFORMATION FOR REOPENING OF THOMAS GRAY

We have identified bringing back Foundation, Years 1 to Year 6 will require 11 individual BUBBLES/PODS based on a single form entry. The school will stagger start and finish times. We will avoid pupils moving from one BUBBLE/POD to another and ensure where possible pupils do not need to move through another BUBBLE/POD to get to the toilet. Movement along corridors will therefore be very limited to staff. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils. Staff will where possible maintain social distancing with other staff and pupils.

ELMER – 2 YEAR OLDS - MORNING BUBBLE/POD: An Elmer staff member **MRS FARADAY, MRS MILLER, MRS STEWART, MISS SHARKEY** will meet with children at the entrance of the BUBBLE/POD each morning at **08.35 am** and return the pupil to the parent at **11.35 am**. Elmer Class will have their own entrance and toilet and will not pass into any other BUBBLE/POD's to reduce unnecessary movement around the building. The same staff members where possible will teach in this class for the foreseeable future. **ELMER PARENTS WILL BE ALLOWED ONSITE TO DROP OFF AND PICK UP INITIALLY AS CHILDREN SETTLE. A STAFF MEMBER WILL MEET YOU AT THE GATE AT 8.35AM.**

ELMER - 2 YEAR OLDS - AFTERNOON BUBBLE/POD: An Elmer staff member **MRS FARADAY, MRS MILLER, MRS STEWART, MISS SHARKEY** each afternoon at **12.05pm** and return the pupil to the parent at **3.20 pm Monday to Thursday; Friday will be 12.05 pm to 2.05pm** . Elmer Class will have their own entrance and toilet (shared with other PODS's if required) and will not pass into any other POD's to reduce unnecessary movement around the building. The same staff members where possible will teach in this class for the foreseeable future. **ELMER PARENTS WILL BE ALLOWED ONSITE TO DROP OFF AND PICK UP INITIALLY AS CHILDREN SETTLE. A STAFF MEMBER WILL MEET YOU AT THE GATE AT 12.05PM.**

MISS BAILEY'S NURSERY BUBBLE/POD: Staff members Miss Bailey and Mrs Heggarty will meet with children at the pedestrian school gate entrance on **TUESDAY WEDNESDAY THURSDAY** morning at **9:15 am** and return the pupil to the parent at **2.45 pm**. The children will enter through the back school entrance, they will have their own entrance into the bubble/POD and POD toilet. They will not pass into any other Bubble/POD's to reduce unnecessary movement around the building. Lunch will be provided in the POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members where possible will teach in this class for the foreseeable future. **MISS BAILEY ALREADY HAS A PERSONAL LEAVE OF ABSENCE AGREED FOR LATE OCTOBER. THE LEAVE WAS AGREED PRE COVID 19 – THEREFORE CHANGES IN HOURS WILL BE MADE AROUND THIS FOR ONE WEEK, SO THAT TEACHING STAFF REMAIN THE SAME.**

MISS GOULBORN'S NURSERY BUBBLE/POD: Staff members Miss Goulborn and Mrs Davison will meet with children at the entrance of the POD each morning at 8.45 am and return the pupil to the parent at either 11.45am or 3.15 pm dependent on hours. This bubble/POD will have their own entrance and POD toilets and will not pass into any other POD's to reduce unnecessary movement around the building. Lunch will be provided in the POD. The same staff members where possible will teach in this class for the foreseeable future. **Hours within this Bubble/ POD vary for different children due to the funded 30 hours – parents will have received a text confirming their own child's hours. If a child is not initially toilet trained they may move to Miss Bailey's indoor group until October half term – this will be discussed and evaluated during induction weeks.**

NURSERY CHILDREN WILL BE GIVEN A LUNCH ON THE FULL DAYS THEY ARE IN SCHOOL – PLEASE FILL IN FREE SCHOOL MEALS FORM AT THE OFFICE.

GRUFALLO RECEPTION BUBBLE/POD: Staff members Miss Williams, Miss Bahauddin , Miss Mcgowan, Miss Monaghan will meet with children at the CAR GATE entrance each morning at 8.30 am and return the pupil to the parent at either 2.50pm. This bubble/ POD toilet and will not pass into any other POD's to reduce unnecessary movement around the building. Lunch will be provided in the dining hall. The same staff members where possible will teach in this class for the foreseeable future.

OWL ROOM: Staff members Miss Bell, Miss Magda, Miss Walton , Miss Ambrose will meet with children at the entrance of the POD each morning at 8.25 am and return the pupil to the parent at either 2.15 pm. This bubble/POD will have their own entrance and BUBBLE/POD toilet and will not pass into any other BUBBLE/POD's to reduce unnecessary movement around the building. Lunch will be provided in the POD. The same staff members where possible will teach in this class for the foreseeable future. **Hours within this Bubble/ POD vary for different children due to the induction – parents will discuss this with Miss Bell prior to 8th September.**

All pupils in Elmer, Nursery, Owl and Reception will be inducted in between the 8th and 18th September – you will receive an individual text or email to confirm times and dates. We recognise for some young children it will be difficult for them to leave their parents and carers and we will work with individual families to work out extended induction plans where needed. If you have any initial concerns please contact a member of the Early Years team – stating your child's name and class and someone will respond to you.

Email contact eyfs@thomasgrayprimary.co.uk or contact Mrs Rimmer direct at head@thomasgrayprimary.co.uk

Year 1: Staff members MISS GILBERTSON, MRS BALL, MRS COSGROVE OR MRS MCDERMOT will meet with children at the PEDESTRIAN entrance each morning at 8.30 am and return the pupil to the parent at 2.50pm. Year 1 Bubble/POD will have their own entrance and POD toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the BUBBLE/POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future. **Year 1 will receive sports coaching from an Everton Partnership teacher on a Wednesday afternoon. The teacher will only be teaching in Thomas Gray during COVID secure working directives.**

Year 2: Staff members MR SUTTON, MRS LUCAS, MRS WALTON, MISS TALBOT will meet with children at the PEDESTRIAN GATE entrance of the POD each morning at 8.40 am and return the pupil to the parent at 3pm. Year 2 Class will have the PEDESTRIAN GATE entrance and POD/ BUBBLE toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 3: Staff members MISS BRISCOE, MISS CURRALL, MRS MELIA will meet with children at the CAR GATE entrance each morning at 8.40 am and return the pupil to the parent at 3 pm. Year 3 Class will have their own entrance and POD/BUBBLE toilet and will not pass in to any other PODS/BUBBLES to reduce unnecessary movement around the building. Lunch will be provided in the POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 4: Staff members MR DAVIES, MISS ARCHBOLD, MRS TRELLA will meet with children at the PEDASTRIAN SCHOOL entrance of the POD each morning at 9 am and return the pupil to the parent at 3.20 pm. Year 4 Class will have their own POD/BUBBLE toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the BUBBLE/POD. The POD/BUBBLE will be cleaned and disinfected after eating.. The same staff members will teach in this class where possible for the foreseeable future.

Year 5: Staff members MISS MASKELL, MISS COOK AND MISS VALENTINE will meet with children at the PEDESTRIAN entrance each morning at 8.50 am and return the pupil to the parent at 3.10 pm. Year 5 Class will have their own entrance and BUBBLE/POD toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.

Year 6: Staff members MISS MCGAW, MISS CONROY, MR WOODS will meet with children at the CAR GATE entrance each morning at 9 am and return the pupil to the parent at 3.20pm. Year 6 Class will have their own entrance and POD toilet and will not pass in to any other PODS to reduce unnecessary movement around the building. Lunch will be provided in the POD or in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class for where possible the foreseeable future.

We recognise for some children it will be difficult for them to leave their parents and carers and we will work with individual families to work out extended induction plans where needed. If you have any initial concerns please contact a member of the Senior Leadership Team – stating your child's name and class and someone will respond to you.

Email contact SLT@thomasgrayprimary.co.uk or contact Mrs Rimmer direct at head@thomasgrayprimary.co.uk

If Thomas Gray Primary cannot achieve these BUBBLES/PODS at any time, we will discuss options with our local authority. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff as this has been deemed to meet with current guidance although Governors are reluctant to bring in external staff. We have staffed each Bubble/POD with additional staff and therefore closure will be a last resort.

We will stagger drop-off and collection times where possible. Staff will be onsite from 8.25 to 3.25 to enable family drop off/pick up times.

- **The family times pick up/drop off will be confirmed by 14th September**
- **Parents' drop-off and pick-up protocols will minimise adult to adult contact and maintain social distancing from other parents/carers**
- **Only one parent/carer to drop child/children from same family at the gate.**
- **Parents to wait in the marked 2M apart points on the pavements. CAR GATE - wait by Railway wall; PEDESTRIAN GATE – wait by school fence.**
- **Parents to be vigilant in supervising children as staff cars may be entering/exiting site along with catering supplies and other deliveries.**

We have 2 entrance and exit points onto site that will allow PODS to be segregated on arrival and leaving. We have the CAR GATE ENTRANCE AND THE PEDESTRIAN ENTRANCE.

THE CAR GATE WILL BE USED BY ELMER; OWL; RECEPTION; YEAR 3; YEAR 4;

THE PEDESTRIAN GATE WILL BE USED BY NURSERY; YEAR 1; YEAR 2; YEAR 5 AND YEAR 6; MISS BAILEY'S NURSEY CLASS; MISS GOULBORN NURSERY CLASS.

- **This will be mirrored for collection.**

- **We will limit the amount of equipment pupils bring into school each day, to essentials such as disposable bags and packed lunch items, hats, coats, reading books. Bags, containing essential items such as a change of clothes for a nursery child are also allowed to be brought into school but should remain within their BUBBLE/POD.**
- **Reading books on return will be placed in a box for 24 hours to avoid cross contamination.**
- **On PE days pupil's are to come in their PE kits or jogging bottoms and PE tshirt**
- **Children will need to bring their own water bottle into school. This will be communicated with parents clearly. The bottle will need to be clearly labelled with the child's name. The bottle will stay in school and be deep cleaned regularly. Children will need to fill their own water bottles during the day whenever possible – it would be helpful if parents can practice this at home.**
- **School will be running a relaxed uniform policy for the Autumn term , where school uniform will be optional. The key factor is that each child attends school in a clean set of clothes daily.**
- **Staff and pupils are advised to shower/ wash and change clothes after they return home from school at the end of the school day.**

Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.

- **We have ascertained the location of our nearest test centre to our setting which is **BOOTLE TOWN HALL****
- **Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition.**
- **Depending on the result of the test Public Health England may need to be informed.**
The school will engage with the NHS Test and Trace process.
- **Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days. So, each setting needs to prepare for this. Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning/Fogging of the BUBBLE/POD and all communal areas will be provided.**
- **It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply – THIS HAS NOT YET BEEN CONFIRMED**
- **Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.**
School will ask parents and staff to inform them immediately of the results of any test: if they tests negative, feel well and no longer have symptoms they can return to school.

An Isolation room has been identified to all staff. PPE equipment will be used if staff have to support the child. The staff member will try socially distance

when dealing with a child displaying symptoms. The door will be closed and ventilation available through opening of all windows. Parents will be contacted immediately and told to come and collect their child. Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. School will continue to check with parents following a child being sent home. If a case is confirmed, the POD the child belonged to will all go into self- isolation for a period of 14 days (or as stated in the government guidelines).

PARENTS MUST PROVIDE SCHOOL WITH AN UP TO DATE CONTACT NUMBER INCASE THEIR CHILD BECOMES ILL DURING THE DAY.

ANY CHANGE OF NUMBER SHOULD BE TEXT INTO SCHOOL OR EMAILED TO admin@thomasgrayprimary.co.uk

School is opening from 8TH September – as INSET day has been moved to 9th October.

School will be closed on 9th October for staff training.