

# YSGOL Y LLAN



Guidance for parents and pupils on  
returning to school in September 2020.

All schools across Wales will start to phase children back to school from the beginning of the Autumn term.

To help you to understand and prepare for what to expect, we have produced this booklet which will hopefully answer your questions and provide you with a clear understanding of what school will look like.

### How will we organise returning to school?

- All children will return to school in a phased return (see timetable below)
- In order to minimise contact, classes will remain in their own 'contact groups' (previously referred to as a 'bubble') and they will have staggered drop off & collection times, break & lunch times. Contact groups will not mix and they will maintain a social distance if ever they are within close proximity e.g. on the playground where each contact group will have a designated play area.

### **Back to School Timetable:**

1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> September	Staff training, Planning and Preparation (staff only)
Monday 7 <sup>th</sup> & Tuesday 8 <sup>th</sup> September	Reception, Years 1, 3 & 5
Wednesday 9 <sup>th</sup> & Thursday 10 <sup>th</sup> September	Reception, Years 2, 4 & 6
Friday 11 <sup>th</sup> September	All year groups (Rec-Yr6) not including Nursery
Week beginning Monday 14 <sup>th</sup> September	All year groups (Rec-Yr6) & Nursery Group 1 *
Week beginning Monday 21 <sup>st</sup> September	All year groups (Rec-Yr6) & Nursery Group 2 *
Week beginning Monday 28 <sup>th</sup> September	All year groups (Rec-Yr6) including Nursery

\*Nursery parents were sent a separate email regarding details of groups and times - more information will follow\*

### How will the children in the contact groups/classes be organised?

- Contact groups will be defined by their class groups. Children may only mix within their own contact group and not with any other contact group.
- Each contact group/class will be allocated a set of toilets similar to the end of last term - **please see Appendix 1 - Plan of the School.**
- The children will remain in their allocated classrooms throughout the day and travel around the school will be limited.
- Allocated staff members for each contact group will remain at a social distance of 2 metres from the children and other staff where possible. If required to do so, any other adults entering the room will sanitise hands accordingly and will keep at a social distance from all children and staff.
- Where possible, classrooms may be rearranged so that tables/children are forward facing (avoiding children from directly facing one another). In some situations, this may not always be possible and other hygiene measures will be encouraged.

### A guide to the school day

- We aim to allow two contact groups into school at a time - entering the school building by two different entrances (main entrance and Class 1 exit). This will be similar to the procedure at the end of last term (for those who returned to school).
- **Foundation Phase (Rec - Year 2) school day 8.45am - 3.00pm**
- **Key Stage Two (Year 3 - Year 6) school day 9.00am - 3.15pm**
- **Nursery school day 1.00pm - 3.00pm**
- Key Stage 2 & Foundation Phase children will have two separate 'drop off' & 'pick up' times (see above). We ask you to be punctual so that each contact group can immediately go into school and prepare for the school day.
- **ALL CHILDREN** must be brought to school by a parent/carer. **Please do not bring or collect children from other households.**
- Reception - Year 6 parents/carers **must wait in their cars** at all times - drop off and collection will take place at the school gate.
- Parents are **NOT** allowed into the school building.
- Parents/children that **walk to school** will be asked to wait opposite the school gates on the pathway alongside the Church walls (at a social distance of 2 metres). These children will be safely called over first, one at a time.
- We would like parents (Reception - Year 6) who **drive to school to park on the road alongside the wooden rail (see Appendix 2)**. Once the teachers/staff are at the gate, cars may drive down and drop children off or collect one-by-one.

- The children's temperatures will be taken before parents leave. If your child has a raised temperature, we will ask you to take him or her home. Please **DO NOT** send children to school if they are showing any symptoms of Covid\_19.
- Contact groups will be asked to line up on the on the driveway (at a social distance from the other contact group). Once the contact group is all accounted for, children will enter the school through different entrances, according to where their allocated classroom is.
- Children will be required to wash their hands or use the antibacterial gel/handwash in class on entry.
- **NURSERY parents** - as this is the start of schooling for some of your children, we ask that you park on the car park adjacent to the school drive or on the roadside (beside the Church) and walk your children up to the main entrance when dropping off at 1.00pm where a member of staff will be waiting for you. At the end of the day (collection), please wait in your cars on the car park (adjacent to the drive) or with other Foundation Phase parents on the roadside. Your children will be at the back of the line and will be brought out to you last where you can meet them at the gateway.

**Please see Appendix 2 - Area for parking and Driveway markings**

- Classrooms have been set out so that there is a 2-metre social distance between the children and staff.

**Please see Appendix 3 - Example classrooms** (the current pictures show the classrooms as per the end of term and these may therefore change so that learners are forward facing where possible - the social distancing for pupils has been relaxed and they are not required to keep 2 metres apart)

- There will be toilet breaks throughout the day and children will be monitored when travelling to the toilet that has been allocated to that group. We have planned effectively so that most boys and girls have separate toilets. **Only 1 child at a time may use the toilet facilities.**
- The children will have access to the outdoors weather permitting. The children will be allocated a 'play space' outside where again, they will not be permitted to mix with other contact groups. **Only two contact groups will be outside on the playground at any one time and they will stay within their own designated areas.**
- Both Foundation Phase and Key Stage Two will have staggered breaks during the morning. Foundation Phase may have an additional break in the afternoon
- Lunchtimes will also be staggered for the contact groups.
- Whilst children are in school we aim to teach in a blended approach - obviously face-to-face teaching will take place but some lessons (particularly for the older children) may involve digital resources that were utilised during lockdown. This will

mean that the teacher can remain at a social distance from the children but continue to support them as they work on their digital platform in the classroom. It will also allow children to remain familiar with these platforms should a future local lockdown be necessary.

- Parents will collect children at staggered times at the end of the day (FP 3.00pm and KS2 3.15pm). Your child will be brought out to the driveway by the member of staff looking after them. We ask that parents once again park their cars facing down the road towards the school. One at a time, cars can drive down the road and pick-up their child/ren. It is imperative that you remain in your cars and do not mix socially during dropping off and collection times.
- Please note:
  - there will not be any provision for Breakfast Club until Monday 14<sup>th</sup> September and children may be brought up to the hall doorway once this provision is available
  - there will not be any provision for Playgroup until Monday 14<sup>th</sup> September and the starting time will be 9.15am to allow other contact groups to enter the school first
  - Clwb Ddraig (ASC) will be open from Monday 7<sup>th</sup> September

### What should my child bring to school?

You may provide your child with a clearly labelled water bottle and a piece of fruit or fresh vegetables for snack. Unfortunately, your child will not be able to use the filtered water fountain to refill their water bottles but will instead be able to use the drinking taps in class.

Your child should bring in a small school bag (draw string if possible) or book bag. Key Stage 2 children may bring in a small pencil case. All equipment will be provided for Foundation Phase.

Your child must not bring anything else to school other than the above.

### What provision is there for lunch?

It is not known at this stage what NEWydd will be able to cater for in September. It is hoped that they will be able to resume some hot school dinner choices but details will not be available until the first week back in September. We know that there will not be a school meal price increase and those eligible for 'free school meals will still have access to that provision.

From September, you can send your child in with a packed lunch and a snack (fresh fruit or veg for break). If your child is having sandwiches, please make sure that the sandwiches are in a plastic wipe-able lunchbox and NOT in a fabric packaging.

Children will initially eat lunch in their classrooms. This may move back into the hall if appropriate but contact groups will be socially distanced from one another and not all children will be in the hall at any one time.

Staggered lunchtimes may change but will be similar to the following plan:

- Foundation Phase will eat lunch in class (or hall depending on the risk assessment) from 11.30am followed by a play outside between 12.00pm and 12.30pm.
- Key Stage Two will eat lunch in class (or hall depending on the risk assessment) from 12.00pm followed by a play outside between 12.30pm and 1.00pm.

### School Uniform and PE Kits - What should my child wear?

The wearing of school uniform will be reinstated for the first day of the Autumn term. We need to promote safe hygiene practices and therefore encourage you to change your child's uniform as regularly as possible. Please note that doors and windows will be kept open where possible to ensure maximum circulation of fresh air - jumpers, cardigans and suitable jackets should be brought in.

Please do not feel that you have to purchase a branded uniform with a school logo. Jumpers, cardigans and polo shirts in school colours are fine. PE kit can be brought to school on their first day but this might be sent home regularly so that regular washing can take place.

### Social Distancing

As all children will be returning to school the 2 metre rule will be relaxed within contact groups. We will avoid pupils moving from one contact group to another and ensure where possible pupils do not need to move through another contact group to get to the toilet.

Children will only mix with other children within their contact group/class. It is not a requirement that these children social distance although good hygiene and awareness of some social distancing will be encouraged.

Unnecessary furniture and chairs have been removed from classrooms and communal areas. Classrooms may be rearranged so that tables are forward facing where possible. Social distance posters and markings remain in place around the school to remind visitors, staff and children of good practice.

When we are playing outside the children will have allocated play spaces and these will be coned off. The children within that play space will be encouraged to keep some social distance.



Staff and essential visitors are encouraged to keep at a social distance of 2 metres from other staff and learners where possible.

### PPE

The school has purchased PPE and some members of staff may have face masks. If a member of staff would prefer to wear PPE, face mask or gloves whilst in school we will support them in doing so.

Guidance suggests that children should not wear PPE such as gloves or face masks in school as they are more likely to touch the mask and surrounding areas of their face. If children are wearing these to school, they will be asked to remove them and put in their bags (or in a bin bag if disposable) to take home.

### Accidents and Intimate Care

If your child falls or hurts themselves during the day and needs medical attention, it may be necessary for staff to put on PPE to treat them. The same applies to toileting accidents. Staff will ask children to try to clean themselves up as much as possible but will wear PPE if intervention is needed.

For more serious injuries, parents are always contacted. Please note that if you are uncontactable and the First Aider and/or Headteacher decides that your child should attend the community hospital, a member of staff will take them directly there. If you object to this, you **MUST** make the school aware immediately before your child returns to school.



### Illness

If your child falls ill during the school day, you will be notified immediately and asked to collect them as soon as possible. Your child may not return to school until they are completely well again, and in the instance of vomiting and diarrhoea your child may not return until 48 hours has passed since they were last ill.

If your child begins to display symptoms of Covid-19 we will immediately put them into an isolation room and then contact you to collect them. They should isolate and not return to school for 10 days (or the current self-isolation guidance at the time) or until they have had a negative result for Covid-19. It may be necessary to close the classroom if this occurs for deep cleaning which will mean that the entire group within this room will have to be sent home. We will inform other parents if this occurs.

Do not send your child back to school if they or anyone in their family has symptoms of Coronavirus. By sending them back to school you are making a declaration of their health.

### Medical

If your child has a medical condition, please ensure that all medicines are labelled and sent in a plastic box with a lid at least 72 hours before your child attends school. Sometime during the week beginning Tuesday 1<sup>st</sup> September would be an ideal opportunity. We ask that these medicines are kept in school and not taken back and forth. Please note, school staff will not be able to physically administer medicine. If your child has a medical condition that requires assistance from an adult, please contact the school office to discuss this need.

### Hygiene / Cleaning

Children will be required to wash their hands when entering the school in the morning. They will continue to do this at regular intervals throughout the day, before and after eating, and when coming in from outside. In class we have access to soap, anti-bacterial gel and handwash which has a high alcohol content.

Children will be encouraged to keep their hands away from their faces and keep things out of their mouths. We will remind children of sneezing and coughing into a tissue or the crook of their arm.

Throughout the day, staff (and learners where appropriate) will wipe over hard surfaces, door handles etc. and other equipment used throughout the day. A thorough clean will take place at the end of the school day once all of the children and staff have left.



### Visitors on Site

We ask that parents avoid coming to school to meet with teachers or administration staff. Instead please use alternative methods such as emailing or phoning the school office.

We will restrict the number of visitors to school and only essential contractors will be allowed on site. These visitors will be socially distanced from the children. If any work is needed to be carried out in a classroom, this will be planned for after school hours.

In order to reduce the number of visitors to the site, regrettably, at the time of writing this, there will be no parents' evenings, family engagement events or concerts during the Autumn term. We will of course update you if the situation changes.

### Routines, Patience & Respect

This is a very unusual situation we find ourselves in. We respectfully ask that you are patient with us as the information we are given changes frequently. As things change we will endeavour to communicate information to you. For more information regarding the Welsh Government's plans for returning to school in September, please follow the link: <https://gov.wales/back-school-plans-september-coronavirus>

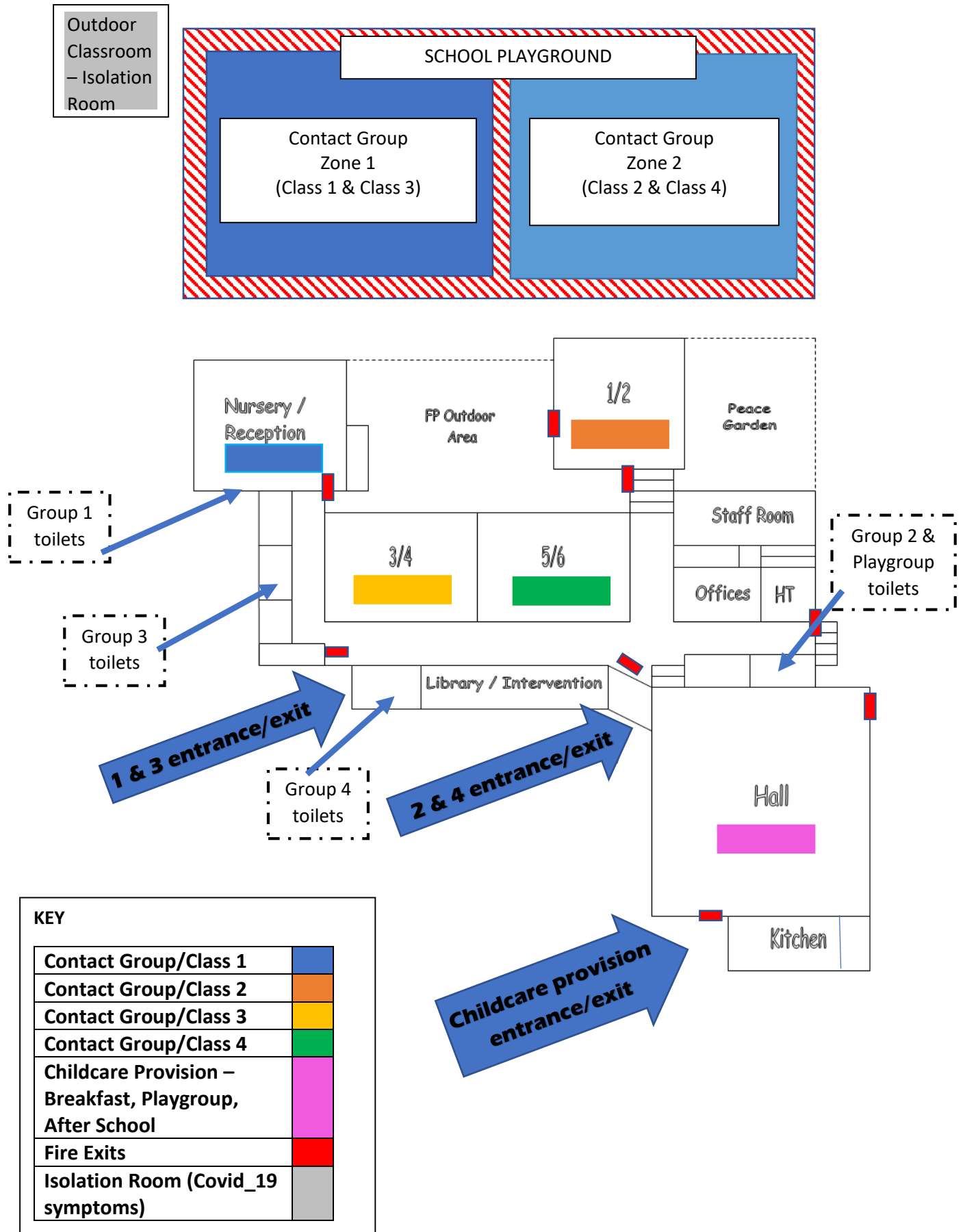
September routines will be new to us all and may take some time to get used to. The drop off and collection system worked both effectively and efficiently at the end of term but we do realise that we had limited numbers. We hope that this runs just as smoothly this time and will ultimately reduce the amount of adults and learners walking outside of the school gates (maximising the chances of good social distancing). Again, this may take a little time for parents and staff to get used to so please be patient and considerate to others. **Try to avoid arriving early as you will be taking up the space required by the parents of other contact groups.**

### Wellbeing - Reassuring Your Child

Your child's wellbeing is of paramount importance. Many children will have been away from school for six months. We will be working closely with your child to help and to reassure them, when they return to us. You can help by contacting us if your child is particularly anxious, or if they have been affected by a traumatic experience (bereavement, family job loss, separation) during this period. We want to know and we want to help. Please contact us via the office email if you need to share something with us.

[whmail@hwbcymru.net](mailto:whmail@hwbcymru.net)

## APPENDIX 1 - PLAN OF THE SCHOOL



## APPENDIX 2 - AREA FOR PARKING AND SCHOOL DRIVEWAY



Parents will be asked to park on the roadside (facing down the street) and remain in their cars until they see staff at the gate. One by one, cars can drive down to the gate & drop off/collect children at the designated times. Families who walk to school will be asked to wait on the pavement opposite the school gates and wait for instructions by staff. NEW Nursery parents can park on the car park adjacent to the school drive and will collect their children last from the school gateway.



Once the temperature of children has been taken, parents will be able to leave and children will line up in their contact groups ready to enter the school via their designated entrances/exits.



Childcare provision (Breakfast Club, Playgroup, Clwb Ddraig (After school club) children may be dropped off and/or collected from the entrance/exit of the school hall at an agreed time. Please maintain social distance when entering the school grounds.



## APPENDIX 3 - EXAMPLE OF CLASSROOMS / CORRIDORS (June 2020)



Class 4



Class 3

In classrooms the desks will be rearranged to be forward facing where possible (possibly in rows). Each child may be allocated a place for the time they are in school (KS2). Water bottles and fruit snacks will remain on their table. Children will have their own individual pack of stationary or pencil case. Contact groups will not mix.



Class 2



Class 1



Corridors have been marked to encourage social distancing when travelling around the school. Limited travel around school will take place. Posters and signs will also be visible throughout the school.

