



Parent Information Guide

September 2020

Contents

1. Current Information
2. Organisation
3. Staffing
4. Coming to School and Going Home
5. Classrooms, Resources & Activities
6. Social Distancing
7. Hygiene
8. School Uniform & Snack
9. Hub Provision
10. Becoming Unwell at School
11. Contacting the School Office
12. Catering & School Lunches
13. Breakfast Club
14. After School Childcare
15. Physical Education
16. Toileting

1. Current Information

In the last three weeks of the Summer Term the school re-opened to enable pupils to 'Check in, Catch up and Prepare for Summer' in line with the Welsh Government guidance. Pupils had the opportunity to return to school for at least three sessions over the three weeks, and as a school we saw over 75% of pupils return over the three weeks. This was a positive experience for staff and pupils alike and the number of pupils returning increased each week.

In the middle of July the Minister of Education announced that schools in Wales would return to 100% capacity from September providing the community transmission rate of Covid 19 allowed for a return to 100% capacity. The school has therefore been planning for this increase in operation since the announcement in line with the Welsh Government guidance published on the operation of schools and pupil learning. The school has also participated in meetings with Welsh Government and Estyn over the Summer holidays to share best practice in readiness for September.

This booklet aims to provide parents and families with information and guidance with regard the changes that have taken place in school since the original school closure and to allow for a return to 100% pupil operation in September. The school has been planning for the return on pupils in conjunction with the local authority guidance and has worked with the local health & safety officers with regards the risk assessment for the increased operational capacity of school and the processes and systems that need to be in place for the safety of pupils, staff and visitors.

The strategies developed for distance learning during school closure will continue to be developed within learning sessions despite the school returning to full operation readiness for any reduced operational capacity in the future, although we all hope that this won't be needed.

Under no circumstances should children attend school if they:

- **Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough (coughing a lot for more than an hour or 3 coughing episodes), a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days.**
- **Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.**

Children, who are extremely vulnerable and at high risk of developing serious illness, if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition, must not attend school. However, they will be supported to learn from home.

2. Organisation

Pupils will return to school from September full time providing the current rate of transmission of Covid19 remains the same in the local communities.

Tuesday 1st September and Wednesday 2nd September will be planning days to enable all staff to be fully briefed on the latest operational and learning guidance from Welsh Government. These two days will also enable changes to be made to any systems and processes in school in readiness for the return of pupils.

The following arrangements will be in place for the return of pupils:

Thursday 3rd September & Friday 4th September

Nursery Class

- Half of each session group to attend Thursday and the other half Friday. Families to be informed by classteacher of the session to attend.

Reception Class

- Half of the cohort to attend Thursday till 12pm and the other half of the cohort to attend Friday. Families to be informed by classteacher of the session to attend.

Years 1 – 6

- All pupils to attend every day from Thursday 3rd September.

Week beginning Monday 7th September

Nursery Class

- All pupils to attend for full morning or afternoon session.

Reception Class

Monday	all cohort	Designated time according to family surname - 12pm
Tuesday	all cohort	Designated time (surname) – 12.30pm & packed lunch
Wednesday	all cohort	Designated time (surname) – 12.30pm & packed lunch
Thursday	all cohort	Designated time (surname) – 2pm
Friday	all cohort	Designated time (surname) – 2pm

Week beginning Monday 14th September

- It is expected that all pupils will attend daily for full sessions in all year groups
- There will be increase flexibility for the Reception pupils in the first half term to have reduced time in school for a longer period due to the amount of nursery provision that was missed. If parents want to reduce the length of the day for individual Reception Class pupils in the first half term, please speak to the Reception Class staff on the return to school.

Pupils will be generally following the usual timetable for each class with some slight alterations as stated in the rest of this booklet.

There will be a staggered start and end of day to support social distancing between families as they arrive and leave school.

3. Staffing

There have been a number of staffing changes for the new school year.

Darren Jones is on a secondment and has been replaced by Paula Willis for the next 12 months in the role of Acting Headteacher.

Jenny Mallett has secured a sabbatical for 12 months to complete a Welsh second language course and has been replaced by Stacey Sweet for the year ahead.

Emma Mullins is unable to return to school before starting her maternity leave and will be replaced for the year ahead by Katie Thomas.

We have had to reduce the number of teaching assistants in school due to a reduction in real funding. Naomi Thomas and Sarah Davies had to leave the school at the end of the Summer Term.

The table below indicates the staffing for each class:

Year Group/Class	Staffing
Nursery Class	Dawn Munday (Classteacher) Candice Williams
Reception Class	Katie Thomas (Classteacher) Sian Brown
Year 1	Jo Broad (Classteacher) Michelle Thomas Lisa Williams
Year 2	Amy Edwards (Classteacher) Kim Miles Lauren Tetley
Year 3	Stacey Sweet (Classteacher) Jen Hart (Mornings)
Year 4	Alison Chaplin (Classteacher) Kimberly Williams (3 days)
Year 5	Sarah Lewis (Classteacher) Emma Thompson (shared)
Year 6	Chris Bartlett (Classteacher) Emma Thompson (shared)
PPA	Helen Francis

4. Coming to School and Going Home

To reduce the congestion at the beginning and end of each session, there will be staggered start times for families rather than classes to enable a family to arrive and go home together rather than wait for another class to finish. Please could families limit the number of adults doing the drop off and pick up to limit people on site.

The staggered start times have been identified to allow approximately 1/3 of our families coming each day to arrive every 10 minutes. The same process is to be used at the end of the day to again reduce congestion for families. When waiting for pupils to come out, please could parents maintain social distancing.

Staggered Drop Off and Pick Up Times:

Drop Off at School

Surname beginning with A – G arrive from 8.40

Surname beginning with H-P arrive from 8.50

Surname beginning with R – X arrive from 9.00

Pick Up from School

Surname beginning with A – G pick up from 3pm

Surname beginning with H-P pick up from 3.10pm

Surname beginning with R – X pick up from 3.20pm

The rear entrance to the school will not be open due to the narrowness of the entry/exit which would prevent social distancing.

All pupils and families are asked to use the pedestrian gate off Intermediate Road. When families arrive at school, all families are to go up the junior path, drop off pupils at the different drop off points and families are asked to exit school down the driveway or the foundation phase path. This one way system prevents families crossing on the narrow paths and decreases congestion.

The vehicular gate at the bottom of the school will be closed during the staggered drop off and pick up times to ensure there are no vehicles moving on the driveway/road when it is being used as part of the pedestrian one way system.

When pupils arrive at school at their designated time, they will go straight in to their classroom via the assigned entry door to wash their hands and take their place at their workstation for the first activity.

There will be a member of staff at the main gate to assist families with the entry and exit daily.

The assigned entry and exit points are:

	Paths	Entry	Path	Exit
Nursery – am	Main Gate. Up the main school path, through the through the FP yard to the Nursery yard. To exit down the foundation phase path.	Pupils to enter through the sliding Doors – Nursery Yard	Main Gate. Up the main school path, through the through the FP yard to the Nursery yard. To exit down the foundation phase path.	Pupils to exit through the sliding Doors – Nursery Yard
Reception	Main gate. Up the main footpath to the foundation phase yard. Back down on the foundation phase path.	Reception Door on Foundation Phase Yard	Main gate. Up the main footpath to the foundation phase yard. Back down on the foundation phase path.	Reception Door on Foundation Phase Yard
Year 1	Main gate. Up the main footpath to the foundation phase yard. Back down on the foundation phase path.	Year 1 Door on the Foundation Phase Yard	Main gate. Up the main footpath to the foundation phase yard. Back down on the foundation phase path.	Year 1 Door on the Foundation Phase Yard
Year 2	Main gate. Up the main footpath to the main entrance and down the drive.	Main school entrance	Main gate. Up the main footpath to the main entrance and down the drive.	Main school entrance
Year 3	Main gate. Pupils to go across the KS2 yard from the bottom gate and in through rear school entrance.	Rear school entrance	Main gate. Up the junior path to the main entrance and down the drive.	Main school entrance
Year 4	Main gate. Up the junior path to the yr 4 external door and down the drive.	Yr 4 external door	Main gate. Up the junior path to the yr 4 external door and down the drive.	Yr4 external door
Year 5	Main gate. Pupils to go across the KS2 yard from the bottom gate and in through the yr5 external door.	Yr 5 external door	Main gate. Up the main footpath to the KS2 yard. Pupils to come out to parents. Back down the drive.	Yr5 external door
Year 6	Main gate. Pupils to go across the KS2 yard from the bottom gate and in through the yr6 external door.	Yr 6 external door	Main gate. Up the main footpath to the KS2 yard. Pupils to come out to parents. Back down the drive.	Yr6 external door
Childcare Hub Class	Main gate. Up the main footpath to the main entrance and down the drive.	Main Entrance to sign in	Main gate. Up the main footpath to the main entrance and down the drive.	Main Entrance to sign out

5. Classrooms, Resources and Activities

When pupils arrive at school in their staggered start they will wash their hands in the classroom before going to their workstation. In the juniors, the classrooms have been set up with designated work stations for each pupil.

The pupils will be completing tasks in designated workstations or groups according to their age. All pupils will have their own writing resources in named pouches to prevent sharing of these type of resources.

Each class will have a normal breaktime in a specific zoned area to reduce the mixing of groups of pupils in school.

Where pupils will be sharing resources e.g. lego, construction, they will be required to wash their hands before using it and wash their hands after the activity.

All excess furniture and resources not deemed to be suitable have been stored away.

Classes will have assigned toilets to use to reduce congestion and will be closely monitored. Signage in the toilets and in class will encourage pupils to wash their hands regularly.

6. Social Distancing

The pupils will be taught in their class bubble and there will be minimum opportunities to mix with other classes (bubbles) while in school. The Welsh Government requirement that all pupils return to school from September will mean that the previous 2m social distancing of pupils will not be possible. The Welsh Government guidance does expect adults in school to maintain social distancing between each other and pupils as appropriate.

The paths on the way to school have been marked with 2 metre gaps to encourage families to stay 2m apart on the way to school. The corridors in school have been marked every two metres to encourage pupils to keep to the 2m apart when moving around the school or when near adults.

There are designated 'STOP and wait' places identified in the corridors for pupils to wait if there is someone already in the corridor and to ensure crossing is kept to a minimum.

7. Hygiene

All pupils will wash their hands with soap and water on entry in to class. Children will be expected to wash their hands at a number of key times in the course of the day:

- On arrival and when leaving school
- Before and after handling food
- Before and after handling equipment or resources that may have been used by others
- After being outside
- After people have blown their nose or sneezed
- After using the toilet

Staff will role model good hand washing techniques for younger pupils but it is asked that all parents/carers work with pupils to develop their hand washing skills before returning to school.

There will be a strict cleaning regime for each classroom at the end of each day and there will be cleaning of high frequency touch areas of school during the course of the day. The nursery class room will be cleaned thoroughly before the afternoon group arrive.

8. School Uniform & Snack

The Welsh Government expectation is that pupils will wear school uniform from September as normal. Families are asked to maintain good standard of hygiene for uniforms with regular washes. If due to increased washing of uniform, a pupil is unable to wear their uniform on odd days, this would be acceptable. Please ensure all uniform is named to ensure we can return items to the rightful owner.

Pupils are welcome to bring a health snack in for breaktime or snacktime in the Foundation Phase. Please can parents ensure that the snack is in line with the school healthy eating policy e.g. fruit or vegetable. Pupils are to bring in a drink for the session.

The Foundation Phase will not be having their daily shared snack as in previous terms. Pupils will need to bring their own healthy snack. Parents will not need to pay £1 a week for snack.

Foundation Phase pupils will have their daily milk as normal.

9. Becoming Unwell at School

If a pupil becomes unwell in school, they will be taken to a designated room where they will be supervised.

The emergency contact will be contacted straight away to come and collect the pupil.

If the pupil exhibits any of the symptoms of Covid19, the pupil and family will follow the Welsh Government guidelines for self-isolation and testing.

10. Contacting the School Office

In line with the school risk assessment and Welsh Government guidance, only essential visitors are allowed in to school at this time. With the main entrance also being used as a pupil entrance, we ask that parents phone the school office with queries or questions. Staff will be able to ring parents as time allows to deal with questions or queries.

11. Collective Worship

Whole school gatherings will not be taking place in the school hall. Classes will provide a daily collective worship within their class.

12. Catering & School Lunches

The school will be operating a packed lunch system for the first three weeks of term. Pupils can bring a packed lunch to school or they can order a school packed lunch in the morning when they arrive at school.

The usual payment system will be in place for lunches via the online parent pay system. For new pupils and pupils in the reception class, information on the parent pay system will be sent out to families from the school office. The cashless payment system will not be in place due to the need for parents to come in to school and cross infection with the keyboard in school.

Families in receipt of free school meals will continue to receive direct payments for the first two weeks of term and so will have to provide a packed lunch for the first two weeks of school. From the third week of term (Monday 14th September) a school packed lunch will be provided instead of a direct payment.

Foundation Phase pupils will go to the school hall for lunch from Thursday 3rd September at 11.50am rather than 12pm due to the need to keep class bubbles separate on the playgrounds. The classes will sit in their class groups.

Due to transition arrangements, the Reception pupils will not be in school for lunch until Tuesday 8th September. All Reception pupils are in school for lunch every day from Tuesday 8th September.

Years 1 and 2 are in school full time from Thursday 3rd September and will go the school hall for lunch.

The juniors are in school full time from Thursday 3rd September. Junior pupils will have their packed lunch at their workstation for the first three weeks of the term. Those pupils ordering a school packed lunch will have it delivered to the classroom in readiness for lunchbreak.

The school will be working closely with the local authority and the catering department to review arrangements in the first couple of weeks and make appropriate arrangements for lunchtime from Monday 21st September.

13. Breakfast Club

There will be no Breakfast club for the first three weeks of the Autumn Term. Parents will be informed of the new arrangements for the recommencement of breakfast club as soon as they are confirmed.

14. After School Childcare

It is currently planned for the After School Club provision to begin from Monday 21st September in the school hall once the appropriate plans and risk assessments are in place.

15. Physical Education

Classes will continue to do PE and parents will be notified when pupils will be having PE. Where possible the junior pupils will do PE outside. Pupils will maintain good hand hygiene before and after each PE session.

On a PE day pupils can come to school in their PE kit wearing their kit underneath a school sweatshirt and tracksuit bottoms. This will reduce the items that a pupil will need to bring to school, ensure the kit can be washed regularly and it will reduce confusion between pupils over items of clothing.

16. Toileting

The use of toilets in school will be monitored to ensure there are only a small number of pupils allowed in each toilet area at a time, depending on the capacity. Year groups will be assigned specific cubicles within their designated toilet area.

Toilets will be cleaned regularly during the course of the day.

17. Visitors

Only essential visitors will be allowed on school site. All visitors will be required to complete a questionnaire on arrival. Where possible visitors will be scheduled to visit outside normal school hours.

The guidance the school is receiving is changing and being updated regularly. Parents will be informed of changes through regular school communication.