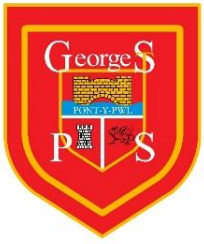


## Parent Information Guide September 2020



The Minister for Education has confirmed that schools in Wales will return to 100% capacity from September providing the community transmission rate of Covid-19 allows. The school has been planning for this increase in operation since the Minister's announcement in line with Welsh Government (WG) guidance published on the operation of schools and pupil learning.

This short guide provides parents/carers and families with information about changes that have been made to allow for a return to 100% pupil operation this September. The school has used Local Authority (LA) and WG guidance and has worked with the local health & safety officers to develop its risk assessment.

The strategies developed for distance learning during the summer term school closure will continue to be developed. This is in 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.**

## Coming to School and Going Home

To reduce the congestion at the beginning and end of each day, there will be staggered start times for year groups to arrive and leave. Please could families restrict the number of adults doing the drop off and pick up to one adult only to limit people on site.

The staggered start times have been kept to a minimum to reduce the amount of time involved for parents in dropping off and collecting pupils.

Each year group has a single entry point to school. Parents are requested to bring pupils to the correct entry point where they will be met by a member of staff.

	<b>Beginning of day</b>	<b>End of day</b>	<b>Access via</b>
<b>Nursery</b>	9.00 / 12.45	11.30 / 3.15	Conway Road
<b>Reception</b>	8:50	3:05	Conway Road
<b>Year 1</b>	9.00	3:15	School Lane
<b>Year 2</b>	8:50	3:05	School Lane
<b>Year 3</b>	8:50	3:05	George St steps
<b>Year 4</b>	9:00	3:15	George St ramp
<b>Year 5</b>	9.00	3:15	George St steps
<b>Year 6</b>	8:50	3:05	George St ramp

Parents must follow the points below when dropping off and collecting pupils:

- All parents/carers will be required to observe social distancing when travelling to and from school.
- Only one adult per household should bring/collect children.
- Parents are requested to walk to school where possible.
- All parents/carers and children are to approach school via the appointed access (see table overleaf).
- A member of staff will take charge of your child at the entrance gate.
- Parents/carers **are not permitted** to enter the school site.
- Parents/carers must observe the 2m distance markings on pathways while waiting for their child to enter/leave.
- The drop-off zone will be closed to ensure children's safety. Families arriving by car will need to park and then bring/collect children using their entry/exit point.
- Parents/carers of pupils in Nursery & Reception will queue on the path leading from Conway Road, observing the 2m rule.
- Parents/carers of pupils in Years 1&2 will queue on the path leading from School Lane (2m rule).
- Parents/carers of pupils in Years 3-6 will queue on either side of the drop-off zone in the marked areas (2m rule).
- Parents/carers are requested to use the surrounding space to maintain a safe 2m distance from others as they leave.
- Parents/carers must leave the areas surrounding school as soon as children have been handed over to staff. Gathering with others is not permitted.

When pupils arrive at school at their designated time, they will go straight to their classroom via the assigned entry door to wash their hands and prepare for their first activity of the day.

## **Classrooms, Resources and Activities**

When pupils arrive at school, they will wash their hands before going to their class. We are planning activities to ensure that pupils have as close as a possible an experience that matches the 'norm'. All pupils will participate in the full curriculum, including PE. Where possible we will make use of outside areas for learning.

On a PE days pupils can come to school wearing their PE kit. This will reduce the items that a pupil will need to bring to school, ensure the kit can be washed regularly and reduce confusion between pupils over items of clothing. PE activities will be non-contact. Shared resources will be sanitised between sessions in line with the school's risk assessment.

Each year group will have a normal break time in a specific 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 furniture and resources not deemed to be suitable have been stored away.

Following LA guidance, the school will not be undertaking off-site visits (including for swimming) until further notice.

## **Social Distancing**

For organisational reasons, the school has organised pupils into year groups for contact-group purposes. However, for most of the time, pupils will be taught in their classes. At break and lunch times, year groups will be timetabled together. Pupils under the age of 11 are no longer expected to follow the 2m social distancing requirement. However, the WG guidance does expect adults in school to maintain social distancing between each other and pupils as appropriate. Pupils will be expected to avoid physical contact with each other and to observe a 2m distance with adults wherever possible.

The paths on the way to school have been marked with 2 metre gaps to encourage families to stay 2m apart when dropping off and collecting children. There are designated 'STOP and wait' places that pupils should only cross when invited to do so by staff.

## **Face Coverings**

WG and LA guidance make it clear that the 'key to reducing risk to pupils and staff in school is to have good social distancing, frequent hand washing and effective cleaning processes in place. Although masks can be useful in other contexts we have no advice that they will be helpful in schools. Pupils do not need to wear a mask to school at this time'.

## **Hygiene**

All pupils will wash their hands with soap and water on entry in to school. 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 at home.

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

## **School Uniform & Snack**

The WG expectation is that pupils will wear school uniform from September as normal. Families are asked to maintain a 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 so that we can return items to the rightful owner.

On days when pupils have PE, they should come to school dressed in their PE kit. They will remain in kit throughout the day.

Pupils are welcome to bring a healthy snack in for break time. Please can parents ensure that the snack is in line with the school healthy eating policy e.g. fruit, cereal bar etc but not crisps / chocolate. Pupils are to bring in a drink for the session.

Foundation Phase will not be having their daily shared snack as in previous terms. Pupils will need to bring their own healthy snack. Foundation Phase pupils will have their daily milk as normal from Monday 14<sup>th</sup> September.

## **Becoming Unwell at School**

If a pupil becomes unwell in school, they will be supervised in a designated room and parents will be contacted to collect them immediately. If a pupil exhibits any of the symptoms of Covid-19, the pupil and family will be required to follow the WG guidelines for testing and self-isolation.

**For this reason, it is vitally important that all contact details are kept up-to-date. Please notify the school office (01495 756436) of any changes immediately.**

Colds occur frequently among pupils in school. Where a child has a cold but none of the symptoms of Covid-19, they should attend school as usual. If parents are in doubt, please contact the school office first and speak with your child's GP surgery to obtain medical advice. If a child comes to school with a cold and then begins to display symptoms that may be Covid-19, parents will be contacted as above.

## **Contacting the School Office**

In line with the school risk assessment and WG guidance, only essential visitors are allowed in to school at this time. We ask that parents phone the school office with any queries or requests. Staff will be able to ring parents as time allows to respond to questions and to provide information as needed.

## **Assemblies**

Whole school gatherings will not be taking place in the school hall as usual. Teachers will provide suitable opportunities for discussion and reflection in classes.

## **Catering & School Lunches**

The school will be operating a packed lunch system **ONLY** for the first two 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. Pupils will eat packed lunches in classrooms.

To reduce risk from handling money, the Local Authority is introducing a cashless payment system for school meals this term. Further details of how the system works and individual information, including account details, is being provided to all families separately. A video showing how to pay for school meals online is available on the schools Twitter feed @georgestreetpri.

Families in receipt of free school meals will continue to receive meals as usual.

From the third week of term (beginning Monday 14th September) the school canteen will provide hot meals. A menu for the autumn term is available on the school website.

There will be staggered lunchtime sittings to provide opportunities for cleaning and to enable year groups to remain separate where possible. Pupils may have lunch earlier or later than previously to allow sufficient time for all pupils to eat safely.

## **Breakfast Club**

There will be no Breakfast Club for the first two weeks of the autumn term. Breakfast club will restart on Monday 14<sup>th</sup> September. Pupils attending Breakfast Club will have to arrive by 8.30 and line up in the drop-off zone ready for collection by staff.

## **Wraparound and After School Childcare**

Wraparound and After School Club (ASC) provision run by Pontymoile Under Fives will start on Monday 7th September. The ASC will be held in the school hall.

Please note; school staff will not be running extra-curricular after school clubs (e.g. football, choir, ECO) for at least the first half of the autumn term.

## **Toileting**

The use of toilets in school is 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 are assigned specific cubicles within their designated toilet area. Toilets will be cleaned regularly during the course of the day.

Hand sanitiser dispensers have been fitted so that all pupils can sanitise their hands before using the toilet facilities.

To avoid mixing of year groups, pupils will not be able to access toilets once they are outside at break and lunch times. Staff will ensure that all pupils use toilets before going outside to play.

## **Visitors**

Only essential visitors are allowed on school site.

Where a parent visits school for an essential appointment a record of their visit will be kept, together with contact details. In the event of any case of Covid-19 occurring in school, these details may be made available to public health for contact tracing purposes. Any visitor not willing to share their contact details will not be permitted entry to school.

**For this reason, it is essential that all contact details are kept up-to-date. Please notify the school office (01495 756436) of any changes immediately.**

Any adult making a prearranged visit to school will need to use the intercom at the main school gate for access. You should only enter the building once you have received permission to do so. Visitors are

requested to sanitise their hands when entering the building. Please also note that for social distancing purposes, there can only be one visitor in the reception area at any one time.

Where possible visits will be scheduled outside normal school hours.

**The guidance the school is receiving is updated regularly. Parents will be informed of changes through regular school communication and this guide will be updated to match the latest advice.**