



**St Mary's Catholic Primary  
School Information  
For  
Parents and Carers**

**Returning to School  
Revised Handbook  
Covid 19 (September 2020)**

**Updated August 2020**

Dear Parents/ Carers,

I hope you are all keeping well and continuing to stay safe with your families.

As you are aware, Kirsty Williams the Education Minister for Wales announced that all children will be able to return to school in September. The past three weeks have allowed us the wonderful opportunity to see many of our children return to school for a few days to catch up with their friends and teachers and we look forward to opening our doors fully to welcome all children back to St Mary's in September. We have all missed seeing each other, working together and being together as our very special St Mary's School family.

This updated booklet will provide you all with an insight into the changes and adaptations that we have made following our 'Check in' Catch up' and 'Prepare' sessions to ensure that all children have a very special, happy and safe return to school. The GREEN text highlights any changes that have been made in light of the new updated Welsh Government operational guidance.

We hope that you find all the information you require contained in this booklet, however if you have any further questions or queries, please do not hesitate to contact school via telephone or email. Please note: there may be further amendments that need to be made over the summer break in light of the ever changing climate, therefore this booklet will also be reissued at the end of the summer break.

It is also very important that if you have any concerns about your child's well-being or in regards to your family circumstances following this long period away from school, please contact me in school in order that I can offer appropriate support or guidance, where necessary.

Once again, thank you so much for your continued prayers, support and patience.

Kindest regards



Mrs R F Acton  
Headteacher

## Travelling to school and Access to School and Site

- Children and parents / carers should attend the school on foot or by using personal mode of transport, in preference to public transport.
- Children and parents / carers should not car share with other families, in line with Welsh Government (WG) guidance.
- **Only one parent/ adult, where possible** will be allowed on site to drop off/ collect their child/ren.
- Parents may drop off/ collect siblings at the same time at the **later allocated time slot please.**
- Social distancing **must be observed at all times within the school site.**
- One- way systems are in place for entry into and exit from the school site. Clear signage and coloured arrows will be in place to denote each route.
- Children travelling by school bus will be subject to social distancing rules in line with the WCBC school transport risk assessment.
- Parents should be contacted directly by WCBC transport department during the summer holidays in regards to arrangements.

## Gates including Staggered Drop off and Collection of children

- There will be clearly labelled gates for each year group to enter and leave the school site.
- There will be staggered drop off and collection times in order to support social distancing and to limit the number of people on the school site at any one time. **It is very important that a 2 metre gap is maintained between families. (Please see information table 1 below.)**
- **Everyone must follow social distancing rules on the school site.**
- **Parents/ carers must supervise children at all times and must not drop children off at the school gate.**
- Staff will be on duty at the school gates to monitor staggered entry of each child with their parent onto the site.
- Signage and 2 metre markers will be in place around the site to help remind parents and children of social distancing expectations.
- Staff will be on duty around the school grounds at drop off and pick up times to guide parents and to reinforce social distancing expectations, where necessary.
- **A video presentation** will be available on the school website at the beginning of September to show designated gates and routes around the site.

**Table 1. Staggered drop off and Collection times.**

8:45 am Drop Off	3:00pm Pick up
<p><b>Year 3 Drop off at 8:45am only via <u>TOP BLOCK gate</u></b>            Year 3- Parents and children will enter via Top block gate and will follow <b>GREEN</b> arrows across the Junior yard, into Reception outdoor classroom, turn left to drop children at <u>the main entrance</u> and continue to follow <b>YELLOW</b> arrows to exit via main school drive.  <b>(BLUE/ YELLOW ARROWS DENOTE ROUTE)</b></p> <p><b>Year 4 Drop off at 8:45am only via <u>LEA ROAD gate</u></b>  <u>Year 4- Alyn</u> Parents and children will enter via <b>Lea Road</b> gate and will follow <b>RED</b> arrows past Nursery across the Infant yard to drop children off via the Infant Hall doors. Parents to continue to follow <b>BLUE</b> arrows past Year 1 and 2 block and exit via bus gate. (NB- Bus children priority)</p> <p><b>Year 4 Drop off at 8:45am only via <u>LEA ROAD gate</u></b>  <u>Year 4- Conwy</u> Parents and children will enter via <b>LEA ROAD</b> gate and will follow <b>RED</b> arrows past Nursery, into the Infant Yard where the teacher will meet the children and direct the children to go into the school building via the dining room door. Parents should continue to follow <b>BLUE</b> arrows across the Infant yard, past Year 1 and 2 block and exit via bus gate. (NB- Bus children priority)  <b>(RED &amp; BLUE ARROWS DENOTE ROUTE)</b></p> <p><b>Parrots &amp; Penguins' Classes (N &amp; R)</b>  <b>Drop off at 8:45am only via <u>TOP BLOCK gate</u></b>  <u>Penguins and Parrots</u> - Parents and children will enter via Top block gate and will follow <b>GREEN</b> arrows across the Junior yard, into Reception outdoor classroom, where the teachers will be waiting and will take the children inside. Parents should go through the small gate by the office follow the <b>YELLOW</b> arrows to exit via main school drive.  <b>(BLUE/ YELLOW ARROWS DENOTE ROUTE)</b></p>	<p><b>Year 3 Collection at 3:00pm only</b>            Year 3- Parents will enter via <b>TOP BLOCK gate</b> and will follow <b>GREEN</b> arrows across the Junior yard, where the children will be waiting in <u>a class line on the junior yard</u> for collection by parents. Parents and children will leave via one- way system through yard gates and drive.  <b>(BLUE/ ARROWS DENOTE ROUTE)</b></p> <p><b>Year 4 Collection at 3:00pm only via <u>LEA ROAD gate</u></b>  <u>Year 4- Alyn</u> Parents will enter via <b>Lea Road</b> gate and will follow <b>RED</b> arrows past Nursery across the Infant yard to collect children who will be waiting in a line outside the Infant Hall. Parents to continue to follow <b>Blue</b> arrows past Year 1 and 2 block and exit via bus gate. (NB- Bus children priority)</p> <p><u>Year 4- Conwy</u> Parents will enter via <b>LEA ROAD gate</b> and will follow <b>RED</b> arrows past Nursery, into the Infant Yard where the children will be lined up along the Nursery fence for collection by parent. Parents and children should continue to follow <b>BLUE</b> arrows across the Infant yard, past Year 1 and 2 block and exit via bus gate. (NB- Bus children priority)  <b>(RED &amp; BLUE ARROWS DENOTE ROUTE)</b></p> <p><b>Parrots &amp; Penguins' Classes (Reception) - Collection at 3:00pm only</b>  <u>Penguins and Parrots</u> - Parents will enter via Top block gate and will follow <b>GREEN</b> arrows across the Junior yard, into Reception outdoor classroom, where the children will be waiting in a line for collection. Parents and children should go through the small gate by the office follow the <b>YELLOW</b> arrows to exit via main school drive.  <b>(BLUE/ YELLOW ARROWS DENOTE ROUTE)</b></p>
9:00 am Drop Off	3:15pm Collection
<p><b>Y1 &amp; 2 Robins Drop off at 9:00am via <u>LEA ROAD gate only.</u></b>            Parents and children to enter via Lea Road gate. Parents and children to follow <b>RED ARROWS</b> past Nursery, into infant yard and the teacher will be ready to welcome children outside Robins' class. Parents to continue following <b>RED arrows</b> to exit via Bus gate. (NB- Bus children priority) <b>(RED ARROWS DENOTE ROUTE)</b></p> <p><b>Y1 &amp; 2 Wrens Drop off at 9:00am via <u>LEA ROAD gate only.</u></b>            Parents and children to enter via Lea Road gate. Parents</p>	<p><b>Y1 &amp; 2 Robins Collection at 3:15pm via <u>LEA ROAD gate only.</u></b>            Parents to enter via Lea Road gate. Parents to follow <b>RED ARROWS</b> past Nursery, into infant yard and the children will be lined up ready outside Robins' class. Parents and children to continue following <b>RED arrows</b> to exit via Bus gate. (NB- Bus children priority) <b>(RED ARROWS DENOTE ROUTE)</b></p>

and children to follow **RED ARROWS** past Nursery, into infant yard and the teacher will be ready to welcome children outside Wrens' class. Parents to continue following **RED arrows** to exit via Bus gate. (NB- Bus children priority) (**RED ARROWS DENOTE ROUTE**)

Y1 & 2 Owls Drop off at 9:00am via **LEA ROAD gate only.**  
Parents and children to enter via Lea Road gate. Parents and children to follow **RED ARROWS** past Nursery, into infant yard and the teacher will be ready to welcome children outside Year 1 and 2 block entrance. Parents to continue following **RED arrows** to exit via Bus gate. (NB- Bus children priority) (**RED ARROWS DENOTE ROUTE**)

Y1 & 2 Wrens Collection at 3:15pm via **LEA ROAD gate only.**

Parents and to enter via Lea Road gate. Parents to follow **RED ARROWS** past Nursery, into infant yard and the children will be lined up ready outside Wrens' class. Parents and children to continue following **RED arrows** to exit via Bus gate. (NB- Bus children priority) (**RED ARROWS DENOTE ROUTE**)

Y1 & 2 Owls Collection at 3:15pm via **LEA ROAD gate only.** Parents to follow **RED ARROWS** past Nursery, into infant yard where the children will be lined up along the edge of the yard ready for collection. Parents and children to continue following **RED arrows** to exit via Bus gate. (NB- Bus children priority) (**RED ARROWS DENOTE ROUTE**)

Year 5 Dovey Drop off at **9:00 am** via **TOP BLOCK gate only.**

Parents and children will enter via Top block gate. Teacher will be outside Dovey class for children to go straight into class. Parents to leave through one- way system via yard gates and drive. (**GREEN ARROWS DENOTE ROUTE**)

Y5 Gwenfro Drop off at **9:00 am** via **TOP BLOCK gate only.**

Parents and children will enter via Top Block gate. Children to go straight in to class bubble via Gwenfro fire door. Parents to leave via one- way system through junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

Y6 Gwaun Drop off at **9:00 am** via **TOP BLOCK gate only.**

Parents and children will enter via Top Block gate. Children to go straight in to class bubble via Gwaun fire door. Parents to leave via one- way system through junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

Y5 Dyfrdwy Drop off at **9:00 am** via **TOP BLOCK gate only.**

Parents and children will enter via Top Block gate. Children to go straight in to class bubble via Dyfrdwy fire door. Parents to leave via one- way system through junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

Year 5 Dovey Collection time 3:15pm via **TOP BLOCK gate only**

Year 5 Dovey – Parents will enter via Top block gate. Children will be lined up outside Dovey class ready to go across the yard to parents as soon as they arrive. Parents and children will leave via one- way system through yard gates and drive. (**GREEN ARROWS DENOTE ROUTE**)

Year 5 Gwenfro Collection time 3:15pm via **TOP BLOCK gate only.**

Parents to enter via Top Block gate. Teachers will watch for parents and will call children as parents arrive. Parents and children to leave via one- way system through Junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

Year 6 Gwaun Collection time 3:15pm via **TOP BLOCK gate only.**

Parents to enter via Top Block gate. Teachers will watch for parents and will call children as parents arrive. Parents and children to leave via one- way system through Junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

Year 6 Dyfrdwy Collection time 3:15pm via **TOP BLOCK gate only.**

Parents to enter via Top Block gate. Teachers will watch for parents and will call children as parents arrive. Parents and children to leave via one- way system through Junior yard gates and drive (**GREEN ARROWS DENOTE ROUTE**)

<u>9:15 am Drop Off</u>	<u>11:30 Collection</u>
<p><b>Puffins' Class (Nursery)</b>  <b>Drop off at 9:15am only via LEA ROAD gate</b>  <b>Puffins Parents</b> and children to enter via Lea Road gate and follow <b>RED ARROWS</b> to Nursery fence. Teachers will be ready to welcome children to go straight into class. Parents to continue to follow <b>RED arrows</b> through infant yard, past Year 1 and 2 block and exit via Bus gate. <b>(RED ARROWS DENOTE ROUTE.</b></p>	<p><b>Nursery- Puffins, Penguins, Parrots</b>  <b>Collection time 11:30am only.</b> Parents to enter via Lea Road gate and follow <b>RED ARROWS</b> to Nursery fence. Children will be waiting in the Nursery outdoor area with teachers ready for collection. Parents and children to walk across the junior yard and exit via the <b>TOP BLOCK</b> intercom controlled gate.</p>

### Bus children

- During the school holiday, WCBC school transport department will contact parents with information about school buses for September.

<u>Bus gate</u>	
From 8:30am staff will be on duty at the Bus gate to meet children off buses and take them to their classes.	From 3:15pm- staff will be on duty to take children from their classes to the bus gate.

### On arrival into school

- Parents should ensure that their child/ren observe social distancing rules as soon as they enter the school site – i.e. from the gates onwards.
- Parents may drop off/ collect siblings at the same time **at the later allocated time slot please.**
- Parents should follow the designated one-way route straight to the year group classroom/ drop off point to drop off or collect their child/ren. (See table 1)
- Parents should continue to walk via the one- way system straight out of the designated exit gate. **Please see Table 1** (Above)
- Please **do not** stop to chat with other parents or school staff as we need to have a smooth flow of people on and off site to follow social distancing guidance.
- Until further notice, the school office **will be CLOSED** to parents.
- Please note that **parents/ carers will not be allowed to enter the school building**, unless in exceptional circumstances and by prior agreement with Mrs Acton.
- **Parents/ carers should contact the school via email, telephone or Seesaw** if they have any queries or questions.
- Before entering the school building, the teachers will direct the children to wash/ sanitise their hands at the designated sanitising station at the entrance/ exit to their classroom/ school building.
- Similarly, before leaving to go home, the teachers will direct children to wash/ sanitise their hands at the designated sanitising station at the entrance/ exit to their classroom/ school building. **(Please see further information about handwashing/ hygiene measures in separate section.)**

- Once the children are in their classroom, they will put their lunch bag/ box under their designated desk and place their coat on their designated chair. Nursery and Reception children will be able to put their coats on their pegs.
- **WG guidance** recognises that it is not practicable and will be more difficult to expect younger children to **maintain consistent** social distancing.
- **WG has revised guidance on social distancing for children in Foundation Phase (FP). Therefore, for FP children, the emphasis is on separating groups (Nursery to Year 2) and for KS 2 children the requirement to social distance is maintained (Year 3 to Year 6).**
- Staff will continue to regularly and sensitively remind the children of the expectations and how they are in place to keep everyone safe.

### Class 'Contact Groups'/ Bubbles

- Children will now be grouped in class 'contact groups' rather than in smaller bubbles.
- Updated WG guidance issued in August, children 11+ are required to keep their distance within their contact group and it is recognised that younger learners in primary schools 'will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.'
- Cool Kids' Club is **open** for any families who require 'wrap around care'
- Each class/ 'contact group' will remain together for all lessons and they will not be taught with children from other 'contact groups'/ classes.
- **WG recognises that there may be some unavoidable circumstances where children may come into contact with children from other classes/ contact groups e.g. whilst receiving group based intervention support, travelling on buses, attending wrap around care.**
- **All children old enough will be encouraged to maintain distance and not touch staff or peers, where possible.**
- **Where possible, children will be seated side by side rather than face to face at an appropriate distance from each other, based on the size and layout of each room.**
- **Children will not be sharing classrooms with other classes/ contact groups at the same time however, there will be a need for different contact groups to use the same room/ social space within a school day.**
- Movement around the school site will be kept to a minimum however it is recognised that children passing briefly on a corridor is deemed to be low risk.

- Within a contact group/ class, children will need to share some learning resources such as reading books, educational games and ICT equipment. All resources will be cleaned periodically between users.

### **Staggered start (Please see Table 2 below)**

- The guidance advises schools to take the first two weeks to gradually increase capacity using a staggered phased approach to full time education for all children. Therefore, in consultation with the governors and WCBC, the first two days of the school term will be used to review the Risk Assessments in light of any changes to procedures/ guidance after the 6 week summer break and to prepare the school buildings/ site for the re-opening of school from 3<sup>rd</sup> September. Therefore, **on Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September, NO children will be attending school.**
- **From Thursday 3<sup>rd</sup> September to Thursday 10<sup>th</sup> September, children will be attending school in ‘half- class’ sized groups on a rota basis.** Therefore, each class in every year group will be divided into two groups; Group A and Group B.
- **Group A children** will attend school on Thursday 3<sup>rd</sup>, Friday 4<sup>th</sup> and Monday 7<sup>th</sup> September
- **Group B children** will attend school on Tuesday 8<sup>th</sup>, Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> September
- **ALL children will attend school from Friday 11<sup>th</sup> September**
- Information about these groups will be sent via Seesaw or emailed to all parents.

**Table 2- Staggered Start weeks 1 and 2**

<b><u>Group</u></b>	<b>Days children will be attending school</b>
<b><u>Group A</u></b> Nursery, Reception, Y1,Y2,Y3,Y4,Y5,Y6	<b>Thursday 3<sup>rd</sup> September, Friday 4<sup>th</sup> September, Monday 7<sup>th</sup> September</b>
<b><u>Group B</u></b> Nursery, Reception, Y1,Y2,Y3,Y4,Y5,Y6	<b>Tuesday 8<sup>th</sup> September, Wednesday 9<sup>th</sup> September, Thursday 10<sup>th</sup> September</b>
<b><u>Whole classes</u></b>	<b>From</b>



**Nursery, Reception,  
Y1,Y2,Y3,Y4,Y5,Y6**

**Friday 11<sup>th</sup> September onwards**

### **Classrooms**

- In line with the risk assessments, rooms have been chosen to take into account accessibility to toilets/ handwashing facilities and the outdoors, for convenience at drop off and pick up times and to support with social distancing measures.
- Classrooms have all been reorganised to create more space making it easier to clean all surfaces, thus reducing the risk of transmission.
- Each child has their own designated desk/ workspace where desks have been positioned allowing for as much space as possible between desks.
- **Where possible, children will be seated side by side rather than face to face at an appropriate distance from each other, based on the size and layout of each room.**
- Each classroom will have posters and markers as visual reminders about social distancing and good hygiene.

### **Classrooms and Drop off Collection points (Table 3)**

- Please see the table below showing where each class/ contact group will be taught. Please note- there are some differences between drop off/ collection points.

**Table 3**

<b>Class</b>	<b>Designated classroom</b>	<b>Teacher</b>	<b>Drop off</b>	<b>Collection point</b>
<b>Nursery Puffins</b>	Puffins	Mrs Myers	Nursery gate	Nursery gate
<b>Nursery Reception Penguins</b>	Penguins	Mrs Jones	Reception Outdoor classroom	Reception Outdoor classroom
<b>Nursery Reception Parrots</b>	Parrots	Mrs Hall	Reception Outdoor classroom	Reception Outdoor classroom

<b>Year 1/2 Wrens</b>	Wrens	Miss Wright	Wrens' Classroom door	Wrens' Classroom door
<b>Year 1/2 Owls</b>	Owls	Mrs Roberts	Bottom Block door	Infant yard
<b>Year 1/2 Robins</b>	Robins	Miss Davies	Robins' Classroom door	Robins' Classroom door
<b>Year 3 Taff</b>	Taff	Mrs Edwards,	Main Entrance door	Junior yard
<b>Year 3 Clywedog</b>	Clywedog	Mrs Astbury	Main Entrance door	Junior yard
<b>Year 4 Alyn</b>	Infant hall	Mrs Wilkinson	Infant hall door	Infant hall door
<b>Year 4 Conwy</b>	Conwy	Mrs Worsnip/ Mrs Chapman	Infant yard Children enter via-dining room door	Infant yard
<b>Year 5 Gwenfro</b>	Gwenfro	Mrs Robertson	Gwenfro classroom door	Gwenfro classroom door
<b>Year 5 Dovey</b>	Dovey	Mrs Sinclair	Junior yard- opposite Dovey class	Junior yard- opposite Dovey class
<b>Year 6 Gwaun</b>	Gwaun	Mr O'Toole	Gwaun classroom door	Gwaun classroom door
<b>Year 6 Dyfrdwy</b>	Dyfrdwy	Miss Gillett	Dyfrdwy classroom door	Dyfrdwy classroom door

## What will the children need to wear/ bring to school each day?

- We are justifiably very proud of the high standards of dress and presentation of all children in St Mary's.
- From September 2020, all children will be expected to wear full school uniform in line with our consistent school uniform policy.
- Similarly, we expect that all hairstyles be sensible, smart and in line with our excellent standard of dress. Please note: - shaven heads (including extreme variance in hair grades and shaved lines in the hair), hair colours, tramlines, excessive spikes, fancy designs etc. are not acceptable and are not part of our school uniform policy.
- Please sensitively remind children and parents if staff are concerned about any issues around non- adherence to the uniform/ hairstyle policies. Speak to SMT if unsure.
- **All Foundation Phase children (Reception-Year 2) will be provided with stationery resources for their own use whilst in school.** These will be sanitised each day and will be used only by them.
- **Junior children (Years 3-6) should bring a small plastic, wipeable pencil case** containing their own stationery for their own use whilst in school. This can be sanitised each day and should be kept in school ready for the next day.
- All Year 1-6 children should bring a healthy snack to school for their morning break.
- **Please note:** - Children **must not** bring any other personal items to school other than a coat, healthy snack, lunch bag, water bottle, plastic pencil case (Years 3-6) and a sunhat/ sun cream, in the event of hot weather.

## Adapting our Home and School Learning model - 'Blended Learning Approach'

- During the phased return to school, i.e. from Thursday 3<sup>rd</sup> September to Thursday 10<sup>th</sup> September, on-line Home Learning will be provided for all children.
- This will be uploaded onto the School Website within the 'Children' section in a separate drop down called 'Home Learning September 2020'.
- Each year group will have their own separate folder containing the learning plans for the duration of the staggered start.
- From Friday 11<sup>th</sup> September, full-time school based teaching and learning will resume.
- School will continue to keep parents informed about how our 'blended learning' approach will evolve over time in line with Welsh Government directions.

## Whole School Collective Worship

- For the time being, as we are not able to come together in large groups, there will be no whole school / key stage collective worships or assemblies.

- Collective worship will take place in each class.

### **Staggered Morning breaks/ playtime and outdoor learning**

- Weather permitting, children will be taken out for a 15 minute morning break in the outdoors.
- The playgrounds have been marked into designated zones for each class to access outdoor playtime and outdoor classroom/ learning time.
- Each class will stay in their designated zone to play to avoid conflict with any other class/ contact group. Different classes will not mix with each other on the playground.
- **Year 1- Year 6 children should bring a healthy snack to school each day for their morning break.** They will eat indoors before/ after going out to play.
- **Early Years children, Nursery and Reception will have a healthy snack provided by school. Please ensure snack money is paid on-line, £1 per week.**
- All children will be required to **wash their hands** before eating their snack and before entering the building on return from their break/ outdoor learning session.
- Wherever, possible, the children will exit their class through doors leading directly outside to avoid corridors.
- In the event of wet play times, children will remain in their own classroom.
- In addition to their morning break, wherever possible, the children will be working within their designated outdoor space where science advises that the risk of transmission is lower.

### **Lunchtimes**

- The Local Authority has advised that the **school meal service** will resume from September. Therefore all children from Reception to Year 6 will be able to have a hot meal provided by school, should they wish.
- A pre-order system will be in place for all children and school meals will be delivered to each child's class where they will eat their lunch with their own class/ contact group.
- Parents will need to ensure that sufficient funds are available on their child's school meal account.
- Parents are advised to pay for school meals online, wherever possible as parents will not be allowed to come into the school reception area to access the payment machine.
- In exceptional circumstances where parents are unable to use the on-line system, children should give their class teacher their school meal money in a sealed envelope with their name, class and amount of money and labelled **SCHOOL DINNER MONEY** for collection by Mrs Davies. Mrs Davies will then

ensure that the envelopes are posted in the school meal box in the reception area. Unfortunately, teachers will not be able to accept loose change/ cash if dinner money is not provided in a sealed envelope.

- Please note: if parents wish to access their child's school meal account balance, please contact the school office between 8 am and 9:30 am and the balance will be emailed within 24 hours.
- **ALL other children should bring a packed lunch and a water bottle to school each day in a small lunch bag.** Bags will be kept under children's designated desk/ workspace.
- As with morning break time, there will be staggered lunchtimes to prevent children from mixing with other contact groups and to support social distancing on site.
- All children will eat their lunch in their own classroom where they will be supervised by the lunchtime supervisory staff.
- There will be staggered playtimes after eating lunch where children will play with their own class/ contact group in their designated zones.
- Children will eat their lunches at their designated desks within their own classroom. No sharing of food is permitted.
- Desks will be cleaned/ sanitised before and after lunchtime
- Children will wash their hands before and after eating and will place their own rubbish back in their own lunchbox.

### The learning environment for our younger children in Foundation Phase

- Our Nursery, Reception, Year 1 and year 2 children will have a designated space on the carpet to allow for some group teaching sessions.
- **WG has revised guidance on social distancing for children in Foundation Phase (FP). They recognise that it is much more difficult for younger children to social distance than for older learners. Therefore, for FP children, the emphasis is on separating groups and avoiding mixing any classes/ contact groups. (Nursery to Year 2)**
- Members of staff within the group will be available to deal with toileting, disinfecting of equipment and to remind pupils of good personal hygiene throughout the school day
- Large equipment e.g. bikes, scooters, cars etc. will be sanitised after use using antibacterial wipes.
- Children should bring a sun hat to school and parents/ carers should apply sun cream to their child/ren before coming to school.
- Children will be in the outdoor learning provision wherever possible.
- **Whilst indoors, children will be encouraged to avoid close face to face interaction, as much as possible.**

## Maintaining good personal hygiene

- In line with Welsh Government guidance, children will be encouraged to practise regular and routine handwashing throughout the school day.

### **This will include:**

- before entering the school building on arrival at school
- when leaving the school building to go home
- before and after handling objects and equipment that may have been used by others
- where there has been any physical contact
- before and after using the toilet
- after blowing their nose, coughing or sneezing.
- before coming into the school building after PE/ playtime
- before eating break and lunch
- Where possible, children will be encouraged to wash their hands with soap and running water for at least 20 seconds.
- Staff will remind children about effective handwashing techniques.
- Where handwashing is not practicable, staff will provide hand sanitiser for children to use.
- There will be a supply of hand sanitiser in each classroom and in various places around the school, including positioning outside toilet facilities.
- Each block/ year group/ class have shared designated toilet facilities for their own use. Children will be allowed in 'one at a time' to go to the toilet/ wash hands to avoid mixing contact groups.
- All children will be reminded to cough or sneeze into their elbow.
- Insofar as it is possible, children will be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.
- There will be an additional bin in each classroom to dispose of tissues.
- Rooms will be kept well-ventilated by leaving doors/ window open and windows will be kept clear to ensure that there is natural sunlight, wherever possible.

## Use of Personal Protective Equipment, Administering First Aid & Emergencies

- In line with the Welsh Government guidance, physical distancing, hand hygiene and respiratory hygiene remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.
- According to the Welsh Government guidance, primary aged children may find wearing a face covering difficult as they may feel tempted to touch it, play with it or take it on or off during the school day. Therefore, we have taken the decision

that **children should NOT wear them as they may inadvertently increase the risk of transmission of the virus within the school.**

- Staff are **not required** to use PPE in school when undertaking routine educational activities in the classroom. **However, some staff may need to wear a mask or visor due to their personal circumstances.**
- Where social distancing cannot be maintained, i.e. **when a member of staff is administering first aid, providing intimate care for a child (i.e. changing a child after a toileting accident), when tending to a sick child or when supervising/ cleaning an area where there has been a child displaying symptoms of Covid 19, staff are required to wear PPE.** This includes wearing an apron, gloves, a surgical mask or a protective visor.
- All staff have received training about how to put on and take off PPE correctly in order to keep themselves and others safe.
- There are designated First Aid boxes with PPE supplies in each classroom and in specific areas around the school.
- Parents/ carers are required to give permission for their child to attend a doctor's surgery or hospital during the pandemic.
- If in any doubt, (or if not able to contact a parent/ carer) school will contact NHS Direct/ Emergency services for advice.
- The usual school procedure would be followed, if a child was seriously injured or a child with a medical condition needed to be admitted to hospital.
- The Headteacher/ Senior Managers are willing to go to hospital if a parent/ carer cannot collect the child and they have given their consent.

### Cleaning

- **A deep clean of the whole school will have been completed ready for full re-opening of school on Thursday 3rd September.**
- During the school day, staff will undertake regular, scheduled cleaning of surfaces, touch points (such as light switches, door handles, door plates) and any shared learning/ play resources or equipment.
- The cleaning staff will ensure that all surfaces and communal touch points are thoroughly cleaned at the end of each day/shift.

### Display of Covid 19 Symptoms in School

- **Any employees, children or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.**
- If anyone becomes unwell when in school they must leave school as soon as is practical and follow self-isolation guidelines.
- **The current four identified COVID 19 symptoms are as follows:- a new continuous cough, a high temperature or a loss of taste or smell.**

- School will report any suspected incidence of Covid-19 symptoms to WCBC and Public Health Wales.
- Those showing symptoms **will be kept separate** from others until they can be collected and taken home. This will be in a separate room, supervised at a distance of two metres.
- Anyone displaying symptoms **should stay at home for seven days and they should also book a test.**
- Anyone who lives with someone displaying symptoms but remains well should **stay at home for 14 days from the day the first person became ill.**
- **Children** with symptoms **should NOT** be sent to school at all.
- Children who have been classed as shielding due to pre-existing medical conditions have been **advised to undertake specific ‘shielding’ measures.** Those children who have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 are advised to rigorously follow shielding measures in order to keep themselves safe. **We do not expect these children to attend school at this time.**
- If someone is suspected or confirmed of displaying Covid 19 symptoms in school, all areas where this person has been, will be identified and kept clear. Welsh Government guidance will be strictly adhered to in terms of cleaning areas and resources and disposal of any waste materials.