



Ysgol Bryn Teg Return to school Information Booklet

Ysgol Bryn Teg Primary School
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Welsh Government Statement

WELSH GOVERNMENT STATEMENT

The Minister for Education in Wales Kirsty Williams recently announced that schools will reopen on Monday 29th June 2020 so that **all** learners have the opportunity to 'Check in, Catch Up and Prepare for summer and September'.

In her speech, she highlighted that there will be a phased approach in each school. Classes will be split into cohorts with staggered starts, lessons and breaks. **It is expected that this will mean, at most, a third of pupils present at any one time, though schools may need time to reach this level of operation.**

There will be much smaller classes, providing secure dedicated time with teachers and classmates. This time will include online and personalised classroom experience, getting children and teachers ready for a similar experience in September.

Therefore, the last four weeks of the year offer a very good opportunity for us to welcome **all** our children back, for us to check in and catch up on their wellbeing. We will also be able to familiarise **all** our children with what the 'new normal' looks like. This will be most helpful to build confidence and reduce anxiety now; otherwise the return in September will be harder again for the children.

We understand that you may be anxious about sending your child back to school. This booklet sets out all the measures we are taking to reduce the risk of infection and hopefully reassure you that your child can return to school safely and start to benefit again from all the experiences they have in school.

We have worked with the Local Authority in becoming a pilot primary school when planning and undertaking the preparation of our infrastructure to safely allow our school to re-open. This has been highlighted as an excellent piece of work. I would like to take this opportunity in thanking the Local authority, Governing Body, and staff in all playing a vital role in achieving this 'new normal' at Ysgol Bryn Teg, in such a short space of time. I am confident that the information and measures put in place, will be extremely helpful and hopefully provide additional reassurances to yourselves when making your decision as parents and carers.

Thank you in advance, for your support and hard work, in adding value to our pupils experiences, and overall development at Ysgol Bryn Teg.

Yours sincerely,

Mr G Jones
Headteacher

School Information

PRIORITIES BEFORE THE END OF SUMMER TERM

Ysgol Bryn Teg always prides itself on putting children first. We are a happy, nurturing, and inclusive school. These principles are more important than ever.

Welsh Government guidance makes it clear that we should not attempt to 'cover' or 'catch up' on all the activity the children would have done in the time they have missed during school closure. This is not expected and should not be the focus of learning during this time.

We will:

- Nurture and support the health and wellbeing of our children as our first priority, especially those who are feeling anxious
- Encourage children to communicate their feelings through positive conversations.
- Ensure that children have time, space and structured activities to re-form relationships with other learners and staff
- Support children to understand and observe hygiene and social distancing requirements. **Expectations will be reasonable, applied sensitively** and support their well being
- Children will have the opportunity to play and socialise through structured and unstructured activities
- Children will be given opportunities to enjoy a range of physical activities.
- Provide plentiful opportunities to learn and play outside
- Check in with learners and support them in their preparedness for learning and next steps as appropriate
- Focus on the needs of individual learners

Capacity

In practice, it is expected that a school or setting's capacity will mean that overall, at most, a third of learners will be present at any one time. We have completed a detailed calculation on our school capacity. This has taken into account;

- The 2 metre social distancing measures,
- Safe movement around classes for staff and pupils,
- Consideration of essential areas, sinks, resource areas, fire escapes.
- Discussion with LA advisors and setting up of Foundation Phase and Key Stage two classrooms.

After giving due consideration, the Local Authority has determined our capacity, based on floor space and current social distancing guidance. The capacity is affected by the number of staff in the class and also the needs of the learners.

Key Stage 2 classrooms – up to 6 pupils.

Foundation Phase Classrooms – up to 8 pupils.

Canolfan Yr Ynys – up to 3 pupils.

This limits numbers to safe amounts and allows us to keep appropriate spacing between classrooms.

Packing List for School

All pupils should bring:-

- Enough water for the day, 1 – 2 litres, in bottle/s
- A cap/hat and sunscreen are recommended as children may spend longer outside than normal. Please ensure they are clearly labelled.
- A change of clothes in the event of wet weather. Please include waterproof jacket.
- A packed lunch

Please do not bring any stationary in. All stationary for each pupil will be supplied and individually labelled.

Uniform

Children can wear school uniform as long as it is comfortable and **easily washable**. Current guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in a school or setting. Uniform that **cannot be machine washed should be avoided**.

Parents / carers need to provide clean clothes for pupils every day. If children have had a growth spurt in last few months please do not purchase new uniform for the last remaining few weeks at school. **Non school uniform will also be allowed**.

Further information on new uniform will come out for the Autumn term. Again please do not go out and purchase new uniform for time being. We want you all to stay safe.

Drop Off Arrangements

We have established staggered drop off times for different classes to limit numbers coming on to the site at any one time. **Please adhere to your allotted time slot for drop off**. Flexibility will be afforded so siblings can come together.

One parent will be allowed with their child on drop off and collection.

Please familiarise yourself with the one way map of school on our school website. There is also a virtual tour of the school available on the website (from 19.6.20) which will explain this further)

Each child will need to be taken safely, following the 2 metre social distancing rules, around the perimeter of the school. Please make your way to your child's class, where the class teacher will be waiting to meet you at the classroom fire doors. You will be able to see newly painted feet, and arrows which are spaced 2 metres apart. Staff will be on duty to support and ensure that everyone who is on school site is adhering to the 2 metre social distancing law. They will be clearly visible with high visibility jackets.

It will be the parents responsibility to keep their child safe and following the new rules to ensure everyone is kept safe whilst checking in.

Whilst queuing to hand over your child, there are feet markings for each child and adult to stand on. These again are to ensure 2 metre social distancing.

Parents will be asked to complete a pupil health questionnaire and hand their child over to the class teacher. This rule applies to all pupils. The older pupils will be unable to come in and go by themselves. We are asking you all to play a huge part in the safety of your child and the school community.

Once you have dropped off your child, parents will then be asked to make their way out of school following the one way system, leaving the school site via a separate entrance. Please note that staff, wearing high visibility jackets will be on hand to supervise and support where necessary. Please also respect the 2 metre social distancing rules with our staff.

As your child enters the classroom, and checks in with their class teacher, they will be asked to **use the new hand sanitizer station**, which is located on each of the classroom fire doors throughout the school. This is to limit any possible spread of a virus.

Your child will then be asked to place their belongings, in the cloakroom, on a numbered peg. Your child will then be allocated a table, with their set of resources for the day. They will be asked to make themselves comfortable, show us their best behavior, and be patient for a few minutes while we welcome the remaining small group of pupils for the day ahead.

Any pupil which finds it difficult sitting quietly by themselves for a few minutes, should be brought in by their parent towards the end of the 10 minute staggered start.

Pick Up Arrangements

A staggered pick up time has been established that mirrors the drop off system. The exit point mirrors the entry point. **Please adhere to your allotted time slot.** Flexibility will be afforded so siblings can leave together.

Each class will be given one of the following sets of time slots:

DROP OFF	8.30 a.m.	8:45 a.m.	9:00 a.m.	9:15 a.m.

PICK UP	2:30 p.m.	2:45 p.m.	3:00 p.m.	3:15 p.m.
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Please note on drop off and collections- you will be asked to only drop off and collect your child. This is to avoid any further risk. A parent will not be allowed to collect another pupil, even if it is a family relation.

Please ensure that you adhere to the time slot given. A child should not be brought onto school outside of the specific time given. This is to reduce the other pupils and staff in class from waiting, and limit the possible spread of the virus onto a different group of children. We will not be allowing the children to mix outside of their bubble group for the day.

BREAKS & DINNER TIMES

Playtimes

Children will be supervised by their own staff at playtimes. Playtimes and playgrounds will be staggered so that children play with their bubble groups. Staff will always endeavor to ensure appropriate social distancing during playtimes, dependent on the age and understanding of the children.

Lunches

The kitchen will not be open before September.

All children will need to bring a packed lunch to school, including children in receipt of Free School Meals (direct payments will continue to be made until the end of term).

Children will eat their packed lunch in their classrooms or outside remaining in their bubbles. Children using the care hub at Ysgol Bryn Teg will need to have had breakfast before coming to school and bring snacks and a packed lunch if being picked up later.

CLASSROOMS

- Wherever possible, the same children and staff will use the same classroom
- Some furniture and desks have been removed to create more space. (This has been stored in the hall).
- Shared use of resources will be greatly limited.
- Resources will be wiped down after use.
- Doors and windows will be kept open to provide good levels of ventilation (balancing with need for warmth)

MOVEMENT AROUND THE SCHOOL

We have established safer movements around the school building. Wherever possible, we will be asking staff and pupils not to use the corridors internally. The older pupils previously had independence in taking messages to the office, collecting items at the photocopier, etc. These

tasks will no longer be allowed. Corridors are clearly marked to ensure that pupils and staff can visually see the reminders and messages regarding their safe use, taking into account the needs and consideration of others.

SOCIAL DISTANCING

We recognise that it is not practical to expect children, especially younger ones or those with additional needs, to maintain consistent social distancing of two metres. We will implement the measures set out as far as we are able, in an encouraging and positive manner, whilst always ensuring children are kept safe and well cared for.

We will continue to provide the highest possible level of care and nurture for all our children, including comforting them if distressed and administering first aid.

What Have We Done?

- Two metre spacing has been marked out in the foyer area and start of corridors to help inform pupils of required spacing
- Spacing has been marked out for parents in the drop off zone
- All staff are fully aware of the importance of maintaining social distancing wherever possible and appropriate
- The amount of people in corridors at any one time will be limited through careful timetabling
- Playgrounds will be timetabled for each class and they will use their own resources.
- Play areas are also zoned off to ensure small bubbles of pupils do not mix. (See appendix 4)

HYGIENE & CLEANING

- The building will be cleaned regularly and at least once a day. Hard surfaces will be cleaned with warm soapy water or the required cleaning products. Particular attention will be given to cleaning 'high-touch' areas and surfaces such as tables, equipment and door handles.
- Each class will have cleaning materials and wipes for cleaning high touch resources/surfaces during the day
- Hand sanitiser will be provided at key locations. Every classroom has an anti-bacterial station for pupils to use when entering their class from outside.
- Only one pupil will be permitted in any toilet block at a time
- Set hand washing times for pupils will be established. Posters to encourage effective hand washing will be displayed. Children will have access to a range of hand washing materials – bars of soap, liquid soap and soft soap dispensers.
- Hands will be washed with soap and running water for at least 20 seconds at regular intervals, including: -
 - on arrival at and when leaving school
 - before and after handling food
 - before and after handling objects and equipment that may have been used by others

- after people blow their nose, sneeze or cough.
- Appropriate PPE will be provided for intimate care, First Aid etc. A risk assessment for each child who needs heightened personal care will be undertaken and the appropriate PPE utilised accordingly.
- Learners and staff should use the snuffle stations if needing to cough or sneeze, or into their elbow. Wipes, anti bacterial hand sanitiser, tissues, and a bin will be supplied in each class. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.

FACE COVERINGS

Non-medical face coverings are recommended where social distancing cannot be maintained. They are not a replacement for far more effective measures such as social distancing and hand hygiene. We are organising our environment to ensure that appropriate social distancing can be maintained throughout the day

Furthermore, the wellbeing of learners is critical to any considerations around face coverings and especially the impact on relationships and pupil anxiety.

Therefore, we are not recommending the wearing of face masks in school.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

There is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

PPE may be required when: -

- **Dealing with suspected coronavirus (COVID-19)**
- **Providing Intimate Care_(an individual risk assessment will be carried out for pupils to determine the level of PPE needed)**
- **Some aspects of First Aid**

HEALTH

You will be asked to complete a pupil health risk assessment on your child's first day back in school.

Those showing symptoms

Under no circumstances should children attend school if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, 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.

- Conform to the necessary self-isolation requirements in both instances

CHILDCARE

School will continue to provide some child-care to key worker parents who are working. **Numbers will be limited as the children in the care hub will affect the numbers allowed in the education classes.**

An application system for this child-care will be in place to ensure all applications are processed.

Please be aware that proof of shift patterns will also be required. You will be asked to provide proof of employment. We would also be asking that every consideration has been made that there is no one else available to care for your child whilst at work.

Please note that there have been a small number of instances in other hubs whereby leads have been made aware that parents have accessed provision when not required. If this is the case, the headteacher will have the right to refuse entry.

We are awaiting further information into how the Childcare hubs will work over the summer holidays. We have been told that they will not be run by school staff.

Next Steps

Now you have sight of this detailed procedural guidance, a new, more detailed survey is online for you to complete. This includes more detailed questions than the survey many of you completed last week asking for an initial indication of intent. It also asks, considering reading this guidance, for a definite answer about whether you intend to send your child back to school before the end of the summer term. **Please can you complete by Friday 19th June 2020 at the latest.**

This information will allow us to set teaching groups and calculate the number of sessions children can attend. **We will then write to you informing you of the dates your child will attend school.**

I finish by stating that Ysgol Bryn Teg provides great warmth, care, support and routine for all of our children and we will continue to do so. We are living in unprecedented times and amid great uncertainty. We would love to welcome back as many of our children as possible before the end of the summer term.

Thank you, in advance for your continued support,

Your sincerely,

G Jones

HEADTEACHER

Appendix 1

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

This Child Health Risk Assessment is an important measure in safeguarding the health and wellbeing of pupils and staff attending this school, as it will help identify pupils who should isolate rather than enter this setting. It will also help protect all pupils and staff from infection.

If your child is prevented from entering this childcare setting, please take him/her home immediately and follow current Government guidance.

This Child Health Risk Assessment must be completed every time a child attends.

Please answer the following questions as fully as possible. If you refuse to answer any of the questions your child may not be allowed access to the school. All information will be treated as confidential.

Thank you for your assistance with this important safeguard.

PUPIL HEALTH RISK ASSESSMENT / Sign in Sheet	DATE:	
Pupil name:		
Class / group:		
	YES	NO
1. Does the child currently have any of the following symptoms: <ul style="list-style-type: none">• a high temperature and/or dry persistent cough?• loss of taste or smell <i>(If yes please provide further details below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the child or anyone in their household currently have any of the following symptoms: <ul style="list-style-type: none">• a high temperature and/or dry persistent cough?• loss of taste or smell <i>(If yes please provide further details below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is anyone in the child's household self-isolating? <i>(If yes please provide further details below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the child currently have any cold or flu like symptoms? <i>(If yes please provide further details below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the child have any other health conditions that staff need to be aware of? <i>(If yes please provide further details below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the pupil, household and family been following the latest guidance Welsh Government guidance on social distancing and safety precautions?	<input type="checkbox"/>	<input type="checkbox"/>
FURTHER INFORMATION:		
PARENT/GUARDIAN SIGNATURE:		

Appendix 2

Ysgol Bryn Teg Primary School

Home-School Agreement 29/06/20 – 24/06/20

	As a parent/carer I shall always try to	As a pupil I shall always try to	As a school we shall always try to
Preparing for school day	<p>Ensure my child has a fresh set of clothes for each session.</p> <p>Ensure my child has a packed lunch and water bottle.</p> <p>Ensure my child has suitable outdoor clothes and shoes.</p>	<p>Wear clean clothes each day in school.</p> <p>Bring everything I need for my school day.</p>	<p>Promote personal hygiene and school uniform. Ensure that the pupils know what is needed everyday.</p>
Attendance and punctuality	<p>Ensure my child is dropped off and collected by an adult.</p> <p>Ensure my child is dropped off and collected promptly.</p> <p>Ensure my child is accompanied by one parent to their class.</p> <p>Adhere to the one way system implemented across the school for the safety of the staff and pupils.</p>	<p>Come to school on time.</p>	<p>Communicate clearly your allocated drop off and collection times</p> <p>Communicate clearly your allocated drop off and collection points.</p>
School work and homework	<p>Support the school with the new summer term learning programme.</p>	<p>Listen to my teacher and work hard at all time.</p>	<p>Support your child in a blended form of learning, in school and on-line.</p> <p>Provide a new programme of learning that focuses on outdoors and wellbeing.</p>
Behaviour	<p>Encourage my child to</p>	<p>Follow school rules at</p>	<p>Promote high standards</p>

	develop high standards of behaviour at all times.	all times. Behave well inside and outside of school.	of behaviour within school rules.
Pastoral care	Inform the school of any problems likely to affect my child's education.	Let my teachers know of any worries or problems before I leave school everyday.	Listen to and respond to worries and problems immediately.
Health	<p>Inform the school of any health problems likely to affect my child's attendance.</p> <p>Complete the health questionnaire honestly each time my child is dropped off.</p> <p>Follow WG advice if your child is sent home with symptoms of Covid-19 (track and trace)</p>	Ensure that I tell a member of staff if I feel unwell.	<p>Contact you immediately via phone if your child is unwell or showing symptoms of Covid-19</p> <ul style="list-style-type: none"> • High temp • Persistent cough • Loss off taste
Attendance	Respect the schools decision to refuse entry onto the premises		Respect your decision if you wish to withdraw your child during the summer term.

Parents/Carers Signature _____

Date _____

Childs signature (from Year 1) _____

Date _____

Signed on behalf of the school _____

Date _____

Appendix 3



Dilynwch y system unffordd

Dilynwch y saethau.

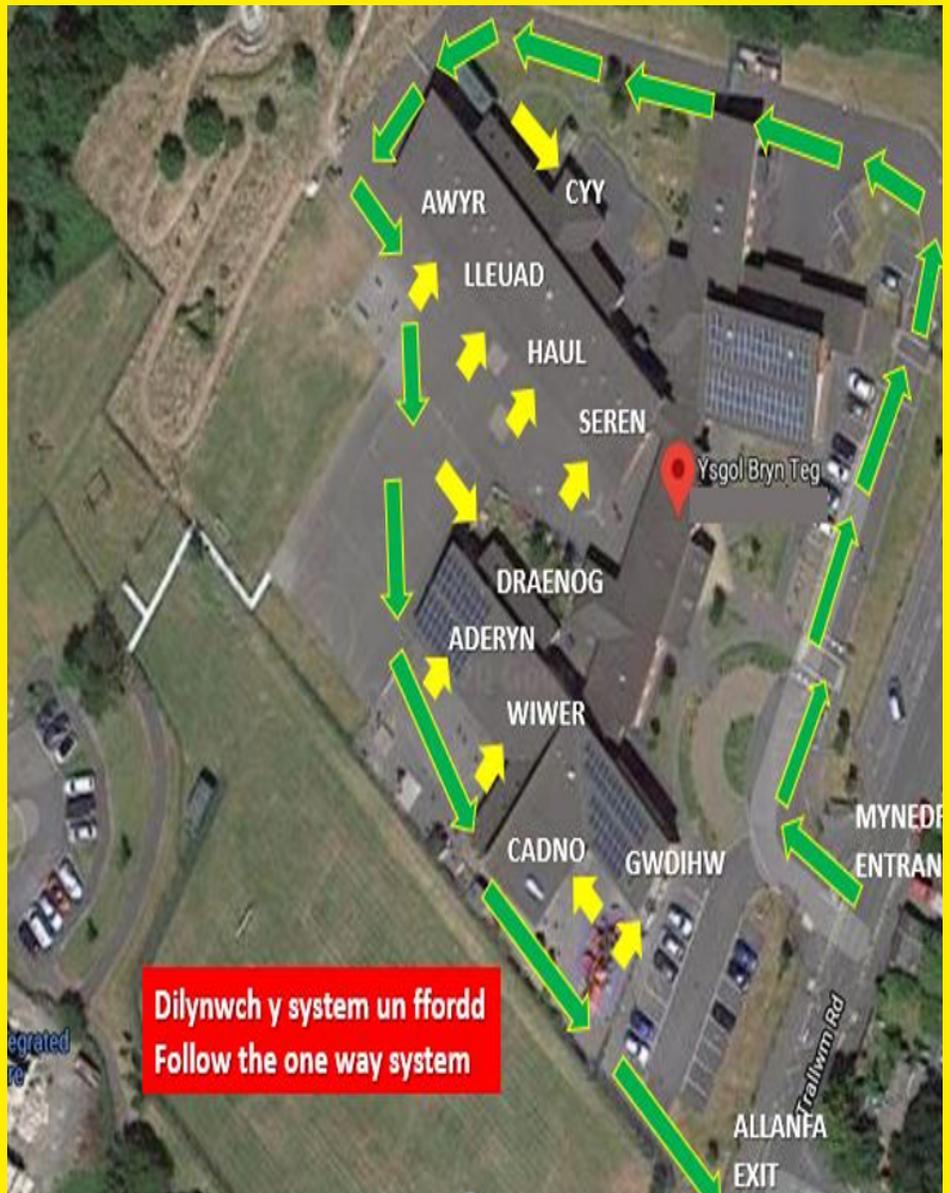


Please follow the one-way system

Follow the arrows displayed.

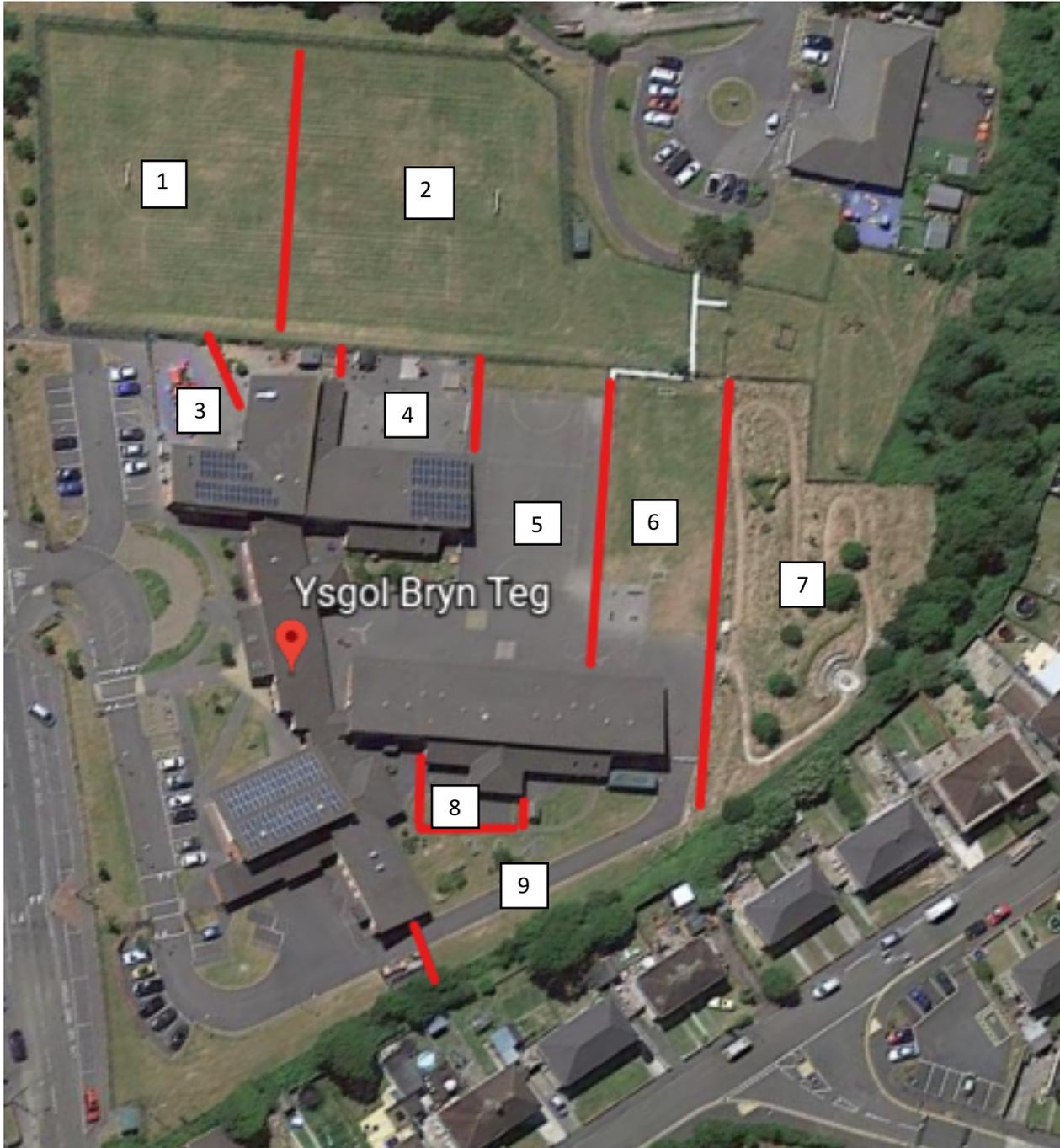
sirgar.llyw.cymru
carmarthenshire.gov.wales

Cyngor Sir Gâr
Carmarthenshire
County Council



Appendix4

Layout of the school for Covid-19 outdoor activities



- 1: Field 1
- 2: Field 2
- 3: Lower FP yard
- 4: Upper FP yard
- 5: KS2 yard A
- 6: KS2 yard B
- 7: Meadow
- 8: C.Y.Y yard
- 9: KS2 outdoor area