



Safety information for parents and carers (January 2021)

Dear Parents/Carers,

I am sure that many of you have read the latest update from Welsh Government and PCC regarding the return to school in January. We are again working with some last-minute alterations which means that the school will not be fully open to all children until Monday 11th January 2021. Welsh Government and the Local Authority have determined that given that Covid-19 transmission levels continue to increase, taking the decision at this stage is providing families with much needed clarity on the arrangements for the start of the Spring Term. The school will only be open to the children of critical workers and vulnerable children from Wednesday 6th January to Friday 8th January 2021 and there will be strict criteria for this. If you feel you are eligible and you cannot make alternative arrangements, please email the school at Admin.golden-grove@pembrokeshire.gov.uk. We will look at these on Monday 4th January 2021 and will inform you as soon as possible whether you have been allocated a place, or not. Please note that Breakfast Club will be available on these three days and we will be running at normal school opening times.

There are few changes to our operational and safety information for the new term. All children are expected to return to school on **Monday 11th January 2021**. They will remain in their contact groups (classes), where pupils are not expected to social distance from one another. However, pupils are expected to social distance from all adults and other contact groups. A thorough hygiene and cleaning regime, including the use of two fogging machines, is still in place and is key for everyone's safety. We will avoid the mixing of contact groups, wherever possible, and pupils will still access a full, broad and balanced curriculum. Staggered playtimes and the zoning of areas of the playgrounds will be used to avoid the mixing of contact groups.

- **All pupils are due back to school on Monday 11th January 2021.**
- **Please take note of the start and finish times along with the entrances/exits to be used in the attached Appendices.**
- **Pupils will be arranged into 'contact groups.' These 'contact groups' will start and end the day together, have breaks and lunch times together.**
- **Each class is a contact group.**

Travel to and from school

- If possible, we are asking parents and children to walk or cycle to school.
- The car park will be greatly reduced at the end of the day. It is strongly advised to park at the Commons and walk to the school to collect your child(ren).
- Only one adult from each family to bring or collect each child/ or children from school please.
- We ask that you adhere strictly to start and finish times. Please do not arrive or let your children arrive early at the school premises.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please ring or e-mail the School Office.
- The layby in the school car park will be closed (apart from disabled bays) at the end of the school day to free up space for children who need to be collected.
- The gate will also be closed for a short duration at the end of the day to allow children and families to exit the school safely with plenty of social distance.

Drop off and Pick up

- Children accessing the 'wraparound' facility each morning will arrive at school between **8:10am and 8:40am** and will use the middle entrance to the school hall.
- Please see attached Appendix for details on drop off and pick-up times for each class.
- If you need to collect your child early, then you will need to phone the office and we will arrange for your child to meet you.
- We request that children arrive during drop off times attached. However, if you arrive late, your child will be taken to a safe 'holding' area inside school.
- Parents who come to drop off or collect children, please observe the social distancing guidelines, particularly when making your way round to collect Foundation Phase children (similar to supermarket queuing!)

Uniform

- Normal school uniform policy will resume.
- Please send children to school in **clean clothing** each day.
- As they will be outdoors a good deal, a coat will be required.
- The only items children need to bring to school are a coat, water bottle, lunch box and a pencil case.
- Children will **not** be required to change their shoes, to indoor shoes, during the day.
- Some staff may choose to wear face masks/coverings. Face masks are not recommended for pupils, though they are allowed to wear them if parents so wish.
- In sunny weather, please apply sun-cream to your child prior to dropping them off (the once-a-day type is recommended).

Hygiene and cleanliness:

- Children will wash their hands on entry to their classroom and will be reminded to wash their hands frequently during the day.
- Tissues will be available.
- Classrooms, toilets, and doors will be cleaned regularly.
- Classroom doors and windows will be kept open to aid ventilation.
- Visual reminders, such as songs and videos, will be used too, to reinforce the hand washing message and method.

<p>Social Distancing – Please remember that social distancing for adults is still required, please adhere to this when dropping off and collecting pupils. And face masks must be worn (unless medical advice has said otherwise).</p> <p>Social Distancing - In the Classroom:</p> <ul style="list-style-type: none"> • To ensure that social distancing is maintained; there will be tables and equipment for children only in the 'contact group'. • The 'contact group' of staff and children will not have contact with other people throughout the day. • Children will remain in their allocated space for the day; only leaving for work activities, breaks and physical activity, with their own contact group of children. • Whole school activities, such as assemblies, will not take place. They may, however, take place on a smaller scale for contact groups. • Virtual assemblies will take place weekly. 	<p>Lunch Time:</p> <ul style="list-style-type: none"> • Lunches for junior children will be served to the children in their classrooms. This will be a hot meal. The younger children will use the dining hall to eat their food. Dietary requirements will be met as usual. • Children can bring packed lunches and, as the weather improves in the Spring, they may be able to use the outside areas to eat their lunch. • Children will need to bring their own snacks. <p>Using outside areas:</p> <ul style="list-style-type: none"> • We are keen that the children have regular time outdoors, with their 'contact group'. This is good for their physical and mental wellbeing at this time. • There will be timetabled outdoor time both as part of their daily routine and also for break and lunchtimes. • When outdoors, children will only mix with children from their own contact group, maintaining social distancing. • Children will wash their hands prior to going outside and on entry back into the classroom. • They will be reminded of the importance of social distancing whilst outdoors too.
<p>Use of toilets:</p> <ul style="list-style-type: none"> • Each contact group will use the toilets within their area. • Children will wash hands before using the toilet. • They will wash hands after use of the toilet. • Children will use social distancing when waiting to use the toilet. • Younger children will need to be as independent as possible; it will be good practice! 	<p>First Aid:</p> <ul style="list-style-type: none"> • First aiders will be available to be called upon. • If children feel unwell, they must let their teacher know. • The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others. • A separate 'safe room' will be designated and equipped in the event of a member of the school falling ill. • Children falling ill during the school day will need to be collected by their parents immediately.

<p>Attendance:</p> <ul style="list-style-type: none"> It is expected that all children return to school. Guidelines state that attendance is compulsory. Please contact the school if there any queries on this issue. <p>Behaviour The normal school policy on behaviour will apply when the school reopens. In addition to this, we will be operating a pandemic behaviour policy. This will follow the rules as set out in Welsh Government Policy on social distancing during the pandemic. Pupils who consistently break these rules or fail to follow health and safety procedures and instructions, putting themselves and others at risk, may be asked to stay at home.</p>	<p>Covid19 Symptoms:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual). a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal. Most people with coronavirus have at least 1 of these symptoms. Please note that children may well present with some of the following symptoms and they must stay at home and you should contact school to let us know: <ul style="list-style-type: none"> Cough/ Shortness of breath or difficulty breathing/ Fever or chills/ Muscle pain/ Sore throat/ New loss of taste or smell. Children and staff must not attend school if they have displayed any symptoms in the last 10 days. If your child or any member of the household is displaying Covid symptoms, please keep your child at home for at least ten days from when symptoms have started. It is parents’ responsibility to seek a test as quickly as possible. If a positive case is confirmed, then the whole of the classroom contact group, including adults, will need to self-isolate for 10 days. If a test proves negative, school will need to be informed of this before the child returns to school. If there appears to be a significant outbreak of the virus within school, then the school will likely close again and deep cleaning will follow. Please do not send any child to school who is at all unwell.
<p><u>Wrap Around Facility - September 2020 (Breakfast Club)</u></p> <p>Golden Grove School will be continuing to offer a free breakfast as a ‘wrap around facility’ each morning from Monday 11th January 2021. For the foreseeable future, priority will be given to the children of key workers and the more vulnerable children. Children will be receiving their breakfast and will be taking it to their own classrooms to further avoid contact with other groups. May I add, though, that this provision is only to be used if it is essential and there is no other alternative.</p> <p>Children accessing the Wrap Around provision can be dropped off between 8.10 am and 8.40am at the middle entrance to the school hall.</p>	<p><u>After School Club</u></p> <p>Our After School Club provision will also resume fully from Monday 11th January 2021. Numbers are limited to and two rooms, as well as the hall and our outdoor space, will be available to ensure that we can socially distance the children. The club will, however, only run until 5:15 pm for the foreseeable future. Miss Regan will be contacting parents who have previously accessed the club next week to see whether places are still required. Alternatively, please contact the school office or email Miss Sam Regan at ReganS20@Hwbcymru.net if you would like to reserve a place.</p>

Home-Learning

- Our home learning programme will only be provided for those children who are unable to return to school.

Safeguarding

If you have any safeguarding concerns please contact the school on 01646 682605 or by email Head.golden-grove@pembrokeshire.gov.uk,
Katie Jones (JonesK883@hwbmail.net) or Hannah Golding (GoldingH2@hwbmail.net)

Appendix 1 – Drop off and Pick up Arrangements

	Dropping Off		Picking Up (Monday – Thursday)	Picking Up (Friday)
Year 5/6	8:50 Junior Gate – children walking round to classrooms and entering through classroom doors. No parents beyond gate.		3:30 Junior Gate	12:10 pm 12:40 (if staying for lunch) 3:00 pm (if staying for the afternoon)
Year 3/4	8:55 Junior Gate - children walking round to classrooms and entering through classroom doors. No parents beyond gate. Dosbarth HG using the classroom door at the front of the school.		3:25 3RA/ 4SW – Junior Gate Dosbarth HG – Class door	12:05 pm 12:35 pm (if staying for lunch) 3:00 pm (if staying for the afternoon)
Year 1/2	8:55 Orange, Purple and Red Class	Foundation Phase Gate. One-way system around to the classes. One parent per child. Social distancing adhered to. Exit via the large playground gate. Purple Class to use the courtyard gate, just past Orange Class.	3:20 Foundation Phase Gate. One-way with parents walking straight through the Nursery playground and straight to class, remaining on the playground on the other side of the fence. One parent per child. Social distancing adhered to. Purple Class will exit via the main entrance at the front of the school.	12:00 pm 12:30 (if staying for lunch) 3:00 pm (if staying for the afternoon)
	8:55 Dosbarth Pinc	Middle entrance at the front of the school.	Dosbarth Pinc using the middle entrance at the front of the school.	
Reception	9:00 Blue Class One way - Foundation Phase Gate. Normal way in with children taken straight through the Nursery playground and straight to class. 9:00 Dosbarth Gwyrdd One way - Foundation Phase Gate. Normal way in with children taken straight through the Nursery playground onto the main playground and round to the class door. One parent per child. Social distancing adhered to. Exit via the large playground gate.		3:15 Foundation Phase Gate. Normal way in with parents walking straight through the Nursery playground and straight to class, remaining on the playground on the other side of the fence. One parent per child. Social distancing adhered to.	

Members of staff will be on duty to supervise this at the start and end of each day at the front of the school. Please note that it has to be one parent per child with children being taken straight to the class - social distancing adhered to. Exit for most of the Foundation Phase classes will be via the large playground gate. Please also note that the staggered times will only be used for the first few weeks of term.

Appendix 2 – Drop off and Pick up Arrangements for Nursery and Flying Start

	Dropping Off	Picking Up (Monday – Thursday)	Picking Up (Friday)
Flying Start am	9:00 Entrance/ Exit door in the Foundation Phase (near the FS room).	11:30 Entrance/ Exit door in the Foundation Phase (near the FS room).	11:30 Entrance/ Exit door in the Foundation Phase (near the FS room).
Flying Start pm	12:30 Entrance/ Exit door in the Foundation Phase (near the FS room).	3:00 Entrance/ Exit door in the Foundation Phase (near the FS room).	3:00 Entrance/ Exit door in the Foundation Phase (near the FS room).
Yellow Nursery am	9:00 Foundation Phase Gate. One-way system around to the class through the Nursery playground. One parent per child. Social distancing adhered to. Exit via the large playground gate.	11:15 Entrance/ Exit door in the Foundation Phase (near the FS room).	11:15 Entrance/ Exit door in the Foundation Phase (near the FS room).
Yellow Nursery pm	12:45 Foundation Phase Gate. One-way system around to the class through the Nursery playground. One parent per child. Social distancing adhered to. Exit via the large playground gate.	3:15 Normal way in with parents walking straight through the Nursery playground and straight to class. One parent per child. Social distancing adhered to.	No afternoon session for Nursery children
Gwyrdd Nursery am	9:00 Foundation Phase Gate. One way - Normal way in with children taken straight through the Nursery playground, onto the main playground and round to the class door.	11:15 Entrance/ Exit door in the Foundation Phase (near the FS room).	11:15 Entrance/ Exit door in the Foundation Phase (near the FS room).
Gwyrdd Nursery pm	12:45 Entrance/ Exit door in the Foundation Phase (near the FS room).	3:15 Normal way in with parents walking straight through the Nursery playground and straight to class. One parent per child. Social distancing adhered to.	No afternoon session for Nursery children

Members of staff will be on duty to supervise this at the start and end of each day at the front of the school. Please note that it has to be one parent per child with children being taken straight to the class - social distancing adhered to. Exit for most of the Foundation Phase classes will be via the large playground gate. Please also note that the staggered times will only be used for the first few weeks of term.

And finally;

It is the intention of everyone at Golden Grove School to make the return to school as safe and as purposeful as possible. Please feel free to ask any questions which arise at any time. We understand the usual daily contact with families will not be available, but please be assured we will do our best to respond to all telephone and email queries as quickly as possible. Please note these arrangements may be subject to change as official guidance changes. We will inform you as soon as possible if this happens.

THE STAFF AND GOVERNORS OF THE SCHOOL ARE WORKING TOGETHER TO ENSURE A HAPPY AND SAFE RETURN FOR ALL, AND WE LOOK FORWARD TO WELCOMING ALL PUPILS BACK TO THE SCHOOL IN THE SPRING TERM.