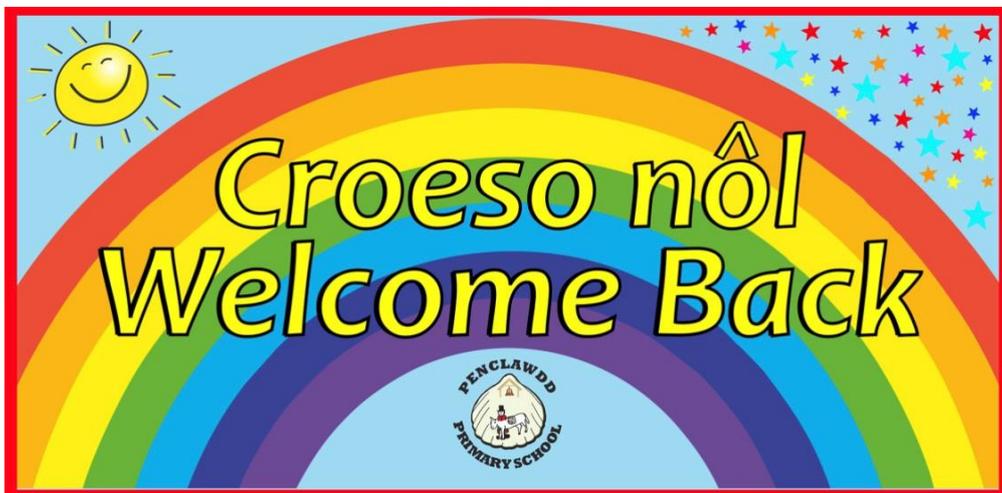




PENCLAWDD PRIMARY SCHOOL YSGOL GYNRADD PENCLAWDD

Back to school booklet

June 29th - July 17th 2020





23rd June 2020

Dear Parent/Guardian,

We hope that your family are all keeping well.

All schools in Swansea are in the process of preparing for the opening of School settings from June 29th. We appreciate that for you as parents it has been an anxious time and that the decision as to whether or not you intend to send your children back to school has not been an easy one to make. To help you in doing so we have prepared the following guidance and information which has been collated using key principles from Welsh Government, Swansea Bay University Health Board and Swansea Council which is required to manage the risk of spread of infection and to protect all stakeholders. This includes information relating to Social distancing, health screening, cleaning requirements and personal hygiene such as hand washing. We hope that it will give you peace of mind that we have done everything possible to offer all concerned the maximum level of protection.

With current social distancing guidelines in mind, and when adhering to the Risk Assessment, we have decided not to admit Reception. This is contrary to prior information you have received, and whilst we can only apologise for this, we trust that you understand that our pupils and staff safety are at the heart of all our decision making. We believe that we would have had to make significant changes to the learning environment for this age group which would negatively impact on the opportunities available to them. Play, and particularly the importance of encouraging social interactions is crucial at this stage of children's development, and we did not feel that we would be able to cater appropriately for their needs at this time with current social distancing measures in place.

We have compiled this booklet to support you when our school opens to all children. As I said in our letter on June 16th, we have put safety as the first consideration when planning for children to return. We will do everything we realistically can to keep risks to a minimum, but you must be aware that social distancing cannot be guaranteed. We have conducted a risk assessment which we are constantly reviewing, carried out safety checks on the building and sourced additional cleaning materials to ensure regular cleaning. All staff, the Officers of the Governing Body, namely the Chair and Vice Chair of Governors and the Local Authority have helped in the planning. Our Governing Body have been kept informed.

As you are aware many Penclawdd Primary children of Key Workers have attended childcare since the lockdown began so all these measures have been in place and have been constantly monitored and adapted according to changing advice. Communicating these control measures effectively with you will be vital in establishing the confidence and trust that is essential for you to make an informed decision and enable a smooth transition back to school. Schools throughout Wales will organise children coming to school in very different ways.

At Penclawdd Primary we have divided each class from Y1-Y6 into 4 groups, so each group will be in a pod with no more than eight in each pod, with their classteacher /familiar adult. Each family has been kept together to attend the same week and up to 4 days from Monday -Thursday.

We have used the Local Authority's capacity calculator to ensure that we comply with the social distancing requirements of placing pupils 2 metres apart. Pupils will use the same classroom each day and will be allocated their own table, resources and equipment upon arrival. (See attached timetable)

In the light of the current situation, we have had to amend policies and procedures. Staff, parents, governors and pupils have to adhere to the safety measures at all times, at home and whilst on School property. Failure to do so will result in your child being unable to attend during this time. This guidance will be amended in preparation for the school reopening in September in accordance with the information and advice given at the time.

Parents/guardians are advised through daily/ weekly communications to notify the school/ setting and confirm that their children are not displaying any symptoms of Covid 19. If any symptoms or illnesses are showing, please do not send your child into school. Many thanks for your continued support

School Entry and Exit arrangements

Pupils should arrive at the time that has been allocated to their class. **Please see timetable on page 5.** We have allocated siblings the same session and have tried to align the timings, but this has not always been possible. We would be grateful if you could be as punctual as possible to enable you to comply with social distance requirements. Parents who are bringing their child/ren to school on foot or by car must only access the gates as detailed on the timetable. **Please can only 1 adult come to drop off/collect.**

There will be markings on the pavement 2 metres apart at both the Foundation Phase and KS2 Yard gates. A member of staff will meet pupils at the designated entry and exit points. We ask that all parents/carers remain patient during this process and support school staff wherever possible. Pupils will be then be guided to their designated classrooms, following markings on the floor and remaining socially distant at all times. Teaching staff will be in the classrooms to welcome your child. Pupils will be required to wash their hands upon entry and periodically throughout the day.

Pupils will also leave the school at a specific time, to maintain social distancing. Your child must be collected from the designated collection point by a responsible adult. Collecting your child may take longer due to COVID procedures but we thank you in anticipation of your support in keeping everyone as safe as possible.

Please note that we are currently having to limit the number of people on site. Therefore, Parents (apart from childcare parents) will not be allowed on to school premises. If you need to contact the school urgently, please phone the office on 01792 850239 or email penclawdd.primary@swansea-edunet.gov.uk

Classroom environments

Classrooms will look a little different, as can be seen from the photographs. We have placed Health and Safety posters around the classrooms and wider school environment to reinforce key information to staff and pupils. However, we have decided not to use yellow/black hazard tape to mark furniture that is not for use and intend to make the environment as bright, attractive and welcoming as possible – using rainbows, fluorescent tape etc.



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The same staff will be allocated to each class and **there will be no movement between classes or the childcare setting in the same day.**

Hand washing stations containing hand sanitiser will be placed at the door of each classroom and pupils will be encouraged to wash their hands with soap and water at set times throughout the session.



Areas of the school that are frequently touched such as surfaces, door handles, handrails, table-tops, play equipment, toys, electronic equipment, toilets will be regularly cleaned. Staff cleaning frequently touched surfaces are to wear gloves and apron. These will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished. Classrooms will be thoroughly cleaned at the end of each session/day.

Toilets

Each pod will be allocated their own toilet. Hand washing information will be clearly displayed in each toilet area and pupils will be supervised by staff at all times during use. Toilets will be cleaned throughout the day and deep cleaned at the end of each day

Equipment

No resources are to be brought in from home. These measures have been taken to limit the potential for cross contamination and the spread of infection. As previously stated, equipment and resources will be placed on each table for their use only and **must not** be taken home. Most classroom resources have been stored away to make the classroom easier to clean efficiently and thoroughly. Resources used will be cleaned after use. **Children should not bring any school bags to school.**

The only things Children should bring to school are:	Children SHOULD NOT bring:
<ul style="list-style-type: none">• filled water bottle (every day)• sun hat• coat if it looks like rain• snacks in a clear plastic sandwich bag• children should arrive wearing suntan lotion during sunny weather.	<ul style="list-style-type: none">• pencil cases• lunch boxes• PE kits• rucksacks• toys• books

Food, Water and Snacks

School dinners will not be provided. Therefore, pupils should have their lunch after their morning sessions. Pupils will be allowed to bring a filled water bottle and fruit snack from home which will be left under their table. Children attending the childcare setting will need to bring a packed lunch – please bring a lunch box, as opposed to a rucksack/bag.

School Uniform

Children are not required to wear uniform for this period in school. We intend to spend as much time as possible outside so please bear this in mind when dressing your child. Comfortable, practical casual clothes will be preferred. If it is raining your child will need to wear a coat. Footwear should be trainers (no sandals / flipflops). Children must wear a fresh set of clothes each day.

What medical welfare and first aid arrangements are in place?

· Staff will not be allowed to administer medication to pupils (unless authorised by the Headteacher).

· In cases of emergency or where pupils are feeling unwell, they will be escorted to the isolation room and parent/carer will be contacted immediately to collect their child/ren.

· Pupils who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self-isolate for 14 days.

Activities

As stated by the Education Minister Kirsty Williams, the primary focus of the sessions in school over the last three weeks should be firmly placed on the Health and Well-being of our pupils and to enable pupils to catch up with teachers and other children. Each child's/families experience will have been different, and children will be managing this unprecedented situation in different ways. All teaching staff have recently undertaken 'Return to School Training' training and have planned activities and experiences accordingly.

Welcoming the Children back– what will happen?

The first session back will focus on helping to settle the children into the new set up in school. They will see that some things are the same, and some are different. It is important to set up a social distancing rules that is suitable for each age range. Staff will talk about how to line up, use of toilet, moving around the classroom etc

Key points to be included are:

- 2m rules
- looking after own resources
- Moving around the classroom
- use of toilets
- handwashing
- catch it, bin it, kill it –tissues and bins
- break time expectations



Revisiting Class Charters

Daily check in/check out. This will be done to gauge how pupils are feeling about coming to school and changes made to activities, systems, routines if required. These sessions will be used to encourage pupils to think about their Class Charter and any changes that may need to be made.

Outdoor learning

Normal 'playtime' will still take place as each pod will have their own outdoor space. Each class pod will also be allocated a specific slot for forest school. During this time, children will have access to resources allocated to their group pod only and a range of fun activities that will encourage the development of a range of skills. Lots of activities will take place outdoors. We have also purchased new gazebos in preparation.

Key workers Emergency Childcare Arrangements -How do we access the day care?

Are you eligible? Please check the form on the website.

Another change in public advice regarding the day care provision from 29th June. This is a change from the advice we were working on last week. **Pupils are not permitted to be in their class pod and attend childcare in the same day. Therefore, parents need to make the following decisions:**

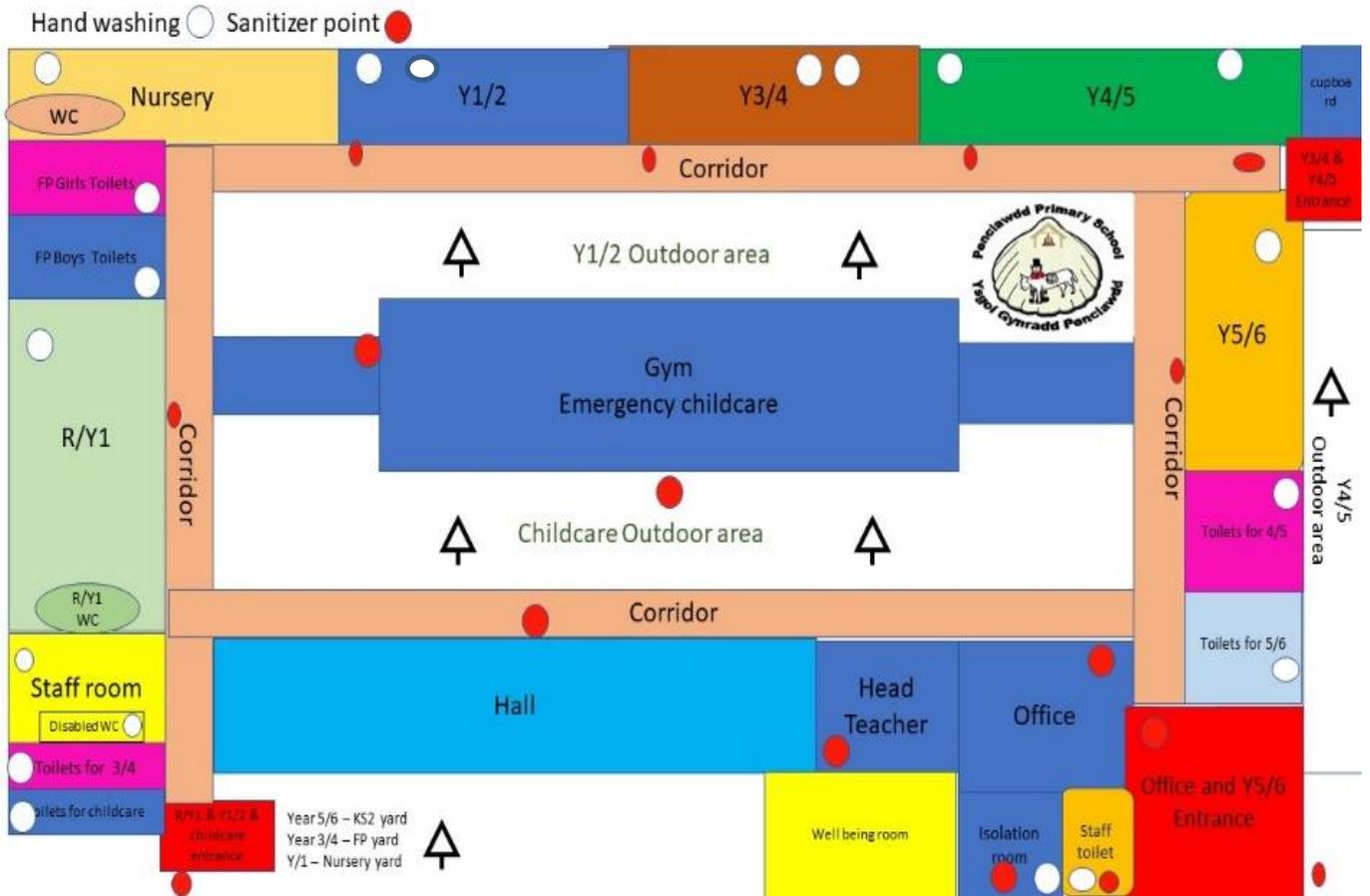
- Do you want your child in day care and you meet the criteria, if so complete the form on the website. Please ensure you only book places you definitely need as we have limited availability. Parents are requested therefore to book places needed for the next 3 weeks on the booking system by Thursday 25th June. Your booking will be confirmed once a space has been allocated. This is a complex process, so unfortunately if you don't book a place; we may be unable to accommodate you due to meeting the staffing and safety requirements of our risk assessment.
- Do you want your child to visit their class for some sessions and then the day care the following sessions? If so, can you complete the form on the website.

Sessions for your child(ren) to attend

You will receive an individual text notifying you of the specific week your child(ren) is invited to attend their 4 sessions Monday-Thursday. School will be closed on Friday's for a deep clean (except for the childcare in the Gym). If you decide **not** to take up all 4 check in sessions, please can you inform the school asap by telephone. We are very aware that those of you who wish your child to return are putting your trust into our ability to do everything we can to keep them safe. That must be our utmost priority for the coming weeks, which is why we are treading so very cautiously and carefully. *Please note that once your child is placed in a pod this cannot be changed.*

	Arrive	9.00am	9.10am	8.50am	9.00am	9.10am
	Depart	12.00pm	12.10pm	11.50pm	12.00pm	12.10pm
	Gate	Rugby club	Rugby club	Side gate	Side gate	Side gate
Pod A	June 29 th (Mon-Thurs)	Y1	Y2	Y3/4	Y4/5	Y5/6
Pod B	July 6 th (Mon-Thurs)	Y1	Y2	Y3/4	Y4/5	Y5/6
Pod C	July 13 th (Mon-Thurs)	Y1	Y2	Y3/4	Y4/5	Y5/6

Map of the school areas

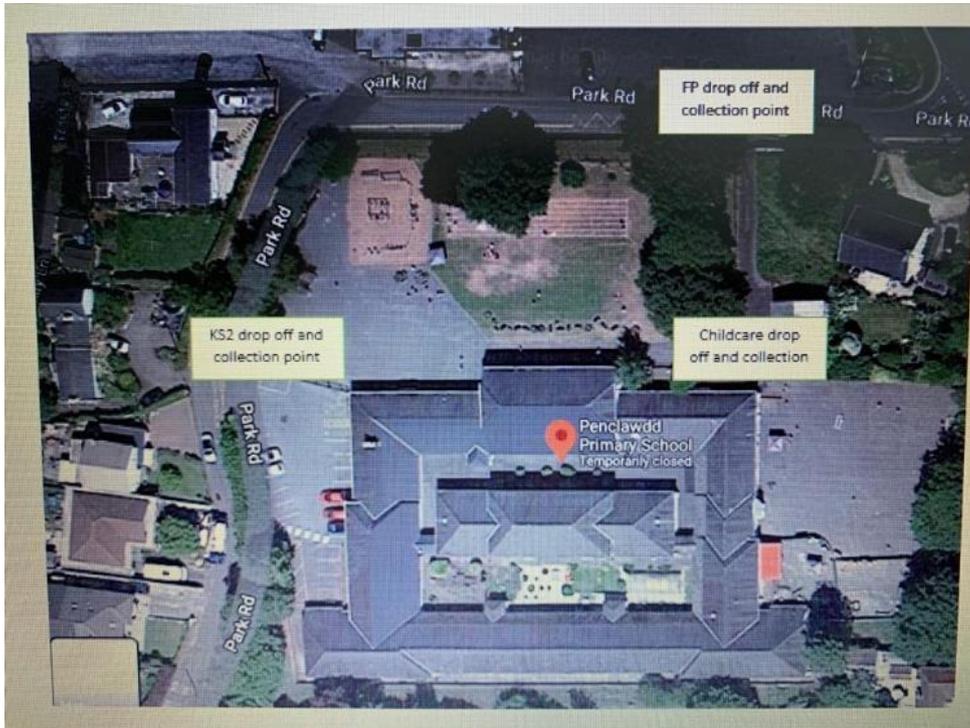


Frequently asked questions

Returning to school

Are we proposing pupils from all year groups to return on 29 June? From 29th June all year groups apart from Nursery and Reception will be able to come for up to 4 consecutive sessions in a week (see timetable above)

Where are the drops off and collection points?



How do I know if my child will start back on 29 June 2020?

You should have completed a form. *If you change your mind, please give us enough time to plan.*

When is the last day before the summer holidays?

The last day will be Friday 17th July.

Will I be fined if I don't send my child back to school before the summer?

No. Families will not be fined if they do not send their children to school this term. There is an obvious sensitivity to parents and their own instincts and feelings about risks around the virus, particularly those with children with underlying health conditions.

If I want to send my child to school and the school does not have enough staff, what can I do?

If a school does not have enough staff to open safely, it may have to close because of health and safety reasons. Safety will be the school's first priority. You will need to wait until the school is safe to open.

Are we proposing to reinstate breakfast and/or afterschool clubs?

Not for the remainder of this term.

When will music lessons start back for pupils at school?

Teaching and lessons in schools are unlikely during the check-in, catch-up and preparing for September period between June and July. It is unlikely that everything will be back to normal in September. We will update this answer as soon as we can.

Where can I get more information before deciding if my child will return to school?

Please contact the school if you need more information

What support is there for schools before they re-open on 29 June 2020?

All schools receive risk assessments, capacity calculators and operational guidance from the local authority in line with Welsh Government guidance.

When will the children's report be sent out and when will we know about classes for September?

Reports will be sent out w/c 13th July and the details of the classes will be shared in the report

Health and safety

Will staff and pupils all need to wear PPE to attend?

It is anticipated that this will NOT be required as the risk within schools is considered low. However, there may be some occasions when staff need to have close contact with children that they will need to wear it, both to protect the child and the member of staff.

Can my child wear PPE to school?

Due to schools being seen as low risk environments it is not anticipated that pupils will need to wear PPE, however, should you feel this is right for your child, please contact the school

What is the acceptable number of pupils and staff on site?

The maximum on any school site will be one third of the pupils. Most staff will be in most days, however those staff who are not directly working with children will not be in contact with them.

How many pupils can a class have and maintain social distancing?

Up to 10.

Will the school have hand sanitizers in place?

Yes, however soap and water still remain the best way to wash our hands and this will be available for all pupils.

How will social distancing work with young children?

The schools will be operating on reduced numbers (maximum of a third of all pupils). Children will be grouped in small groups with play/learning zones being established and staff will do their best to encourage social distancing. However, as the education minister pointed out, this may not always be possible due to the very nature of children.

How would drop off and pick-ups work?

There will be staggered drop-offs and pick-ups whilst also ensuring social distancing is adhered to (see information above).

Childcare

Are Nursery and reception classes open in all Swansea schools?

Swansea LA Principle 5 - There is not an expectation for schools to provide an opportunity for check in, catch up and prepare sessions for pupils in **nursery and reception** between 29 June and 17 July. If a school considers these pupils to be vulnerable or the children of critical workers then they can access the childcare provision.

Will the critical care worker childcare continue?

From the 29th June, the ECS will continue but will be based at Penclawdd in the gym. We can accommodate 15 children and these places will need to be booked.

Family Information Service - The Swansea Family Information Service (FIS) provides free, quality, impartial information on a wide range of Childcare, Children's, Family Support and Family related issues and where relevant a signposting service. For information about funded childcare, and information about open registered childcare provision across Swansea visit: www.swansea.gov.uk/fis or email: fis@swansea.gov.uk contact telephone number: 07827 822729.

Wellbeing and behaviour

What will happen if pupils break social distancing rules, does this become a behavioural issue?

All pupils and staff are required to maintain social distancing, except in the case of pupils who require support to meet medical, physical or intimate care needs. Some pupils may have greater difficulty in maintaining social distancing and we will plan carefully to support these pupils. Where pupils demonstrate significant difficulties in behaving in a way that maintains social distancing and hygiene measures, individual risk assessments will need to be completed to identify how to mitigate against the risk posed.

My child wants to go back to school but feels anxious, what help will the school give?

School staff have received guidance from educational psychologists in managing the potential anxiety that pupils may experience on their return. Further support can be provided from the Exchange counselling service and educational psychologists in cases where the anxiety requires more targeted support.

School meals and free school meals

Will school meals be provided in schools?

No. Children will need to bring a snack into school as appropriate.

Will pupils eligible for free school meals be provided with lunch?

Whilst pupils eligible for free school meals continue to benefit from the offer of a fortnightly BACS payment, children will need to bring a packed lunch into school as appropriate.

Finally...

We will review these arrangements daily and make adjustments where required to ensure a safe environment for your child whilst in our care. If you have any concerns you can contact the school on the main email penclawdd.primary.school@swansea-edunet.gov.uk or by telephone on 01792 850239. By sending your child back into the school we will take it that you agree to abide by the measures outlined in this booklet.

We hope you continue to stay safe and well and we look forward to seeing you and your child at their allocated times should you decide they will return school. We hope you have found this information useful.

We are looking forward to welcoming the children back to school ,

Mrs Reynolds-Milnes and all the staff at Penclawdd Primary School

