



GUIDE FOR RECEPTION  
PARENTS FOR SEPTEMBER  
2020

## **Return to School Guide – Reception**

It gives me great pleasure to welcome you and your children back to the new academic year at Melin Primary School at what is still a very difficult time for everyone.

We're pleased to be able to welcome all of the children back to school and we'd like to share with you how we will be trying to keep the children, staff and visitors to the site as safe as possible.

### **General Principles**



The image is a graphic notice for visitors and staff. It features a blue header with the text "Notice for all visitors and staff" in white. To the left of the header is the Melin Primary School crest, which includes a shield with a red cross, a book, and a banner. Below the crest are three icons: a red circle with a white hand and a red slash, a blue circle with a white hand being washed under water, and a white icon of two people with a double-headed arrow between them. To the right of each icon is a corresponding text box: a red box with white text, a blue box with white text, and a blue box with white text.

**Notice for all visitors and staff**

- Do not enter if you have signs of a fever, a persistent cough or loss of smell/taste**
- Wash your hands regularly and thoroughly for at least 20 seconds**
- Keep the social distancing in place between yourself and others**

Because we need to keep everyone as safe as possible, please do not send your child to school if you or someone in your house has coronavirus symptoms.

The main symptoms of coronavirus are:

- **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've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. If you or your child are very unwell seek medical support as soon as possible through NHS 111.

### **What will the children be doing?**

Following on from the period in July during which pupils 'checked in, caught up with everyone and got ready for September', your child will now return to their usual

Foundation Phase curriculum at Melin Primary School. However, this will now take place within their new classroom and with their new class teacher. For our Reception children, it will be their first year of full time education at Melin Primary and we look forward to welcoming them to our school full day.

Your child's classroom has been adapted to meet the recommended requirements including installation of hand sanitiser stations, removal of excess furniture and the setting out of the class as a 'contact group'.

Your child will be helped to understand this difficult time and how to keep safe in a way that is appropriate to their age and understanding. This will include the children being reminded again about how to:

*1. Stay clean and healthy.*

- We will all wash and dry our hands regularly and we can use the hand sanitisers provided in class, however these do not replace the need to wash our hands.

*2. Be Hygienic*

- catch it, bin it, kill it with coughs and sneezes, or if a tissue isn't available, cough into your elbow.
- keep hands off each other and off your own face and respect other people's space

*3. Keep a safe distance*

- Viruses travel, but we can stop them moving by keeping a safe distance from each other

Our teachers will be making every use possible of teaching outside so please, ensure that you put sunscreen on your child and send them with a hat to keep the sun off them during the day. If the weather is wet, please ensure that your child has a coat with them as they may well still be spending time outside.

Your child will be given their own pencil case complete with pen, pencil, coloured pencils, ruler, rubber and pencil sharpener. These will be wiped down at the end of the day by class staff.

Our distance learning activities will not be continuing as our children and teachers return to the class fulltime. However, should local or wider lockdown measures be re-introduced, the school will move again to support learners through the distance learning programme as before.

If you need help, advice or access to technology to help, please let us know.

### **School Uniform**

The children should wear school uniform to school as it is easily cleanable and hard wearing. If you need to order more uniform, please get in contact with the school office and our clerks will be more than happy to help you. You can ring the office on 01639 645141 or by emailing [melinprimary@npt.school](mailto:melinprimary@npt.school)

## Entry and exit locations and times

Our Reception classroom is located at the back of the building on Herbert Road. Please follow the instructions below to ensure that we can keep everyone safer.

### Foundation Phase Drop Off and Pick Up Arrangements

#### Reception

Drop off and pick up:  
Queue up socially  
distanced apart from the  
marker near the gate. You  
will be called forward to  
drop off or collect your  
child. Please leave the  
area promptly. Thank you.

#### Nursery

Drop off and pick up:  
Queue up socially  
distanced apart from the  
marker near the gate. You  
will be called forward to  
drop off or collect your  
child. Please leave the  
area promptly. Thank you.

**IF ANY CHILD IS LATE, THEY WILL NEED TO WAIT WITH YOU  
UNTIL 9.15 TO ENTER THROUGH THE MAIN ENTRANCE.**



#### Year 1

Drop off and pick up:  
Queue up socially  
distanced from the  
marker near the  
corner of the building.  
You will be called  
forward to drop off or  
collect your child.  
Please leave the area  
promptly. Thank you.

#### Year 2

Drop off and pick up:  
Queue up socially  
distanced from the  
marker near the  
corner of the yard.  
You will be called  
forward to drop off or  
collect your child. Please  
leave the area  
promptly. Thank you.

Unfortunately, I have had to ask school staff not to stop to engage in discussion with parents at the start or end of school unless it is very urgent. I would politely ask that, to respect the confidentiality of the information and for health and safety reasons that parents and carers please ring (01639 645414) or email the office ([melinprimary@npt.school](mailto:melinprimary@npt.school)) and we'll get back to you to arrange for the teacher to speak to you.

To drop your child off in school, you will need to enter the school grounds through the bottom entrance on Herbert Road, queuing to enter socially distanced at the Reception entrance area at the back of the building.

The Reception children will start school at 8.50 am and will finish their school day at 3.10 pm. The school gate will be opened 5 minutes before the end of school and you will need to queue, socially distanced and are asked then to leave the school grounds promptly through Herbert Road gate. I would ask that all parents respect these arrangements as they are to ensure the safety of all on site.

## Breaktime and lunch arrangements

Your child will have a break from 9.45 to 10.05 in the morning and 1.40 to 2.00 in the afternoon.

Your child will have the option of a warm school lunch or they can bring their own home-prepared packed lunch. Children who have brought their own packed lunch should take their rubbish home with them.

School dinners must be paid through the ParentPay app at the moment by all parents as children who are entitled to free school meals currently have the money

paid to the parents. If you haven't registered yet for ParentPay, please ring the school office to arrange an account or email [melinprimary@npt.school](mailto:melinprimary@npt.school).

### **Toilet arrangements and cleaning**

We are going to be making sure that the boys and girls still have free access to the toilets in school through the school day when needed. The toilets will be cleaned twice a day by trained staff as they are 'high contact areas' and we need to ensure that they are as clean as possible following the Neath Port Talbot Local Authority guidance.

### **Additional in-class cleaning arrangements**

We are going to be making sure that the classroom areas are as clean and safe as can be for your child.

- After the morning and afternoon sessions, tables and worktop surfaces within the class are to be cleaned by appropriately trained class-based staff. Staff who are cleaning will maintain social distancing from other people in the room.
- Toys to be cleaned down before lunch and at the end of the day by trained class-based staff. Only plastic hard or metal toys/equipment to be used.
- When technology is used, it will be cleaned in between each user with antiseptic wipes by trained class-based staff.
- Between 11 am and 1 pm, taps and hand sanitiser/soap dispensers will be cleaned by trained class-based staff.
- Each classroom will have a pedal-push bin for children to dispose safely of tissues.

### **Movement around the school**

Pupils will not move around the school building. They will stay in their class 'contact group' using only their toilets, cloakroom and classroom learning area. They will have allocated areas in the yard to play, and new easily cleanable toys to play with to make sure that break times are enjoyable.

### **First Aid Request**

If your child needs first aid, we will of course be treating them and giving them the same high levels of care as always. To make sure that your child and the person treating them is as safe as possible, they will be wearing gloves and an apron.

If your child shows symptoms of COVID during the school day, they will be taken to a comfortable location on the site and parents will be asked to come to school to seek further medical guidance from 111. The staff who are looking after your child may well be wearing a mask, apron and gloves, however this is part of our risk assessment in making sure that the staff and the children are safe.

### **Transition Activities**

We are aware that moving to the new year group can be a little bit daunting. The teachers and teaching assistants will help the children to familiarise themselves with the new classroom and yard or, in some cases, new site or school.

Please be patient while we develop new resources for meeting with parents to welcome you to the Reception class.

### **Getting In Touch**

It's only natural for you to have questions about your child's learning or events during the school day. We aim to be able to answer these questions and keep the home school links as strong as ever. However, we have to keep everyone safe.

If you need to discuss anything with the staff member or myself, please either ring the school on 01639 645414 or email [melinprimary@npt.school](mailto:melinprimary@npt.school). Our school clerks will take the information and arrange for the class teacher or myself to ring you back as soon as possible. Please, be patient as these are difficult times. It's not that we don't want to discuss things with you, it's just that we may have high levels of questions or queries that need our attention.

Thank you for your continued support and understanding.

T. Richards  
July 2020