



YSGOL PENRHYN DEWI

Return to school information for Parents / Carers September 2020

Travel to and from school / transport

- Parents/Carers are still encouraged to take children to school wherever possible using active travel by walking or cycling. Alternatively, private transport can be used, however, at the Dewi campus we politely ask that you park off the school site and use active travel to travel the remaining distance. For the safety of our pupils, we will be restricting vehicle access to the Dewi site. Please do not drive cars onto the front yard. Parents/carers accompanying pupils to the Non campus are asked to use the lower car park.
- Please see the additional guidance from the Pembrokeshire County Council, Integrated Transport Unit with revised bus timetable arrangements (see attached).
- Parents/carers of pupils at the Non campus who walk their child to and from school are politely reminded to maintain the 2m social distance and wait at the gate for a member of staff to safely escort pupils into and out of their classrooms at the start/end of the day.
- Parents/carers of pupils at the Aidan campus are politely reminded to ensure that they maintain the 2m social distance and wait at the bottom of the steps by the main school entrance door for a member of staff to safely escort pupils into and out of their classrooms at the start/end of the day.
- Pupils attending the Non and Dewi campuses should use the map of their campus to identify their entry point into the building and into their designated classroom for the day (staff will be on duty to assist with this process). (See attached maps and list of Dewi forms/classes and rooms). Please note, new pupils will be greeted by a senior member of staff who will direct them to their form.
- Pupils should maintain 2m social distance within the school corridors.
- Pupils arriving by bus must stay on the bus until permission is given by staff to disembark and to undertake the school entry procedures.
- Pupils arriving late must go to the school office and await instructions.

Uniform and Equipment

- We ask that pupils wear their full uniform.
- Pupils will need to bring with them:
 - Pencil case containing pens, pencils, ruler and eraser.
 - School Planner, Years 6 – 11 (these will be issued on their first day)
 - School subject workbooks, if they have them.
 - Water bottle (Please note – water fountains have been disconnected). Please ensure pupils have enough water to last the day. Water bottles may be purchased in the canteen.
 - The canteen is open; however, pupils may bring their own packed lunch or snacks.
 - PE kit on days when they have PE lessons.

In the classroom, breaks and lunchtime / Organisation of the school

- The start and end of the school day will remain as normal.
- Pupils will be allocated to a distinct contact group or bubble. These have been established according to the layout of the sites and the need to offer a broad curriculum. They are:
 - Aidan campus – Nursery and Reception
 - Non campus – Porthselau
 - Non campus – Porthmawr
 - Non campus – Porthclais
 - Non campus – Porthlysgi
 - Non & Dewi campus – Year 6
 - Dewi campus – Key Stage 3 (Years 7, 8, 9)
 - Dewi campus – Key Stage 4 (Years 10 & 11)
- The sites have been set out to ensure that social distancing is maintained between groups and between pupils and staff.
- Pupils will only move from their classroom table when permitted by their class teacher.
- All personal belongings must be kept in bags. There will be no lockers available on the Dewi campus site.
- Pupils who need to contact home during the day must do so via the class teacher.
- There is clear signage to ensure pupils understand the layout.

Catering

- A catering service will be provided on all sites.
- Non campus – pupils will have lunch delivered to their classrooms.
- Dewi campus – there will be a separate canteen facility for KS3 and KS4 groups. Please see the attached guidance from the catering department regarding cashless catering and an opportunity to pre-order food for collection at break or lunchtime.
- Please remember to top-up accounts before the school returns.

Hygiene and cleanliness

- We politely ask that pupils clothing is clean every day.
- Please ensure that your child washes their hands before leaving for school.
- Pupils will wash their hands prior to entering their classroom and will be reminded to wash their hands frequently during the day.
- Classrooms, toilets and doors will be cleaned regularly throughout the day. (School cleaners are on duty on all sites throughout the day).
- Classroom doors and windows will be kept open (wherever possible) to aid ventilation.
- Each group/bubble have been allocated separate toilet facilities.
- Pupils will wash hands before and after use of the toilet.
- Pupils will use 2m distancing when in communal areas.

Emergency evacuation of building

- Fire alarm evacuation procedures will be published in every classroom.
- In the event of an emergency, the 2-metre social distancing rule between groups will be observed where possible. However, the priority will be leaving the building calmly and exiting via the nearest fire exit.

Covid-19 symptoms

- Under no circumstances should pupils attend school if they:
 - Feel unwell, have any of the four 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 7 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.
- If your child displays COVID symptoms, please inform the school immediately. Keep them at home for 7 days, whilst the rest of the household self-isolates for 14 days.
- It is parents' responsibility to seek a test as quickly as possible.
- If a positive case is confirmed, then the whole of the group, including adults, will need to self-isolate for 14 days.
- If a test proves negative, school will need proof of this result before the pupil returns to school.
- If there appears to be a significant outbreak of the virus within school then the school will close to enable deep cleaning.

First aid and protocols if pupils become unwell

- First aiders will be available to be called upon.
- If a pupil feels unwell, they must let their teacher know immediately.
- The teacher will follow the appropriate protocol to reduce risk to others.
- If a child develops symptoms of COVID-19 on site, they will be taken to a designated safe room and parents will be informed to collect them. They will be monitored by a member of staff to ensure their well-being until they are collected from a designated exit.
- All surfaces that staff or pupils who have displayed symptoms come into contact with will be carefully and thoroughly cleaned.
- The Parent/Carer will receive a letter via email with information regarding isolation.
- The full protocol is included on the School Website.

Safeguarding

- For safeguarding concerns please contact the school in the usual way by:
 - Telephone: 01437 809200
 - The Designated Safeguarding Officer is: Mrs Rachael Thomas ThomasR580@hwbcymru.net
 - For further information please see the school safeguarding policy on our website

Attendance:

Please note that Welsh Government has made it clear that their expectation is that all pupils will be returning to school in September. Mrs Thomas, our Heads of Phase and Inclusion team will be working closely with families to support the successful return to school of all pupils. If you have any queries or concerns please do not hesitate to contact them.

- Children who are in a vulnerable group or live with someone who is in a vulnerable group may attend school, but must maintain strict social distancing.
- No parent/carers will be pressured to return their child to school and no fines will be issued for non-attendance.
- Please follow the normal procedures of informing the school of your child's absence prior to 8.30am on the first day of absence and on each subsequent day.
- To help protect the health and safety of all members of the school, any child who is unable to follow guidelines and instructions may be asked to stay at home during this time.

Behaviour

Our expectation is that all pupils will behave appropriately when returning to the school setting to ensure the safety of the whole school community. We hope that you will understand that poor or inappropriate behaviour will not be tolerated. Parents/Carers will be contacted to remove their child from the premises if any cases arise.

Homework

Homework will be set and submitted electronically on Teams using the Assignments function. If there is any reason why your child cannot access homework electronically from home they are welcome to make use of the homework clubs on offer. If this is not suitable, please contact your child's Head of Phase so we can make alternative provision available.

Bring Your Own Device

Thank you for supporting the school during our phased reopening during the Summer Term through the use of the bring your own device policy. This allowed us to successfully deliver blended learning and ensure that all those in our school could continue to learn. From September, the school is fully open to all pupils and staff; therefore our normal policy regarding the acceptable use of mobile Phones will be in place.

Contact

For everyone's safety, the Reception will be available via telephone and email only until further notice. Other than in emergencies, it will not be possible to enter the school premises during this period in order to limit the number of people who mix with staff and pupils.