



Trellech Primary School

Return to School guide for parents and pupils September 2020

What are we doing?	Why?
New School Times	
<p>Start times will remain staggered for each class between 9.00 am and 9.30 am End of school will be staggered from 3.00pm until 3.30 pm, with buses at 3.30pm</p> <p>Drop-offs will be staggered between 9.00 am and 9.30 am</p> <p>Collections staggered between 3.00 pm and 3.30 pm (inc buses)</p> <p><u>Year group times for drop off and collection are as follows:</u> Yr. 6 & Yr.2 – 9.00am drop off/3.00pm collection Yr. 5 & Yr. 1 – 9.10am drop off/3.10pm collection Yr. 4 & Yr. 3 – 9.20am drop off/3.20pm collection Rec - 9.30am drop off/ 3.30pm collection Buses - 8.50. am drop off/ 3.30pm collection</p> <p>Siblings To avoid parents waiting unnecessarily, we will be allowing siblings to come into school at the same time, with the oldest child. For example, if a family has children in Year 4, Year 2 and Reception, all three children will line up with the Year 4 sibling and come in at 9.20am and be picked up at 3.20pm</p> <p>Staggered intake will ensure one Foundation class and one KS 2 class enter at the same time. Foundation classes will line up and enter through the main gate and in through the FP entrance, KS 2 classes will take the usual route through the side</p>	<p>To allow for appropriate distancing and space for parents, carers and pupils on the yard and when dropping off and collecting</p> <p>The 3pm onwards finish will allow for time for appropriate distancing and space for parents, carers and pupils when collecting their children</p> <p>WG guidance states that wherever possible schools should consider staggered start and finish times to keep groups apart as they arrive and leave school</p> <p><u>Following updated WG guidance this enables children to arrive and leave school using School Buses.</u></p> <p>WG guidance reminds parents that gathering on school sites is not allowed and waiting to drop children at different times makes this very difficult.</p>



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<p>gate and onto the junior year, entering classes from the fire doors.</p>	
Initial Timetable for Planning and Preparation	
<p>Week Beginning Monday 31st August</p> <ul style="list-style-type: none"> • Autumn Term officially resumes on Tuesday 1st September 2020 • Tuesday 1st and Weds 2nd September will be planning & preparation days • Thursday 2nd September Reception Transition Day • Friday 4th September – Reception & Year 3 Transition Day • Monday 7th September – Reception & Years 2,4,6 • Tuesday 8th September – Reception & Years 1,3,5 • Wednesday 9th September – all year groups in full time <p>Reception class will attend in two groups from Thursday 3rd September until Tuesday 8th September 2020. School office will let you know which group your child is in. Morning sessions will be from 9.30am until 11.30am and afternoon sessions from 1.30pm until 3.30pm</p>	<p>Authority wide agreement to take two Planning & Preparation days</p> <p>Updated Operational Guidance advises a period of flexibility in recognition that schools will want to focus on priority year groups. Guidance states.... it is expected that planning and preparation days will take place at the start of term to enable schools to work with their staff on reviewing risk assessments, processes and associate systems.</p> <p>Full time attendance will be compulsory for all pupils on 14th September 2020</p> <p>The 50 % intake enables the school to trial 10-minute intake for whole class check in intervals without large numbers of parents and pupils of children on site. We can then determine if 10 minutes per class provides adequate intervals to ensure appropriate space and distancing of parents and time for each class to wash hands and or sanitise hands before the next year group needs access. If all works well within the first two weeks, it should be possible to reduce the 10 minutes to 5 minutes, particularly if younger siblings are already in class and with the return Breakfast club and some pupils accessing school transport.</p>
Social Distancing Protocols for drop off and collection	
<p>School will continue to run the 'Stand on the heart to keep apart rule' within school.</p> <p>In the morning, Parents and children will stand on hearts and staff will collect each 'group' of pupils so it is vital that parents keep to the allocated drop off times to avoid unnecessary contact with others and unnecessary waiting, especially in inclement weather</p>	<p>It is vital that parents support school's systems to adhere to appropriate social distancing and safety, being on time to drop off and collect children</p> <p>Only one parent / carer/ known family member is to be present at drop off and collection times to reduce the number of people present</p> <p>Parents must not gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>



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<p>Parents are asked to check temperatures before coming into school. Pupils will access classrooms from their external classroom doors to avoid unnecessary movement through corridors</p> <p>At the end of the day, parents will wait on the hearts and the children will be led out to them</p> <p>Parents and carers will not be allowed into or enter the school building (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>The Lion Gate will remain permanently locked to reduced unnecessary movement through the school until such time as we feel it is safe to utilise</p>	<p>If we aim to stagger arrivals and collections by just 10 minutes for tow year groups, then it is essential that parents are on time and leave the school site as quickly as possible to allow the nest group to arrive safely.</p>
Breaks & Lunches	
<p>Break and lunch times will be staggered throughout the school day</p> <ul style="list-style-type: none"> Lunchtimes will take place over a one-and-a-half-hour period and be supervised by school staff and Midday supervisors If there is inclement weather – children will eat and remain in classrooms/hall <p>Foundation Phase pupils and KS2 pupils will need to be on the school grounds at breaktimes/lunch times, although they will remain in their year groups</p> <p>Pupils who bring a packed lunch to eat in a wipeable plastic container with all rubbish to be taken home. Pupils will need to bring a filled water bottle, lunch, drink and morning healthy snack if required</p> <p>Our school kitchen will begin to provide meals in the Autumn Term.</p>	<p>This will reduce the amount of people moving around the school at any one time and will help to ensure that each 'group' remains together.</p> <p>Welsh Government guidance suggests that we limit pupil mobility inside school and where possible to keep pupils in one area.</p> <p>Having multiple groups in the hall eating lunch is too much of a risk. WG guidance advises that whilst groups should be kept apart around the school, passing in the playground and briefly through corridors is low risk</p> <p>No water fountain access in school to prevent risk of germs and contamination.</p> <p>This is a LA decision for all primary schools within Monmouthshire</p>



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LA agreement is for the first two weeks schools will only be able to provide a 'grab and go' service, i.e. cold packed lunches
Further details and changes to this plan will be communicated as soon as that information

We will not be in a position to supply any cutlery or cups to those pupils not having a school lunch.

Lunch will be eaten outdoors where possible and if not, due to poor weather, within their classrooms for the start of the Autumn Term

We will start to trial year groups using the hall and this will be built up over the first half of the Autumn Term

Water Bottles

We are unable to allow children to refill water bottles from the water fountain – it may be worth packing an additional water bottle on the days that your child does PE, especially in the warmer weather

Break times

As term progresses, we are realising just how short the afternoon is with staggered returns from lunch and many children leaving classes from 2.50pm onwards to be ready for pick up at 3.00pm onwards. This is impacting greatly on actual 'teaching' time.

Staff have the autonomy to organise discrete breaks, when required rather than the original official school breaks. Morning breaks will remain as part of the daily routine.

No water fountain access in school to prevent risk of germs and contamination.

WG guidance states that staggered start and finish times should not reduce the amount of overall teaching time.

Classroom organisation

Class groups will form a contact group to adhere to Welsh Government requirements
Classes will remain in their contact groups throughout the day, where possible.

WG guidance advises schools to reduce the amount of contact by:
Grouping learners together
Avoiding contact between groups as much as possible



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<p>Where possible, the same teacher(s) and other staff will be assigned to each group and, as far as possible, stay the same during the school day. WG does state however that all teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Children will use the same classroom or area of a setting throughout the session wherever possible</p> <p>Pupils will where possible be seated at the same desk, however where this is not possible a cleaning schedule will be followed.</p>	<p>Staff maintaining distance from learners and other staff as much as possible</p> <p>WG guidance states: 'schools may keep learners in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching.</p> <p>Continued enhanced cleaning, including frequently touched surfaces, using standard products such as detergent will take place.</p>
Recording absences	
<p>Schools must keep a record of attendance. Parents must notify school in the normal manner for pupil absences, giving specific reasons so they may be accurately recorded and appropriate actions taken, especially where COVID 19 symptoms are presenting</p>	<p>To keep our school community safe and to minimise the impact of track and trace, should someone fall ill, it is safest to avoid any unnecessary access to the school site. Drop off and pick up protocols have been planned to minimise adult-adult contact and allow social distancing measures to remain in place</p>
What can children bring to school?	
<p>Children will not be allowed to bring any items from home other than lunch and break time snacks – including stationary. School will provide all necessary equipment</p> <p>We are still asking parents to return school reading books before the end of term if possible, if not certainly at the beginning of the new academic year. We will not be able to issue new reading books over the Summer break</p>	<p>Welsh Government guidance suggests that frequently used equipment such as pencils and pens are not shared, therefore we will be providing all the necessary equipment.</p> <p>Schools needs to audit and update reading resources over the summer break</p> <p>Continued enhanced cleaning, including frequently touched surfaces, using standard products such as detergent will take place.</p>



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School resources including construction, role play, creative items can now be used providing they are cleaned frequently.

We will continue to utilise the outdoor space as much as possible.

Children will be expected to wear school uniform and school shoes on their return to school sessions, but ask these are washed regularly.

Parents are responsible for ensuring children have sun protection – hats and sun cream. This must be applied before coming to school

PE kits

All Foundation Phase children to have a PE Kit with trainers for the outdoors and a sweatshirt, in case of cold weather that remains in school each day.

Pupils in KS2 are asked to come to school dressed in their PE Kits on the days identified below. This will help us manage changing in reduced spaces, whilst keeping everybody safe.

If possible, a pair of outdoor shoes/ trainers is to remain in school in case of forgotten kits and for any additional outdoor sessions

PE sessions

Year Three: Monday

Year Four: Thursday

Year Five: Tuesday

Year Six: Wednesday

We are unable to use the hall for indoor sessions

Welsh Government encourage all schools to return their usual uniform policies in the Autumn Term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

As part of the operational guidance, we are required to access the outdoors as much as possible

What will our children be doing in school?

The focus of the time in school from the Autumn Term is to 'Stay Safe, Stay Learning'.

In line with WG recommendations school will... be focused on health & wellbeing,

Welsh Government guidance states that 'Our national mission and education system at every level remain focused on supporting our children and young people to realise their potential and succeed through these exceptional times.'



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purpose, literacy, numeracy & digital competence, provide broad balanced experiences, progression and assessment and further develop our partnership with parents, carers and learners.

We will try to do as much outdoor learning as possible. Please support us in enabling this by providing your child with appropriate clothing for the weather.

The Welsh Government Priorities for learning, should take into consideration;
health and well-being: learning should support learners' mental, emotional, physical and social well-being as well as recognising the importance of outdoor learning and play
purpose: all learning should have a clear purpose in mind, focused around what is important for learners now and in the longer-term
literacy, numeracy and digital competence: learners should have opportunities to develop and apply these skills across the curriculum
broad and balanced: learners should have learning experiences which span a broad curriculum and which includes opportunities to develop a breadth of understanding and a range of knowledge and skills
progression and assessment: learners should make meaningful progress throughout this period. Learning should be designed to support increasing depth and sophistication of learning over time. We encourage the use of assessments to help learners move to the next steps in their learning
partnership with parents, carers and learners: schools should develop a common understanding and language with parents, carers and learners, this can help underpin learning and support learning experiences.

Schools should maximise the time learners spend outdoors. Medical evidence suggests that Coronavirus does not last for long periods in direct sunlight and chance of infection are reduced when outdoors

How will we be keeping our children safe?

We are asking parents to check their child's temperature before their arrival in school. We will check temperatures in the event of a child becoming unwell during the school day.

Pupils will be expected to frequently wash their hands with soap and water for 20 seconds and dry thoroughly

This includes on arrival at school, before and after eating, and after sneezing or coughing

To ensure that those entering the school are symptom free in order to minimise the risk of spreading infection or a track and trace procedure if necessary

National guidance states the importance of following these measures in order of minimise and reduce the risk of spreading germs

Welsh Government guidance states we should good respiratory hygiene by promoting 'catch it, bin it, kill it'



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<p>Children will be continually reminded to avoid touching their mouth, eyes and nose, use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Children will not be allowed to bring their own hand sanitisers and/or hand cream into school</p> <p>For the first half of the Autumn Term, we will not be having whole school gatherings such as collective worship (assembly) or joint year group activities. This will be carried out in classrooms.</p>	<p>Contact groups should be kept apart wherever possible</p>
Breakfast Club and After School Care	
<p>In line with LA direction, Breakfast Club will resume on Monday 14th September 2020.</p> <p>In consultation with LA and our external provider, Playworks, After School Provision will resume on Monday 21st September 2020</p>	<p>It is recognised that schools will need to respond flexibly to extending the school day for wrap around care and build up the provision, being mindful that the facility will be offered across year groups</p>
Protective Measures	
<p>We will establish a safe environment by:</p> <p>Minimising contact between year groups throughout the day</p> <p>Following our hygiene practices as detailed further on in this guidance</p> <p>Engaging with the WG Test, Trace, Protect strategy</p> <p>Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms or who have someone in their household who does, do not attend school</p> <p>Reception children will use their toilets</p>	<p>The rules allow for safe use of toilets are followed</p> <p>Arrangements will be in place for children to access toilets in the safest possible way</p> <p>Welsh Government guidance suggests that we limit pupil mobility inside the school and where possible keep pupils in one area. Having multiple groups of children accessing the same toilet facilities is too much of a risk</p> <p>Nearly all pupils are now familiar with these routines and they have been successful so far.</p>



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<p>FP children will use Year 1 /2 toilets</p> <p>KS2 pupils will access toilets from the outside door to minimise movement through the corridors and use the hand sanitiser by the doors and then return back to class down the one-way corridor. There will be arrows in place to show pupils the direction they must walk</p>	
What do we do if a child or staff member becomes unwell whilst in school?	
<p>Any child who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff</p> <p>While waiting to be collected, children will be supervised near the medical room to ensure social distancing is maintained</p> <p>Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the safety of all</p> <p>The relevant member of staff calls for emergency assistance immediately if the child's symptoms worsen</p> <p>The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff; Areas used by unwell children who need to go home are thoroughly cleaned as soon as possible, once vacated</p> <p>If unwell children are waiting to go home, toilets are to be cleaned immediately after use and then thoroughly cleaned at the end of the session</p> <p><u>Anyone displaying symptoms of COVID-19 will be sent home to begin self-isolation and arrange a Covid test. Following a positive result, they must isolate for 14 days and the</u></p>	<p>We are expecting parents of children and staff who display symptoms to arrange for testing immediately.</p> <p>If the test is negative, the individual can return to school.</p> <p>If the test is positive, we expect the learner or staff member to self-isolate for 7 days in line with current advice.</p> <p>If any household member displays symptoms then we expect the child or staff member to remain at home for 14 days or until the outcome of the COVID-19 test is known.</p> <p>This helps to minimise the risk of transmission between groups and limits the impact of any self-isolation required due to a staff member or a pupil testing positive under Test, Trace, Protect strategy</p>



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school will fully engage the Test, Trace, Protect Strategy.

If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate in line with current guidance

Do I have to send my child back to school?

All learners should return to school in the Autumn Term unless they have a medical/health reason not to. This includes learners who are still shielding, if the advice in September is that they can attend school.

Where families are concerned about attendance, the school and the Education Welfare Officer will work with them to support and encourage attendance.

Current advice is that neither children nor staff need to use PPE when in school unless either become symptomatic during the day

Parents need to ensure emergency contact details are up-to-date, including alternative emergency contact details, where required

Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus

Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19

Staff and learners who were shielding will be able to return to work or school in the autumn term. The Chief Medical Officer for Wales took the decision to pause his advice for extremely vulnerable individuals to shield after

The WG view is that they cannot justify issuing a Fixed Penalty Notice for non-attendance; however, this will be for the first half of the Autumn Term.

This guidance is only considered in the light of the most current shielding advice. Shielding was been paused on 16th August and therefore at the present time children living in such households should attend school unless they are on the Shielding Patients list.



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16th August, because the infection rate in Wales is very low.	
How will the school communicate with parents?	
<p>The school will continue to communicate with parents via letter/email regarding any updates to school procedures which are affected by COVID-19</p> <p>School will continue to update the website with useful information, including all newsletter and the school's Twitter feed.</p> <p>Parents can now access the home learning section of the website which contains useful links to Hwb, Google classroom, parent guide to Google, Mymaths etc</p> <p>From Autumn Term onwards, the Home Learning Blog will be replaced by Hwb and Google classrooms</p> <p>Foundation Phase will refine the use of J2Message and J2 Homework and J2 Stars to communicate with children and parents remotely</p>	<p>We send out fortnightly newsletters and will continue to do so. Urgent messages are tweeted as soon as possible to parents</p> <p>Our website is being continuously updated to make it more accessible and informative for parents and visitors.</p> <p>During lockdown, staff have found online contact with families to be very effective especially through Google classroom and J2Message. As the children are now familiar with these systems, we would like to continue to develop our use of digital learning platforms</p> <p>WG advice is for all digital learning and access to be accessed through Hwb. Resources such as SeeSaw and Zoom are not considered as safe platforms for school to use.</p>
Hygiene practices	
<p>All staff to wash hands following any cleaning activity; where cleaning products are used</p> <p>All staff to wear appropriate PPE where appropriate, in line with WG guidance</p> <p>Where children require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask;) whilst administering treatment</p> <p>Any staff who administer first aid or direct contact with children must immediately wash hands and avoid contact with face until hygiene practices have been observed</p>	<p>This helps to minimise the risk of transmission between groups and limits the impact of any self-isolation required due to a staff member or a pupil testing positive under Test, Trace, Protect</p> <p>Keeping doors open and areas well ventilated will help to reduce the risk of germs spreading as well as contamination of surfaces through unnecessary touching</p>



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All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise

All contents of bins disposed of at the end of the day

All classroom doors which are in use should be kept open to reduce the need to touch regularly

Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply)

Surfaces and equipment/resources that children and young people are touching, such as electronic devices, desks, chairs, doors, sinks, toilets, light-switches are cleaned more regularly than normal

What do I do about school transport?

The LA are responsible for agreeing transport – they will provide further details shortly. In following the WG guidance all transport contractors have received training in preparation for the new academic year transport arrangements.

Only pupils on school transport will be required to wear face masks from age 11 (Year Seven upwards). WG guidance on transport is now available to the LA and they should have issued their offers to parents.

Parents, children and young people are encouraged to walk to their education setting where possible

This is a LA decision; however, to follow social distancing protocols to ensure children and drivers are kept safe training has been completed