



## Trellech Primary School

# Return to School guide for parents and pupils September 2021

| <b>What are we doing?</b>   |  |
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| <b>New School Times</b>   |  |
| <p>Start times will return 9.00 am start for all pupils<br/>End of school will return to 3.30 pm for all pupils<br/><b>One parent/carer only to be present for drop off and collection times to ensure social distancing is maintained.</b></p> <p>Bus children will arrive and follow the same procedures as all other pupils.<br/>Parents MUST keep the bus bay empty to allow these pupils to alight safely from the vehicles straight on the path.</p> <p><b>Parents must not remain on the premises or at school gates for longer than necessary when dropping off or collecting children</b></p> <p><b><u>Drop off routine Foundation Phase</u></b></p> <p>Reception, Year 1 and Year 2 pupils will enter through the main school gated from 8.50am onwards<br/>Two staff members will be on duty at the main gate to ensure pupils enter the school grounds safely and staff will be on duty by the main entrance to see them into school. There will be no lining up procedures.<br/>Parents will not be allowed in with pupils but will drop off at the main gate.<br/><b>Gates will remain closed until 8.50am</b></p> <p><b><u>Drop off routine Key Stage2 pupils</u></b></p> <p>KS 2 classes will take the route up the side steps, through the side gate and onto the junior year, entering classes through the main KS 2 entrance<br/>Two staff members will be on duty from 8.50am onwards to ensure learners only enter the school and go directly into class.<br/>Gates will remain closed until 8.50am</p> <p><b><u>Collection Routines</u></b></p> <p><b>Parents will come onto the school yards to collect pupils at 3.30pm</b></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>appropriate distancing and space for parents, carers and pupils when collecting their children</p> <p>Updated guidance states 'Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners.'</p> |



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# Return to School guide for parents and pupils September 2021

Staff will release children to the parents at designated areas on the school yards

Collection areas for year groups Will be clearly marked on playground so that parents know where to stand.

### **Foundation Phase**

Children will be collected from identified points on the main infant and junior yards by parents – Rec from their entrance, Yr. 1 from the main FP entrance, Yr. 2 from the main school entrance.

### **Key Stage 2**

Years 3 and 4 will be released from their classroom fire doors, Year 4 from the main KS entrance and Yr. 6 from the secondary KS entrance near the cloakrooms

Lion Gate will re-open to allow parents access onto the KS2 yard

Where parents need to collect from both phases, please collect infant children first before moving to the Key Stage 2 yard.

Bus children will move to respective classrooms and be taken from there to the buses

### **Social Distancing Protocols for drop off and collection**

Start times will return 9.00 am start for all pupils

End of school will return to 3 3.30 pm for all pupils

One parent only to be present for drop off and collection times to ensure social distancing is maintained.

Parents MUST keep the busy bay empty to allow these pupils to alight safely from the vehicles straight on the path.

Parents must not remain on the premises or at school gates for longer than necessary when dropping off or collecting children

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)

No family should use drop off and collection times as an opportunity to catch up or stop to chat with friends and neighbours

We are asking all parents to help to protect the school community by: -

- 1.Wearing masks the whole time during drop off and collection
- 2.Adhering to strict social distancing measures

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

Only one parent / carer/ known family member is to be present at drop off and collection times to reduce the number of people present

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)



## Trellech Primary School

# Return to School guide for parents and pupils September 2021

| <b>Breaks &amp; Lunches</b>  |   |
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| <p>Lunchtimes will take place over a one-and-a-half-hour period and be supervised by school staff and Midday supervisors<br/>All pupils to have lunch in school hall to access full menu. This will be done in Year group tables and over two sittings with cleaning of tables and seats in between each sitting using LA approved cleaning products<br/>sitting 1 Rec, Years 3 &amp; 4,<br/>Sitting 2 Year 1,2, 5 &amp; 6<br/>Play times will continue for one and half hours for all pupils to have time in and out of the school hall, although teaching time will not be affected by this extension.</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 provide meals as per the LA menus.</p> <p>Lunch will be eaten outdoors where possible during nice weather.</p> <p><b><u>Water Bottles</u></b></p> <p>We continue to be unable to allow children to refill water bottles from the water fountain as these remain a COVID 19 risk - as soon as we are able to reOnstate this facility we will do so. It is worth packing an additional water bottle on the days that your child does PE, especially in the warmer weather.<br/><b>Please be advised that only water is allowed in classrooms throughout the day. Pupils may bring additional drinks for lunch time.</b></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>Having multiple groups in the hall eating lunch is too much of a 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> <p>No water fountain access in school to prevent risk of germs and contamination.</p> |
| <b>Classroom organisation</b>  |   |
| <p>From September 1<sup>st</sup> contact groups or 'bubbles' will no longer be as strict although where possible year groups will still work individually to support TTP identification</p> <p>Small group for Literacy will commence because the school is able to monitor contacts.</p> <p>Foundation Phase pupils will be able to mix on the school yard for breaks</p>   | <p>WG guidance advises<br/>Bubbles or contact groups will no longer be recommended, however, where possible some restriction of contact groups will remain to minimise risks</p>  |



## Trellech Primary School

# Return to School guide for parents and pupils September 2021

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| <p>Years 3/ 4 and 5/6 year groups will be able to mix on the school yard for breaks</p> <p>Communal areas within school will now be utilised by pupils in line with an agreed timetable (eg infant and junior libraries and wet areas). These spaces will be cleaned daily in readiness for different year groups on different days</p> <p>Breakfast Club pupils will remain in Year groups to maintain social distancing and support TTP strategy</p> <p><b>Where possible</b>, the same teaching staff and support staff will be assigned to each group and, as far as possible, stay the same during the school day, although some staff will 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>Staff and learners will continue maintain distance from learners and other staff as much as possible</p>   |
| <b>Recording absences</b>   |   |
| <p>Schools must keep a record of attendance.</p> <p>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.</p> <p>Drop off and pick up protocols have been planned to minimise adult-adult contact and allow social distancing measures to remain in place</p> |
| <b>What can children bring to school?</b>   |   |
| <p>Children will still be discouraged from bringing in any items from home other than lunch and break time snacks – including stationary. School will provide all necessary equipment</p> <p>We will try to ensure that as per the latest lockdown, we are issuing reading books (1 per week)</p> <p>We would like to remind parents that they have full access to the online reading library of Oxford Owls to supplement our home reading links</p> <p>We will continue to utilise the outdoor space as much as possible.</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>   |



## Trellech Primary School

# Return to School guide for parents and pupils September 2021

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| <p>Children will be expected to wear school uniform and school shoes on their return to school in September 21</p> <p>Parents are responsible for ensuring children have sun protection – hats and sun cream. This must be applied before coming to school</p> <p><b><u>PE kits</u></b><br/>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.<br/>We will continue to require pupils in KS2 are asked to come to school dressed in their PE Kits on the days identified by your class teacher. This will help us manage changing in reduced spaces, whilst keeping everybody safe.<br/>If possible, a pair of outdoor shoes/ trainers is to remain in school in case of forgotten kits and for any additional outdoor sessions</p> <p>We will make use of the the hall for drama and PE sessions ensuring any shared equipment is fully sanitised.<br/>No two groups will be allowed in the hall for PE on the same day initially, whilst we evaluate the impact of releasing other restrictions</p> | <p>Continued enhanced cleaning, including frequently touched surfaces, using standard products such as detergent will take place.</p> <p>Welsh Government encourage all schools to return to their usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>As part of the operational guidance, we are required to access the outdoors as much as possible</p> |
| <b>How will we be keeping our children safe?</b>  |  |
| <p>All staff and children are expected to continue to follow the rules for hygiene....</p> <ul style="list-style-type: none"><li>• 1.frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li><li>• 2.clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li><li>• 3.avoid touching their mouth, eyes and nose</li><li>• 4.use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li><li>• 5.Children will not be allowed to bring their own hand sanitisers and/or hand cream into school</li></ul> <p>Face coverings in the classrooms will no longer be mandatory, even where staff move from one classroom to another, however face coverings will be worn in communal areas such as corridors, offices and staff room, unless eating<br/>Face coverings will be worn by all staff when escorting pupils to and from the school setting to support parents who are also required to wear masks.</p>   | <p>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</p> <p>National guidance states the importance of following these measures in order of minimise and reduce the risk of spreading germs</p> <p>Welsh Government guidance states we should good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>                     |



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# Return to School guide for parents and pupils September 2021

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| <p>We will continue to celebrate whole school through virtual meetings and collective worship time.</p> <p><b><u>Staff</u></b></p> <p>Where required, staff will be wearing 3 layered masks as specified by World Health Organisation (WHO)<br/>LFD testing will be required for all staff on return to school</p> <p>All staff understand and follow the guidance for signs of ill health by taking the actions listed below.</p> <ul style="list-style-type: none"> <li>Minimise 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.</li> </ul> <p>Under no circumstances should learners or staff attend schools/setting if they:</p> <ul style="list-style-type: none"> <li>feel unwell; have any of the three cardinal symptoms of COVID-19 (a new continuous cough; fever or loss of taste or smell) <ul style="list-style-type: none"> <li>Anyone displaying symptoms of COVID-19 should stay at home and begin to self-isolate while making arrangements to be PCR tested. If the test result is negative the individual with symptoms will not be required to complete the full 10 days self-isolation period.</li> <li>School will enable any employee or pupil to self – isolate if they have tested positive for COVID 19, live in a household where another member has tested positive for COVID 19 or has COVID19 symptoms or has been notified by TTP that they are a close contact of someone who has tested positive for COVID 19 or</li> </ul> </li> </ul> | <p>Contact groups should be kept apart wherever possible</p> <p>This is in line with the school’s Risk Assessment and WG guidance that... Masks should be worn in classrooms; however this may have a significant negative impact on learning in Foundation Phase classes and so in ‘circumstances involving direct teaching, staff will not be required to wear masks’. They may of continue to do so at their own discretion</p> |
| <b>Breakfast Club and After School Care</b>  |  |
| <p>Breakfast Club will run from 8.00am until 9.00am as per normal systems and routines<br/>Payments for the childcare element of Breakfast Club will revert to normal circumstances, through Parentpay.</p> <p>We will not be in a position to serve any food after 8.40am so please ensure that children are in by this time at the latest.<br/>Breakfast Club drop off is at the side entrance to main school hall.</p> <p>After School Care will continue to be provided by Playworks from 3.30pm until 6.00p in line with their Risk Assessment<br/>Please contact Playworks directly to book slots.</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>   |



## Trellech Primary School

# Return to School guide for parents and pupils September 2021

| <b>Protective Measures</b>   |   |
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| <p>We will establish a safe environment by:</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>Continuing with our one- way system throughout the school</p> <p>the hand sanitiser and washing hands regularly</p>  |   |
| <b>What do we do if a child or staff member becomes unwell whilst in school?</b>   |   |
| <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.</p> <p>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 school will fully engage the Test, Trace, Protect Strategy.</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 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 as along as advised by TTP. 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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# Return to School guide for parents and pupils September 2021

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

### How will the school communicate with parents?

The school will continue to communicate with parents via letter/email regarding any updates to school procedures which are affected by COVID-19

School will continue to update the website with useful information, including all newsletter and the school's Twitter feed.

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

The School's Blended Learning Policy is on the website should any groups of learners need to self-isolate in the future.

Foundation Phase will continue to use J2Message and J2 Homework and J2 Stars to communicate with children and parents remotely and KS 2 will continue with Google classrooms

We send out fortnightly newsletters and will continue to do so. Urgent messages are tweeted as soon as possible to parents

Our website is being continuously updated to make it more accessible and informative for parents and visitors.

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

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.

### What do I do about school transport?

ASC transport will be running all services should you require it. This will be for **all** children attending school. Buses will run at the normal. Please contact Simon Phillips directly if you wish to arrange transport.

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