



*Parent Information  
Booklet*

Check in

Catch up

Prepare

## **Guidance and Expectations on re-opening**

Dear Parents/Guardians,

As you are aware, schools in Wales re-open to all pupils on June 29<sup>th</sup>, 2020 with up to a third of their usual capacity, this will include children of key workers and vulnerable learners. The summer term will finish on Friday, July 17<sup>th</sup>. It seems currently, that we have nearly half of the school attending, which means we are able to offer 1 day/session a week for each group, only our year 6 pupils will have 2 days/sessions a week.

We have calculated how many pupils can return and have divided those who are returning into groups. The children shall remain within those groups throughout the duration of the day. They will return to their usual class teacher. We fully understand that they will not see all their classmates but we are mindful that this approach is best for all.

The purpose of school has also changed as it will now focus on giving the children the opportunity to “Check in, catch up and Prepare’ for summer and September as we all try and establish what the new normal may look like. We shall endeavour to ensure that our staff, pupil and parents are prepared – mentally, emotionally and practically for what lies ahead. We have created this booklet for yourselves to help eliminate any worries and questions you may have and to assist, as much as possible. It is not statutory for your child to return therefore we respect any decision you make regarding what is best for your children at this time.

Please read through it and use as a guide as to what to expect on return. I cannot thank you enough for your patience and understanding at this time and would like to make you aware that the content of this booklet may be subject to change depending on a number of factors but with the common goal of keeping everyone safe.

Should you have any further queries or concerns then please do get in contact with the school either by phone 01490 430262 or by email [carrog@denbighshire.gov.uk](mailto:carrog@denbighshire.gov.uk)

Kind regards,  
Mrs Jayne Davies  
Head teacher

### **Access to School and Site:**

- Learners and parents / carers should attend the school on foot or by using personal mode of transport.
- Learners and parents / carers should not car share with other families.
- Physical distancing must be observed at the drop off points with adequate space between other people / vehicles.
- Any learners travelling by private taxi will be subject to social distancing rules.
- Gates for entry will be clearly identified and all others closed or locked.
- Staff will be at the gate to guide parents and pupils.
- Signage is in place to help remind parents and pupils of school expectations. Markers have been placed on floor to denote 2m distance.
- Parents to drop off child/ren at the front gate.
- Designated route for all pupils to follow – once pupils on site, they are to go straight to wash their hands and then go to their classes, where doors remain open until all group members have arrived. No lining up is required.

### **Display of Symptoms in School**

- Any learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.
- If anyone becomes unwell when in school, they must leave school as soon as is practical and follow self-isolation guidelines.
- School will report any suspected incidence of Covid-19 symptoms to LA and Public Health Wales.
- Those showing symptoms will be kept separate until they can be collected and taken home. This will be in a separate room, supervised at two metres. Our isolation room is the hall.
- Anyone displaying symptoms should stay at home for seven days.
- Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill.
- No learner with symptoms should be sent to school at all.
- For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific 'shielding' measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. We do not expect these learners to attend schools or settings at this time, and they should continue to be supported at home as much as possible.
- Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. A more thorough clean of the area will be arranged.

### **First Aid**

- There is a First Aid point in every classroom.
- If attending to any wounds, etc school staff will use Personal Protective Equipment (PPE) at all times. A visor, gloves and aprons are available within every classroom.
- Parent / carer need to give permission for learner to attend doctor's surgery or hospital during pandemic.
- If staff are in any doubt (or if not able to contact parent / carer) they will contact NHS Direct / Emergency Services for advice.
- The usual procedure, in line with school policy and risk assessment, will be followed if a learner was seriously injured or someone with a medical condition needed to be admitted to hospital.
- The headteacher and deputy are willing to go to hospital if parent / carer cannot collect the learner and have given consent.
- Any children that have had a toileting accident are dealt with as per school policy with increased PPE and greater independence encouraged.

### **Children Arriving For School**

- All children will be dropped off, at the main gate. This eliminates any unnecessary additional footfall on the school premises and play areas.
- No parents will be allowed on school premises.
- Social distancing rules to be followed once on school premises - from the gates onwards.
- Designated route for all pupils to follow – once pupils on site, they are to go straight to wash their hands and then go to their classes, where doors remain open until all group members have arrived. No lining up is required.
- All doors (apart from fire, toilet and security doors) to be kept open to minimise contamination.
- If parents wish to speak to staff member they can do so via telephone or email.

### **Whole School Collective Worship**

- No whole school collective worship or assemblies.
- Collective worship to held in individual classes.

### **Travel Around The School**

- Currently we have 33% of school population admitted at the same time. This is in line than the guidelines of up to a 1/3 of the school population at any one time.
- Groups of children shall remain in their classes with the same staff. Calculations have been made to ensure correct capacity for each class. No child should access anywhere within the building but their classes and their designated sink and toilet.
- Social distancing mapped and marked across school using floor markings.
- Posters reminding of social distancing evident for all.
- Toilets - 1 pupil admitted at one time.
- All doors apart from fire, toilet and security doors to be kept open.
- All areas are as clear and free from restrictions as possible.
- All doors / surfaces to be wiped regularly with anti-bacterial wipes by staff.
- Each child has a learning pack which includes work and any equipment they require. This minimises sharing and cross contamination.

### **Foundation Phase**

- Learners will sit or stand at designated tables/play stations. At least two metres away from peers.
- Class will be marked with tape and stickers to reinforce social distancing.
- Members of staff within the group will be available to deal with toileting, disinfecting of equipment and to remind pupils of good personal hygiene throughout the school day
- Large equipment e.g. bikes, scooters, cars, to be sanitised after using antibacterial wipes.

### **School Uniform**

- Pupils do not have to wear school uniform. Learners to come to school in clothing suitable for outdoor learning - including hats and sunscreen. Children to apply their own sunscreen as in usual school policy.
- Outdoor learning will be used where possible although distancing from other groups is a must.
- As year 6 pupils will be in for 2 sessions, they must wear clean fresh clothes each day.

### **Play Times**

- There will be staggered break times for all groups.
- Appropriate level of staff supervision during break times.
- Learners may bring a fruit snack with them to eat in class – please ensure this is washed and cut before school. (Hands will be washed before and after eating a snack)
- All learners to wash hands on return from break.
- Wet play times: children to remain in class and maintain social distancing as usual.
- Pupils will be allocated zones/specific playgrounds during playtimes. This will ensure that groups do not mix.

### **Lunch Times**

- Learners will be provided with a free packed lunch and eat in classroom. They will choose their sandwich filling during registration.
- Children will eat their lunches at their designated desks within their classroom. This minimises the risk of transmission of infection
- Desks will be cleaned before and after lunchtime
- Pupils will wash their hands before and after eating and dispose of rubbish within the bins provided.
- Staff to supervise their group outside at all times.
- No sharing of food is be permitted.
- Pupils to bring in their own filled water bottle for use throughout the day.
- Tables will be removed of clutter, disinfected, and visually clean before providing the meal / snack.

### **Cleaning Routines**

- An extensive clean of whole school has already been completed.
- Cleaning staff will ensure that all surfaces are thoroughly cleaned at the end of each day and deeper clean every Thursday and Friday when the school will be closed.
- Staff will clean surfaces, door handles and equipment throughout the day
- Toilets will be cleaned throughout the day.

### **Blended Learning**

- The school will be open from Monday to Wednesday and closed on Thursday and Friday to staff and pupils. This will provide time for the teachers to set and respond to home learning tasks.
- Children will return to their usual class teacher and remain with them for the duration of the day.
- No staff will go between groups.
- Teachers are not expected to plan differently for distance and class learning. Both groups will be set the same tasks.
- Teachers will remain in contact with distance learners at a time convenient to themselves: Before, after, during school hours.
- Staff will assist the children with their learning as well as provide activities that promote their well-being, physical and creative development.
- A 'Catch Up' constitutes how the children are getting on, what they may need at home to help them (resources etc) and for them to get the opportunity to see their friends and teachers again.
- 'Check Ins' are required whereby staff give children the chance to discuss, share their thoughts and feelings and reflect on how best to move forward with their blended learning.
- 'Prepare' is a chance to prepare the children for the new normal. Teaching strategies on solving problems, persevering and how to access help are needed for when they are distance learning and rules and guidelines need to be shared regularly, whilst in school, around how to stay safe and what is expected. These rules are likely to be in force for a long time therefore the children need to be aware of what they are and why they are.