



# Return to school Handbook

Procedures and measures to keep us safe and keep us learning

September 2020



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Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

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# Introduction

Welcome back, to what will be our new 'normal' for September 2020! This guide has been written to support you in understanding the processes and procedures we will all have to adhere to when we return to school. These guidelines are based on Welsh Government and RCT documentation on which we have had to base our plans and risk assessments. All of the arrangements have been put in place to ensure the health and safety of the children whilst in our care.

## Start and end of the day

### Timings

Times for pick up and drop off have been staggered to reduce parents gathering closely outside and support social distancing.

	Drop off	Pick up
Class 1	9:15	tbc
Class 2	9:00	3:00
Class 3	8:45	2:45
Class 4	8:30	2:30
Class 5	8:30	2:30
Class 6	8:45	2:45
Class 7	9:00	3:00

### Pick up and drop off

Pick up and drop off will be at the nursery gate for Classes 1, 2, 3 and 4 and the middle gate for pupils in Classes 5, 6 and 7. A waiting area has been created with 2m spaces marked clearly on the pavement to ensure social distancing. Please do not line up until your designated class time and please do not enter onto the yard. Parents should stand at a distance or wait in the car until they are ready, ensuring social distancing at all times. Parents / carers will not be permitted to enter the school site and must leave the school area immediately and not congregate.

Drop off: At the designated time the class teacher will come to the gate to collect the children. The children will then be taken via the designated entrance to their class. The 15 minute gap should allow for the children to get into their class and clear the corridor before the next teacher comes to collect their group. If you do not arrive on time parents will have to wait until the last class has entered for your child to be escorted into the building.

Pick up: At the designated time the class teacher will bring the children out to the relevant gate and release the children to the parents standing in the 2m waiting area. Please leave the area promptly to avoid gatherings and adhere to social distancing.

Unaccompanied children: Older children who normally walk to school will be allowed to do so on a trial basis. They will have to adhere to the same guidelines for drop off - standing in a 2m bay in the waiting areas etc. Those walking home will be released at the same time as their classmates. Please ensure your child walks home at a distance from others, particularly those who have been in a different 'bubble class' that day. If the children cannot abide by these guidelines, then parents will be asked to accompany them the following weeks.

### Parent Access

No parents will be permitted within the school grounds or building. Should teacher/parent contact be required, this should be by appointment made over the telephone, where the teacher will ring back out of class teaching hours. Should parents need to speak to Mrs Shipman this should also be done by telephone or email.

### Access to staff carpark

The main school car park gates will be closed from 8.30am to 2:30pm each day. No one will be able to move their car in or out of the car park during this time.

### Bikes and scooters

We have asked children not to leave bikes or scooters at school initially while we monitor the arrival and departure flow. This may be reviewed at a later date. Any bikes or scooters ridden to school must be taken away by parents.

## The school Day

### Equipment

Children should limit what they bring to school. The only things they should bring to school are:

- Filled water bottle
- Hat if it is a sunny day
- Coat if it looks like rain
- Packed lunch & fruit snack

Children in Key Stage 2 will need to bring their own pencil case. This should not be a fabric case so it can be wiped down.

Children SHOULD NOT bring

- PE kits
- Large rucksacks
- Toys
- Suntan lotion

## Reading Books

Children will be allowed to bring home and return their reading book.

## PPE

Hand sanitizer is available throughout the building and this will be available for the use of all pupils and staff. This will not replace the regular handwashing routine we will have in place. PPE is not advised or required and staff will not be wearing masks. However, should a child wish to wear PPE to school then they are able to. However, please bear in mind the advice that face coverings should not be worn by those who may not be able to handle them as directed (for example young children). Any contaminated masks will be disposed of. Face coverings are not a replacement for far more effective measures such as social distancing and hand washing.

## Medical Requirements

Pupils will need to bring their asthma inhalers, epi-pens etc. back to school on their first day. These were all returned when we entered lockdown so there are no supplies in school for them. We will be issuing new medical forms for parents to update along with new permission booklets

## Suntan Lotion

If we are fortunate to have sunny weather, suntan lotion will need to be put on before your child comes to school. There are many 'Once-a-day' ranges of suntan lotion on the market that don't require application throughout the day.

## School Uniform

We would like the children to wear school uniform. Please ensure the clothes are clean on that day and we would advise you to change out of these clothes when they get home from school so they can be washed. We will be spending a lot of time outdoors - whatever the weather! So a sun hat will be required if the weather is hot and a rain coat and jumper if it's cold and wet.

## Food, Drinks & Snacks

Class 1: Children will need to bring a packed lunch. They will be eating their lunch in class.

Class 2-7: Children can choose to have a school dinner or bring packed lunch. School dinner will consist of one hot option or a grab and go packed lunch. Children in receipt of free school meals will be provided with a hot meal or a grab and go packed lunch. Children in these classes will eat their lunch in the school hall. A staggered lunch hour is in place to allow for social distancing.

Packed lunches should include items that are easily opened. Staff will be able to provide limited assistance in opening packets, tubes and drinks. We suggest decanting loose items like crisps into an easily opened sandwich box or small lidded container your child can open by themselves. Any food/packaging brought from home must be taken back home by individual pupils.

All children must also bring a filled water bottle (staff will refill them throughout the day if needed). They will have break time in the morning and afternoon, we will not be selling fruit, so any fruit snack must be included with their packed lunch.

## Staffing

In classes 2 - 7:

- 50% of our pupils will attend on Thursday 3<sup>rd</sup> and 50% on Friday 4<sup>th</sup> for a full day. This will allow us to test our systems and risk assessments safely.
- All pupils will return full time from Monday 7<sup>th</sup> September.

In Class 1:

- Children who were already in our pre-nursery class will return on Monday 14<sup>th</sup> September.
- Children new to our Nursery will start on a phased entry beginning the week of 21<sup>st</sup> September, with the hope they will have all joined the class by Friday 25<sup>th</sup> September. Children will be taught in class 'bubbles', in the same class with their class teacher.

## Breakfast Club

There will be NO breakfast club for at least the first 2 weeks. Provision will be reviewed during this period with a view to capping numbers for priority groups in future. Children eligible for free school meals and vulnerable children will be given the highest priority. Portable breakfast provision will be made available for pupils entitled to free school meals only during this period

# Health and Safety

## Social Distancing in the Classrooms

Children will be grouped into class 'bubbles'. Within these groups children can mix although social distancing will be encouraged. The emphasis will be on separating bubble groups and keeping children in their bubble groups throughout the school day. To aid this we have arranged staggered start and finish times, staggered breaks and lunch times

Foundation Phase: We accept that children of this age will not adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- specific easy to clean toys put out on a rotation
- removed soft furnishings and close contact areas from home corner/reading corner.
- resource packs set up for each child for regularly used equipment.

Junior Classes: We accept that children of this age may find it difficult to adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- arranging classrooms with forward facing desks
- Children sitting at the same desk
- resources from around classroom removed

## Adults in the classroom

Teachers and support staff in a class "bubble" will try to maintain social distancing but we understand this will not be possible at all times with primary age children. For very close work with our foundation pupils, staff may wear a visor.

## Behaviour Policy

We have made a temporary amendment to our behaviour policy (appendix 1). The rationale behind its creation is to ensure that the pupils and staff at Llanhari Primary act in a manner that fully supports the very necessary safety measures that have been put in place during the Covid-19 pandemic and national crisis.

## Setting up a Classroom charter

Children who attended school in the summer term were introduced to the class charter. As a refresher and for those not able to attend, we will be revisiting this and recapping over the rules. The first lessons back will help to settle the children into the new set up in school. They will see that some things are the same, and some are different. It will be important to set up a social distancing charter that is suitable for each age range. This will include instructions on how to line up, use of the toilet and moving around the classroom.

Key points that will be included are:

- 2m rules
- looking after resources
- Moving around the classroom
- handwashing
- use of toilets
- break time expectations

## 2m rules

Make sure you've done activities to help children try and get an idea of how far 2m is. You could use some pieces of string or metre rules. You could use cones to play games of estimation, see who is closest to a 2m distance from a certain point. Here is a great YouTube video to help children understand: <https://www.youtube.com/watch?v=3nQgTywKmvQ>

## Looking after resources

Every child will have a set of resources for them and only them to use. These must be put under the table or stored centrally at break times to allow for easy cleaning of tables.

## Moving around the classroom/school

No child should enter another class bubble. Children should enter and exit their classes under the supervision of the teacher. For classes 5, 6 and 7 a one way system has been introduced. Children will be encouraged to go to the toilet during supervised times whenever possible. All other classes should not leave their classrooms to go to any other part of the school.

## Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

## Toilets

- Class 5, 6 and 7 will use the junior girls and boys toilets, following a one way system, this will be reviewed and adjusted as needed.
- Class 2, 3 and 4 will use the infant girls and boys toilets. It is impossible to have a one way system in this area so staff will monitor behaviour during this time.
- Class 1 have their own toilets.
- Only one child should use the toilet at a time unless under the supervision of the teacher.
- All children **MUST** follow handwashing procedure after using the toilet. This should be monitored whenever possible with younger children.
- Additional signage in toilets to remind children of hand washing routine
- Regular reminders of importance of handwashing and routine
- Toilet cleaning to be undertaken at regular points throughout the day.

## Playtimes and breaks

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
Arrival Time	9:15	9:00	8:45	8:30	8:30	8:45	9:00
Break Time	anytime	11:00-11:20	10:30-10:50	10:00-10:20	10:00-10:20	10:30-10:50	11:00-11:20
Zone	Nursery yard	Zone A	Zone A	Zone A	Zone B	Zone B	Zone B
Lunch Time	12:00-12:30	12:30 - 1:00	12:00-12:30	11:30-12:00	11:30-12:00	12:00-12:30	12:30 - 1:00
Break Time	anytime	1:50-2:05	1:30-1:45	1:10-1:25	1:10-1:25	1:30-1:45	1:50-2:05
Departure Time	tbc	3:00	2:45	2:30	2:30	2:45	3:00

Support staff will supervise a class bubble at morning playtime, lunchtime supervisors will supervise the dinner time.

Class 2 and 3 have constant access to their outdoor area and will spend as much time out of doors as possible. The outdoor shared areas will be zoned and timetabled daily. Class 2 - 7 will access the main yard which has been divided into 2 sections - Zone A and Zone B.

Staff will stay with their own bubble and encourage the children to engage in recommended play activities.

### **Cleaning**

Frequently touched surfaces: We will have a cleaner on duty throughout the day cleaning all regularly used surfaces e.g. Door handles, toilets, taps, keyboards etc.

Classroom resources can be used by different children within a bubble eg. Lego: Any small hands on items that children have used will be disinfected regularly.

## **Illnesses and positive tests for Coronavirus**

### **What happens if there is a suspected or confirmed case of coronavirus?**

If a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days unless a subsequent test proves negative. All staff and students will have access to a test if they display symptoms of coronavirus (COVID-19). Where a child, young person or staff member displays symptoms the school setting will engage with the Test, Trace and Protect strategy. See the link for further details. <https://gov.wales/guidance-testing-and-contact-tracing-education-settings> Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting may be sent home and advised to self-isolate for 14 days. Depending on the outcome of further testing, the rest of the class/group may be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 14

### **When should I not send my child to school?**

Under no circumstances should learners or staff attend schools/setting if they: - feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive for COVID-19 in the past 14 days; - live in a household with someone who has symptoms of COVID-19; or - has tested positive for COVID-19 in the past 14 days

## Blended Learning

### Well done so far!

The majority of our pupils have continued to work really hard at home with the support of parents. We loved receiving pictures of your work and seeing the fantastic things you've been doing. Many of you have learnt new skills and I think we are all better at using technology - even the teachers! All the children who attended at the end of the summer term have been supported in accessing Google Classroom - with teachers receiving 100's of pieces of work a week!

### Moving Forward

We will continue to build on the blended learning model developed during 'Catch up, check in, get ready for September'. We will continue to use Google classroom both in class and for homework. Junior pupils will have access to Google Chrome books in class to keep developing their ICT skills in school. Homework will be issued through Google Classroom. We need to be prepared for another lockdown in the autumn term. If this did happen, locally or nationally we will be well prepared and have an effective system in place to continue the children's education.



### Covid-19 Addendum to Llanhari Primary School Behaviour Policy

This addendum is to be used in conjunction and alongside our full behaviour policy. The rationale behind its creation is to ensure that the pupils and staff at Llanhari Primary act in a manner that fully supports the very necessary safety measures that have been put in place during the Covid-19 pandemic and national crisis.

Some behaviour concerns referred to in this addendum may previously have been deemed less serious however, if an action now results in the potential compromise of a person's ability to socially distance and stay safe, it will now hold very serious consequences.

Category	Concern Examples	Consequences/Actions
1	<ul style="list-style-type: none"> <li>Not following expectations about sneezing, coughing, tissues and disposal (in line with the 'catch it, bin it, kill it' message)</li> <li>Low level disruption in class</li> </ul>	<ul style="list-style-type: none"> <li>Staff reminder given</li> <li>Parent/carer informed</li> </ul>
2	<ul style="list-style-type: none"> <li>Not following school rules about not sharing equipment or other items - <b>once</b></li> <li>Not following instructions on hygiene, such as hand washing or sanitising - <b>once</b></li> <li>Not moving around school as per specific instruction - <b>once</b></li> <li>Not lining up or sitting, following instructions to remain 2 metres apart wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Staff reminder given</li> <li>Parent/carer informed</li> <li>Incident recorded. Numbers of incidents monitored and escalated to category 3 if repeated.</li> </ul>
3	<ul style="list-style-type: none"> <li><b>Deliberately</b> tampering or touching another child's equipment or belongings</li> <li><b>Deliberately</b> tampering with hygiene materials such as soap or sanitiser</li> <li><b>Deliberately</b> tampering with bins and contents of bins.</li> <li><b>Deliberately</b> entering an area or zone that is out of bounds or which may compromise the health of children and staff in another 'bubble group.'</li> <li><b>Deliberately</b> misusing toilet areas and facilities</li> </ul>	<ul style="list-style-type: none"> <li>Child will be sent home immediately and a risk assessment will be completed to ascertain their date of return - usually a half day exclusion.</li> </ul>
4	<ul style="list-style-type: none"> <li><b>Deliberately</b> coughing or spitting at somebody.</li> <li>Any action that would usually require the need for restraint and would severely compromise staff ability to remain socially distanced.</li> </ul>	<ul style="list-style-type: none"> <li>Child will be sent home immediately and a risk assessment will be completed to ascertain their date of return - usually 2-4 days exclusion.</li> </ul>