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Dear Parents/Carers

I am writing as promised to provide you with more information regarding the return of pupils on a part-time, small group basis to **'Check-in, Catch-up and prepare for Summer and September'**.

In ordinary circumstances, our staff would be delighted to be welcoming so many of our children back. However, the current circumstances do not allow us for a normal return. We feel obliged to make it clear to parents that the school is not able to operate in the way that we did before closure; school will look and be very different for your children. Our primary concern has to be the safety, health and well-being of our pupils, staff and families. In order for us to be fully prepared I am proposing two Teacher Training days on the 24<sup>th</sup> & 25<sup>th</sup> June 2020. This means that during these two days there will be no Distance Learning shared by teachers.

I believe that by following the plan identified below the school can safely accommodate one cohort or 'Bubble' of no more than 8 pupils in each classroom sat at 2metre distances. This means that pupils and staff are in contact with as few other people as possible. Sessions will run from 9am to 1:30pm. Pupils will need to bring a snack and drinks bottle. You may also send in a packed lunch if you want your child to eat prior to arriving home.

We will be planning to accommodate **only** the pupils whose parents have completed the 'Return to School' form found on the school's website and shared via social media last week. If you have indicated that you are a Key Worker and require the Hub provision do not contact the school, the school admin team will be in touch with each individual family to assess their requirements. If you have not completed and returned the form yet please make sure you do by Friday 19<sup>th</sup> June 2020. **If you have not returned a form for your child, we will not be able to accept them back into school.** We will be allocating rooms, available staff and the number of pupils on site very carefully to minimise risk.

Initially on return we will be focusing on the wellbeing of your child. We know many of our pupils have been incredibly resilient during these challenging times. We also understand that some pupils have struggled on occasion. We will provide access to sessions such as 'Catch-Up' sessions with the Play Therapist and wellbeing sessions with staff who have been trained in a number of strategies to support individual pupils and families.

Below I have endeavoured to set out the key messages and provide information explaining why we have made the decisions we have and how school will look. We will do our utmost to make this return as safe and happy for your children as we possibly can. All of the risk assessments and adjustments have been made in line with adhering to the Welsh Government's guidance and for the safety of all pupils, staff and our families. <https://gov.wales/keep-education-safe-guidance-learning-over-summer-term>

Yours sincerely

L Jones  
Acting Headteacher

M Ford  
Chair of Governors

## Key Messages

<b>Travelling to School</b>	<ul style="list-style-type: none"> <li>○ You should <b>not</b> be arriving in groups to school, to drop off or collect your children.</li> <li>○ Ideally the person dropping off and collecting the children should be the same person.</li> <li>○ You must ensure you stick to the designated entry and exit points, and times, for your children's classes.</li> <li>○ No parents to enter school building at any time, this includes the reception area.</li> </ul>
<b>School Meals</b>	<ul style="list-style-type: none"> <li>○ Canteens to be shut: children are asked to bring in a packed lunch or inform the class teacher that they will eat on their return home.</li> </ul>
<b>School Resources</b>	<ul style="list-style-type: none"> <li>○ There should not be the sharing of resources / items between households and school. E.g. children should not bring in their own equipment nor should they be taking home completed learning etc.</li> <li>○ Pupils will only be required to bring a coat and bag with their own drinks bottle and food (snack or packed lunch) into school (please ensure all items are labelled with the child's name).</li> <li>○ Every pupil will be provided with their own 'Learning Pack'. This will contain all the equipment they will need during their time in school, including any resources to support children with ALN.</li> <li>○ These packs will be collected in at the end of each day; wiped clean and stored for the next time they return.</li> <li>○ Each classroom has been allocated a number of Chromebooks to be used in school. Each Chromebook will be wiped clean and sanitised each day.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>○ Handwashing <b>will be prioritised</b> over the use of hand sanitisers.</li> <li>○ Hand sanitisers <b>will not</b> replace handwashing.</li> <li>○ There has been an identified wash area for each cohort or 'Bubble' (see <b>Determining and Managing Capacity</b> section below).</li> <li>○ Cleaning Crews will be on site throughout the day sanitising and cleaning high frequency areas and surfaces such as door handles.</li> <li>○ These team will be also focus on cleaning toilets and wash areas.</li> <li>○ An enhanced and thorough clean will happen at the end of each day so that each 'Bubble' is entering into a clean area.</li> <li>○ Air flow and ventilation should be increased where possible: windows opened to allow fresh air to circulate.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>○ Unfortunately, the schools capacity to open safely means we will <b>not</b> be able to open to Nursery children before the summer holidays.</li> <li>○ The plan will enable us to provide the opportunity for all learners in Reception to Year 6 to attend school for 5 days before the summer holidays.</li> <li>○ A shortened school day 9am – 1.30pm for learners to allow teachers to plan, share and feedback on distance learning.</li> <li>○ Pupils split into cohorts or 'Bubbles' of between 6-8 learners spending the day together (cohorts will be determined by class teachers and shared with all parents once we know who is returning).</li> <li>○ One teacher and one LSA for working with a 'Bubble'.</li> <li>○ 'Bubbles' will access their own classroom and will not move around the building.</li> <li>○ Staggered start, finish and break times.</li> <li>○ Desks two metres apart.</li> <li>○ One way systems to enter into and exit the learning spaces.</li> <li>○ Strict Social Distancing guidelines must be followed by all stakeholders at all times (don't be offended if someone asks you to step back).</li> <li>○ Two metre measurements marked on floors for social distancing where necessary.</li> </ul>
<b>Illness</b>	<ul style="list-style-type: none"> <li>○ If a child or staff member displays symptoms: two isolation rooms have been identified: <b>Medical room</b> in the KS2 building; <b>Hedgehogs</b> in the Foundation Phase Building (two additional rooms have been identified as backups: <b>The Glade (Meeting Room)</b> and <b>Beehive</b>).</li> </ul>

	<ul style="list-style-type: none"> <li>○ Areas of the school that the learner or staff with symptoms have been working in will be closed and prioritised for a deep clean. Surfaces that learners or staff with symptoms have come into contact with should be carefully cleaned.</li> <li>○ This may affect our capacity to provide provision for the cohorts who are due to use that space the next day as learners and staff within that 'Bubble' will have to self-isolate for 14 days if a positive test is returned.</li> <li>○ Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. 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.</li> <li>○ The present advice is that it is not necessary to screen temperatures. Learners' parents/carers can check for signs of a high temperature. In any case, screening will not identify all cases of COVID-19 and the means of checking temperature may put staff at greater risk of transmission. Staff will of course be vigilant for changes to children's temperatures and signs of fever.</li> </ul>
<b>Learning Offer</b>	<ul style="list-style-type: none"> <li>○ The learning offer will be focused on: Digital Learning, Literacy, Numeracy and Wellbeing (this will include Physical activities such as PE).</li> <li>○ Outdoor Learning.</li> <li>○ Remote / Distance learning to continue.</li> </ul>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>○ Uniform policy will be relaxed and parents will be advised to make sure children are wearing something that is appropriate, comfortable and easily washable. No Denim.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>○ If parents are needing to speak to staff they are to make contact with their child's class teacher via Class Dojo.</li> </ul>

## Timetable

Overview	9:00 – 10:00 Session 1	10:10 – 11:10 Session 2	11:20 – 12:20 Session 3	12:30 13:30 Session 4
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

## Cohort or Bubbles Return dates

29.06.20 A	30.06.20 B	01.07.20 C	02.07.20 D	03.07.20 A
06.07.20 B	07.07.20 C	08.07.20 D	09.07.20 A	10.07.20 B
13.07.20 C	14.07.20 D	15.07.20 A	16.07.20 B	17.07.20 C
20.07.20 D	21.07.20 A	22.07.20 B	23.07.29 C	24.07.20 D

## PREPARING FOR AN INCREASE IN OPERATIONS

The following outlines those learners who should not attend school

Risk	Actions
<b>Those showing symptoms</b>	<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 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</li> <li>• live in a household with someone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 14 days.</li> </ul>
<b>Extremely vulnerable' or shielding staff or learners</b>	<p>This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition. These individuals will have received a <a href="#">shielding letter</a> from the Chief Medical Officer. Staff and learners in this category <b>must not</b> attend schools or settings but should be supported to work or learn from home.</p>
<b>Clinically vulnerable' staff or learners</b>	<p>In the context of COVID-19, clinically vulnerable individuals are at greater than average risk from COVID-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. Pregnant women are specifically advised to work from home after 28 weeks' gestation.</p> <p>People in this category can go out to work but they should work from home if possible. If staff or learners do attend, extra care must be taken to ensure vulnerable individuals, and those around them adhere to strict social distancing guidelines. In the case of learners, we would only expect these to attend where parents/carers consent to this.</p> <p>If in doubt about whether their health condition means they should be shielding, staff, parents and carers should take advice from their GP or hospital doctor. Schools should work with local authorities (Occ Health) in clarifying queries relating to staff attendance.</p>
<b>Living with a shielding or vulnerable person</b>	<p>If a learner or staff member lives in a household with someone who is vulnerable or extremely vulnerable, they should only attend a school or setting where they can adhere to social distancing and the learner is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. In those instances, we <b>do not</b> expect those children to attend and they should be supported to learn at home. Likewise, we would not expect any staff who are vulnerable and attending to be placed with children who cannot reasonably adhere to social distancing.</p>
<b>Learners and staff staying at home</b>	<p>Where children are not attending, provision should be made to ensure that they can continue to learn remotely. This is supported through <a href="#">Stay Safe, Stay Learning</a>. Where staff are unable to attend, it is expected that they would support planning and remote learning. If a staff member is able to work from home, there should be a discussion between the employer and the employee about what the shielding adult can reasonably do and what support the employee requires.</p>
<b>Learners or Staff Showing Symptoms on Site</b>	<p>Schools and settings should have clear procedures if learners or staff begin to show symptoms on site. These need to be fully understood by both staff and parents/carers. Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres. If they need clinical advice, they (or a member of staff or their parent/carer) should go online to <a href="#">111 Wales</a> (or call 111 if they don't have internet access).</p>