



St David's Catholic Primary School
Guidance for Parents

June 2020



Parent Information Booklet
June 2020

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 29th, 2020 with up to a third of their usual capacity, this will include children of key workers and vulnerable learners. The summer term will end on Friday, 17th July. We have carefully calculated how many pupils can return from each class 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 and teaching assistant. They will not return full time as, logistically, this is not possible. We fully understand that they will not see all of their class mates 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, in your decision. 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.

Should you have any further queries or concerns then please do get in contact with the school.

Kind regards,

Mr S P Hughes
Headteacher

Access to School and Site:

- Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport.
- Learners and parents / carers should not car share with other families.
- Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles.
- Learners travelling by private taxi/ bus will be subject to social distancing rules.
- Gates for entry will be clearly identified.
- Staff will be on gate to guide parents and pupils.
- Visitors will need to phone the office and wait for staff to let them into the grounds in exceptional circumstances or emergencies.
- Signage is in place to help remind parents and pupils of school expectations. Markers will be placed on floor to denote 2m distance.
- Staggered drop off and pick up times will be introduced – see timetable
- Parents to drop off child/ren at the main front gate.
- Please maintain 2m social distancing as you walk your child to the main gate where you will be met by a member of staff.
- Designated route for all pupils to follow – once pupils on site, the staff will direct them. If lining up is required there are smiley faces at 2m distances on the playground.
- Learners will be instructed to go straight to wash their hands and then go to their classes, where doors remain open until all group members have arrived.

Display of Symptoms in School

- Any employees, 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 a distance of two metres. Our isolation room is the Foundation Phase Classroom.
- 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.** Please inform the school if anyone in your family has symptoms.
- 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 deep 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. Staff will have been trained in their usage.
- Parent / carer need to give permission for learner to attend doctor's surgery or hospital during pandemic.
- If in any doubt (or if not able to contact parent / carer) 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.
- Staff 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

- Parents will follow the timetable below and ensure that they are socially distancing at all times. Children will be dropped off, at staggered times, at the main gate.
- No parents will be allowed on school premises.
- If, despite encouragement learners are too anxious to enter school they will be able to go home and try the following session.
- Social distancing rules to be followed at all times – once on school premises - from the gates onwards.
- Designated route for all pupils to follow – once pupils are on site, the staff will direct them. If lining up is required there are smiley faces at 2m distances on the yard.
- Learners will be instructed to go straight to wash their hands and then go to their classes where doors remain open until all group members have arrived.
- If parents wish to speak to a member of staff they can do so via telephone, email or through digital learning platform.

Whole School Collective Worship

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

School experience for the children

- Currently we are allowed 33% of school population to be admitted at the same time. This is in line with 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. Groups will be no more than 6 pupils. 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.
- Minimise travel around the school by staying in the same classroom throughout the day.
- Timetable for toilet breaks where possible: 1 pupil admitted at one time. An allocated cubicle/s and sink will be available to each group.
- All doors apart from fire, toilet and security doors to be kept open.
- Ensure public areas are as clear and free from restrictions as possible.
- All doors / surfaces to be wiped regularly with anti-bacterial wipes before and after snack, by staff.
- Each child has a learning pack which includes work and any equipment they require. This minimises sharing and cross contamination.
- Learners should sit on their own table or on a designated child-friendly mark on floor. At least two metres away from peers.
- Class will be marked with tape 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.
- 2 adults available for every group where possible.
- Outdoor learning will be used where possible although distancing from other groups is a must.
- The guidance recognises the difficulties of small children socially distancing stating “in primary schools, we recognise that it is not practicable to expect learners to maintain consistent social distancing of two metres”. We acknowledge this and at St David’s we will seek to ensure that social distancing is adhered to between learners in all areas throughout the day.

Uniform

- No child is required to wear school uniform.
- Pupils will need a complete clean set of clothes each day
- Learners to come to school in clothing suitable for outdoor learning - including hats and sunscreen applied at home before coming into school. It is not anticipated that children will need anything with them except for their coat.
- Bottles of water will be provided for each child. Children MUST NOT bring bottles in from home

Play Times

- There will be staggered break times for all groups.
- Pupils to exit class through their classes allocated door.
- Appropriate level of staff supervision during break times.
- All learners to wash hands on return from break.
- Remind pupils of social distancing at all times in a calm, friendly manner.
- Wet play times: children to remain in class and maintain social distancing as usual. Ipads can be used but must be wiped down afterwards with antibacterial wipes.
- Pupils will be allocated zones during playtimes. This will ensure that groups do not mix.

Lunch Times and snacks

- Staggered lunchtimes have been introduced to ensure social distancing when accessing toilet and handwashing facilities.
- Flintshire are providing a packed lunch including a drink and snack for all learners in school.
- Staggered play time before and after eating to ensure social distancing where possible with zoned areas of the playground.
- Children will eat their lunches at their designated desks within their classroom.
- 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 permitted.
- Food is to be served in the classrooms. This minimises the risk of transmission of infection.
- Staff should ensure that social distancing is maintained at mealtimes and learners should be sat two metres from each other.
- In this case, tables will be removed of clutter, disinfected, and visually cleaned before providing the meal / snack.

Cleaning Routines

- Cleaning staff to ensure that all surfaces are deep cleaned at the end of the day/shift
- Staff will wipe surfaces regularly during the day.
- School planned for closure on Fridays for deep cleaning between groups attending.
- Staff will clean surfaces, door handles and equipment throughout the day.
- Our caretaker /cleaners will have additional hours on return to school to ensure all cleaning requirements are met. In particular toilets will be cleaned after playtime and lunchtime.

Blended Learning

- As learner numbers increase over time - models will be revised to reflect various options.
- Teachers are not expected to plan differently for distance and class learning. Both groups will be set the same tasks.
- Schools will initially be open from Monday, Tuesday, Wednesday and Thursday and closed on Fridays to pupils who are not key workers or vulnerable learners.
- Each child will be allocated a group to attend.
- Children, where possible, will return to a member of their usual staff team (probably 2) and remain with them for the duration of the day.
- Year 2 will have the opportunity to have a member of KS2 staff in their group also to aid with transition in September.
- Teachers will have PPA – planning for the week on Fridays and time to remain in contact with Distance Learners also.
- Fridays the school will have a deep clean ready for the next group of children.
- 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 in's' 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. 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 we have them.
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Breakfast Club

- Breakfast Club will not be available.

Afterschool Club

- After school club will not be available.

Timetable

Organisation of the 3 week period

Week 1 – 29/6/2020 – 2/7/2020

Year 6 – School times 8.45am-3pm

Group 1 – Drop Off 8.45am-8.55am

Pick Up: 3pm-3.10pm

Group 2 – Drop Off 8.55am-9.05am

Pick Up: 3.10pm-3.20pm

Group 3 – Drop Off 9.05am-9.15am

Pick Up: 3.20pm-3.30pm

Year 2 – School Times 9.15am-2.30pm

All drop off between 9.15am and 9.30am

Pick Up – 2.30pm

Week 2 - 6/7/2020 – 9/7/2020

Year 5 – School times 8.45am-3pm

Group 1 – Drop Off 8.45am-8.55am

Pick Up: 3pm-3.10pm

Group 2 – Drop Off 8.55am-9.05am

Pick Up: 3.10pm-3.20pm

Group 3 – Drop Off 9.05am-9.15am

Pick Up: 3.20pm-3.30pm

Year 1 – School Times 9.15am-2.30pm

All drop off between 9.15am and 9.30am

Pick Up – 2.30pm

Week 3 – 13/7/2020 – 16/7/2020

Year 3 and 4

Year 3 and 4 – School times 8.45am-3pm

Group 1 – Drop Off 8.45am-8.55am

Pick Up: 2.50pm-3pm

Group 2 – Drop Off 8.55am-9.05am

Pick Up: 3pm-3.10pm

Group 3 – Drop Off 9.05am-9.15am

Pick Up: 3.10pm-3.20pm

Group 4 – Drop Off 9.15am -9.25am

Pick Up: 3.20pm-3.30pm

Reception – 9.30am -12pm

Drop Off 9.30am

Pick Up: 12pm