



Wednesday 2<sup>nd</sup> September 2020

### **Additional Information for Parents/Carers**

Dear Parents/Carers

Returning to school is vital for children's education and wellbeing. Given the current position, the balance of risk is now overwhelmingly in favour of children returning to school. During the summer holiday the school was given updated operational guidance from Welsh Government.

This letter contains further information you will need to know about our return to school following on from the original letter sent out at the end of the Summer term.

The following link will take you to additional information published by the government:

<https://gov.wales/back-school-plans-september-coronavirus>

### **Beginning and end of the day**

- There is a one-way system in place for entering and leaving the site; enter through the lower yard gate and exit via the top yard gate. There will be additional access arrangements communicated to Nursery parents shortly.
- *Please use the hand sanitisers at the gates on entrance to the premises.*
- Keep at least a two metre distance from other parents and children that may be arriving at the same time as you.
- Say goodbye to your child away from the entrance doors and let them walk in by themselves.
- All pupils will be screened on arrival at the school with a standard set of questions. We will not be making temperature checks on arrival but may do so on individual children if they appear unwell.
- Regrettably, there will be no *Nurture Room* provision at the start of the day this term.

Anybody unwell with symptoms of COVID-19 or living with someone who does, must stay at home:

- New continuous cough;
- High temperature;
- Loss of / change in taste or smell

### **No pupils / staff to attend school if they:**

- Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;
- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days



*'Helping us to help ourselves learn'*

- Children should bring the absolute minimum from home – all that is required is a waterproof coat, a water bottle, a piece of fruit for snack and a packed lunch. Snack/lunch can be carried in your child's green book bag.
- If you have any messages to pass to teachers please phone the school office and these will be passed to the relevant person; please do not approach the entrance doors.
- In order to minimise the number of people on site at the same time the school entrance gate will be open at 8.45am and children will be able to enter the school building from 8.50am using our current access arrangements. [Please refer to the access advice on our website.]  
Please do not send older children on their own early as they will not be able to access the site until the gates are opened at 8.45am.

**To avoid congestion, at the end of the day, Reception, Years 1 and 2 children are to be collected at 3.20pm. Key stage 2 and Nursery children are to be collected at 3.30pm. Please refer to the table below for COLLECTION locations at the end of the day:**

Years 5 & 6	Lower basketball yard
Year 4	Side yard by stage/old toilet block
Years 1 & 2	Main back yard
Reception & Year 3	Top yard
Nursery	Nursery yard

This arrangement has been in place since June and has worked very well to keep our children, parents and our staff safe.

*KS2 children – if you wish for your child to walk home on their own at the end of the school day, please inform their class teacher in writing / email of this intention.*

### **Class Structure/Contact Groups**

- The government acknowledge that 2 metre social distancing is not always possible in a primary school so the safety measures to reduce contact will operate within our class groups (a constant group of up to 30 children).
- Classes will remain as a class throughout the day and will not mix/socialise with other classes.
- There will be some allowance for children to mix into groups for future wraparound care and catering operations; some contact groups may need to be the size of a year group.
- Each class will have its own room and its own resources that will not be shared by other classes unless they have been sanitised.



*'Helping us to help ourselves learn'*

- Playtimes and lunches will be staggered to minimise contact with other classes.
- During playtimes, the classes will not mix, they will have their own designated play area and equipment.
- It should be acknowledged that within the classes we will not be able to expect 2 metre social distancing however we will encourage it wherever possible.

### **School Meals**

Year 1 to 6 children will need to be provided with a packed lunch for the *first two weeks [Thursday 3<sup>rd</sup> September – Friday 11th September]* whilst catering operations are organised.

Reception children will need to be provided with a packed lunch for the *first half term* [until Friday 24<sup>th</sup> October] so that they can have time to settle into their new full day school routines.

In order to minimise gatherings, packed lunches will be eaten in the classrooms rather than the dining hall.

Please note that there will be no fruit shop or milk available for Early Years and Foundation Phase initially. Class teachers will communicate with parents & carers arrangements for snack where appropriate.

Please provide younger children with items in their packed lunches that they can open themselves. Some children are unable to open yoghurt tubes etc.

### **Safety and Hygiene**

- Classrooms have been set up carefully to minimise risk.
- Classes will not mix with each other. There will be social distancing measures in place between each class.
- Soft resources that cannot be wiped clean are put away, out of reach or removed from the classroom.
- Children will be given their own resources such as pens, pencils, books etc which will not be shared/used by anyone else unless they have been sanitised.
- Handwashing / hand sanitisers will be a priority and will be a key to minimising risk. Children and adults will wash their hands regularly at key points during the day – when arriving at school, entering and exiting their classrooms, before and after break, before and after lunch time, after going to the toilet, sneezing/coughing into their hands and before going home.
- Soap, paper towels and tissues are available along with cleaning resources for wiping down surfaces and shared equipment.
- We will use the 'catch it, bin it, kill it' saying and ensure tissues are put into a lidded bin.
- Windows will be open to ensure good ventilation in the classroom.



- The school will be cleaned daily by the ARCs Contract Cleaning following their own specific guidelines and procedures for Covid-19. The caretaker will wipe handrails and door handles daily before the afternoon session and the school will undergo a midweek site Bio-mist.

### Medication

- Please ensure that your child's medication is up to date
- Children who use asthma inhalers or Epipens should bring them in on the first day and these should be delivered to the class teacher via the school office.

### School Uniform

- School uniform must be worn including plain, black shoes.
- Children should bring their own, clearly labelled water bottle. Any type of water bottle can be brought as long as it is clearly labelled. This needs to be taken home and washed daily.

### PE Kit

*On PE days, children can wear their PE kit to school [under a school jumper] in order to avoid any unnecessary changing. Please refer to the timetable below for your child's class PE day:*

Monday	Y1W
Tuesday	Y3I Y4H Y5W
Wednesday	Rec Y1M/B Y5O
Thursday	Y2Hut Y6H
Friday	Y2H Y3M Y4J/W Y6T

It is our policy that children should not wear jewellery to school other than simple stud earrings and a watch. These need to be removed for all PE activities and kept safe by the child at their own risk.

### Teacher Communication

Due to the one way system in place it will be difficult to talk to your child's teacher at the beginning or end of the school day, as we need to keep everyone moving around the site to avoid congestion. Please email or phone the school office to arrange a phone call with the teacher at a time convenient to both of you. Senior members of staff will be out and about on the school site at the beginning and end of the day at various locations where you can leave a message to be passed on to teachers.

### Parents in School

Unfortunately, due to minimising the number of people within the building, parents and carers will not be allowed in to school until the situation has eased further. This means that all pupils will need to be



*'Helping us to help ourselves learn'*

dropped off and collected at the entrance door from an appropriate distance. *If your child becomes upset please step out of the flow of people, away from the door and reassure your child until they are ready to come in.*

We will shortly be reviewing parental events that usually take place in the autumn term. Regrettably, we will not be holding our usual 'Parent Learning Activity Lessons' this term.

### **School Office**

- Please try to communicate any queries in the first instance by telephone [02920707682]. If you do need to enter the office please wait at the end of the path and telephone the school number – a member of the Admin Team will then advise you when to enter the school office.
- There will be minimal face to face appointments at the moment and this will be reviewed over the half term.

### **Educational Visits**

There will be no educational visits in the autumn term that involve any transport. Local walks may take place in order to enhance the curriculum learning.

### **Collective Worship**

There will be no gathering in the hall for assemblies. Collective worship will take place in the classrooms. We believe it is important to come together as a school to have a sense of belonging. We will therefore hold assemblies via Microsoft Teams during the week.

### **Illness**

Please ensure that your child does not attend school if they have symptoms of coronavirus:

- A high temperature (above 38 degrees)
- A cough that persists
- A loss or change to their sense of smell/taste

Please inform the school office of illness as normal. It is really important that you notify the office if your child has a coronavirus test.

### **The Use of PPE**

Wearing a face covering or face mask in primary schools is currently not recommended. Face coverings may be beneficial for short periods indoors where there is the risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained.

*There will be times when your child may see a member of staff wearing PPE during the day.*



*'Helping us to help ourselves learn'*

**It is imperative that the school office has your most up-to-date contact details should we need to contact you during the school day.**

Please check the website regularly to keep up to date with any changes. For further operational procedures and access to the school's Covid Operational Risk Assessment please visit the school's website at [www.albertprimary.co.uk](http://www.albertprimary.co.uk). These are live documents and are updated to coincide with guidance updates.

I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation. Everyone at Albert Primary is looking forward to welcoming the children back to school this term.

Kind regards,

AJ Gilbert