



## Returning to School Document for Parents/Carers

Thank you for responding to our survey, requesting an indication of numbers of pupils wishing to accept the 'Check-In' sessions organised for later this term.

We appreciate that you will naturally be anxious about your child(ren) returning to school. We have worked with the local authority, stakeholders and independent advice providers to complete detailed risk assessments for the school site and would like to share the following points with you below (this is a concise version of our much more detailed risk assessment documentation, which has been approved by BCBC for school re-opening).

In risk assessing the site, we have adopted the authority guidance that the safe distancing of 2 metres is adopted so far as is reasonably practicable, but acknowledged as not always possible in schools. All combined measures in this assessment are aimed at reducing transmission risk. We have already had parents contacting us to ask if their child(ren) will be reprimanded if they forget social distancing and hug their friends, if their child will be given appropriate first aid if they fall at playtime and graze a knee or if their child will be given support in cutting up their food at lunchtime. We are, first and foremost, concerned with pupil safety and wellbeing and the short answer is, of course we will comfort your child if needed and of course we won't give them a row if they accidentally forget to socially distance. If they need help cutting up their lunch, we will of course do this for them and will simply take their plate to an appropriate distance to do so. If children forget to socially distance, staff will calmly remind pupils, where needed, to remember social distancing and we fully appreciate that children will need time to get used to the 'new normal'. If, however, a child repeatedly and deliberately chooses to ignore staff advice to social distance, for the protection of all users of the school site, the parent/carer would then be asked to collect the child for the remainder of that check-in visit.

We have lots of exciting activities planned and are working every day before we open to the wider pupil body, to ensure that your child has the most positive and welcoming experience possible, if you decide for them to return to school for their designated two sessions. Some of these activities will include sport and outdoor fun, so we ask that your child wears comfortable, machine-washable clothing to school. Please do not buy any new items of clothing or footwear for school for the rest of this term; we appreciate that children may have had a growth spurt in the last few months and the children are welcome to wear whatever they have. There is absolutely no requirement to wear uniform this term, but equally if you wish to make the most of what you have before your child outgrows it, they are welcome to wear it! In the classroom we are aiming for a maximum of 8 pupils, to ensure that we are able to rearrange the furniture to assist with social distancing. While we have removed any unnecessary items in the classroom, they are by no means sparse and empty and we will provide pupils with stationery and resources to use during the school day. We ask that pupils refrain from bringing in items from home and that they only attend with the minimum that they need (i.e. a packed lunch is fine, but maybe leave the bag full of treasures at home). If children do bring a packed lunch, they will be asked to neatly place any rubbish in their lunch bag to take home.

School will look very different when pupils return and the school site itself is no exception. We will be closing the Princess Way entrance gate until further notice, to assist with our one-way systems on the school yard; all users of the site should enter and exit the site via the main entrance. Please continue to use the surrounding streets for parking and do not drive into the bus bay. When you approach the school yards, our friendly staff will be there to help explain our new drop-off and collection areas and we ask that you respect these requests at all times. It would also help us greatly if you could try to limit the adults on site for drop-off and collection to one parent/carer, which will help with social distancing. Please ask any member of school staff if you are unsure of what to do on arrival at school.

## **What have we done so far?**

### **Preparation (Summary)**

In order for all users of the school site to return to school safely, we have ensured that

- All health and safety compliance checks have been undertaken before opening
- The building has been cleaned by BCBC Cleaning Services
- We have requested extra cleaning during the school day
- Floor markings will be in place highlighting direction of travel
- Social distancing 'feet' placed in areas such as dinner hall and outside toilets
- Guidance reminders are accessible in communal and classroom areas
- Pupils will be encouraged to wear clean, comfortable and easily washable clothing
- Appropriate PPE will be available in the isolation area within the school for suspected Covid-19 cases and at appropriate places around the school in terms of intimate care of pupils, where needed

## **What measures will be in place when school reopens on June 29<sup>th</sup>?**

### **Accessing the school site**

In order for all users of the school to access the school site safely, we have ensured that:

- All visitors to the school have and will be discouraged unless absolutely necessary
- Covid-19 questions will be asked to all visitors attending the school site
- Any required parent and external meetings will be undertaken using a 'virtual platform'
- Parents' drop-off and pick-up arrangements minimise contact and promote social distancing
- Signage posted at entrances display access rules
- The school reception / entrance is arranged to maintain social distancing
- Staff will be assigned points around the outside of the building to promote and ensure social distancing during outdoor activities, arrival and collection
- Outdoor equipment / benches will be cordoned off and out of use

### **Moving around the school site**

In order for all users of the school site to move around the site safely, we have ensured that:

- There is a single direction of circulation around the building
- Classroom doors will be left open, where possible, to minimise surface contact
- Separate doors are used for entry and exit
- Evacuation and Assembly points remain the same and will be socially distanced
- Each year group or the Hub has been assigned a toilet 'block'
- Toilets will operate a one-in, one-out system
- Urinal troughs will not be used
- Soap, paper towels and tissues will be regularly replenished throughout the day
- Breaks, lunch, arrival and collection times have been staggered to reduce crowding
- The hall use has been regulated and timetabled for lunchtime
- School lunches and packed lunches will be eaten in the hall, timetabled, socially distanced
- Parents/carers will be asked to provide easy-to-open packed lunch options
- Pupils will be asked to take any packed lunch waste home with them
- The use of all other shared spaces will stop for the foreseeable future

- Collective worship will be facilitated through class assemblies and reflection for the foreseeable future
- Individual risk assessments will be undertaken for employees and pupils at special risk

### **In the Classroom**

In order for all users of the school to use the classroom effectively, we have ensured that:

- Classrooms have been configured to accommodate smaller numbers of pupils
- Classrooms promote effective social distancing
- Staff and pupils will be asked to minimise items 'brought in' to school
- Activities have been planned to maximise the use of outdoor areas
- Timetables are flexible and can be adjusted where necessary
- All staff will reinforce and regularly remind pupils of hand washing routine on arrival, after eating and following a cough or sneeze, after handling shared equipment, following physical contact, before and after handling food.
- Staff will be assigned to the same class groups daily
- Pupils use the same room, seats and desks each day
- A minimum of two windows will be open in all classrooms every day to allow for consistent natural ventilation
- Sanitising spray and/or wipes will be available in all classrooms and offices each day
- Separate bins with mechanical lids have been placed in each classroom specifically for the disposal of used tissues
- Staff and pupils will be reminded of the importance of not sharing equipment
- Desks chairs and other equipment will be sanitised/cleaned at the end of each day
- Resources will not be removed from the school

### **How will we know that these measures are effective?**

#### **Monitoring**

In order for the school to ensure that these measures are effective, we will:

- Share the new rules and control measures for pupils via circle time sessions each week
- Contact individual parents to request that their child is collected, if they are repeatedly unable to adhere to the new rules and control measures
- Regularly share with parents and carers information regarding hygiene best practices
- Monitor the cleaning regime and further increase our additional cleaning requirement with BCBC, if required
- Encourage parents/carers to contact us on the admin email address with any queries
- Continue to share best practice with users of the school site
- Not hesitate to amend and develop our initial plans, if required

We hope that in providing you with the information in this document, that we have answered some of your concerns. Please do not hesitate to contact us on [admin.broogwr@bridgend.gov.uk](mailto:admin.broogwr@bridgend.gov.uk) if needed.

Best Wishes

Bro Ogwr Staff