



## **Returning to School Document for Parents/Carers**

We appreciate that you may be anxious about your child(ren) returning to school. We are currently working with the local authority, stakeholders and independent advice providers to update our current risk assessments for the school site and would like to share the following main points with you as we prepare to receive all pupils back from September 7<sup>th</sup> 2020.

During the next few weeks we will adopt the recent local authority and national guidance to ensure that all measures and operations will help all pupils return safely. All combined measures are aimed at reducing transmission risk.

Classrooms will once again be re-designed to accommodate the whole class, which involves rearranging the furniture to assist with social distancing requirements and limit the amount of time of face to face contact, where possible. 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 will continue to ask that pupils refrain from bringing in unnecessary items from home and that they only attend with the minimum that they need (i.e. drink bottle and snack, a packed lunch if not school dinners, coat, hat etc).

For older pupils, Welsh Government guidance is that social distancing should be encouraged and maintained where possible. The guidance states that younger pupils will not be able to maintain social distancing and it is therefore acceptable for them not to distance within their contact group. The guidance clarifies that due to a school's size, nature and practical logistics within the building, contact groups may be a year group and not just one class. A contact group in Bro Ogwr will be recognised as the whole year group due to the design of some classrooms and areas and the shared toilet facilities. We will plan to minimise contact time with other year groups during the lunch period and outside break times.

School will remain to look different when pupils return and the school site itself is no exception. The Princess Way entrance gate will re-open for access, but please follow the arrows which will highlight a designated 'keep to the left' route. We aim to continue with a one-way system on the school yard and we would appreciate it if you could please follow the signs and floor markings. When you approach the school yards, staff will be present to help explain drop-off and collection areas and we ask that you respect these requests at all times. Pupils are requested to arrive on site between 08.50 and 09.00 and will walk straight to class, where staff will be there to welcome them, in order to help facilitate hand washing upon arrival. 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. Collection will be as usual from the 3 different yards, please follow the one way system and then socially distance on the yard in order for staff to see you clearly and for you to receive your child(ren) safely. Please ask any member of school staff if you are unsure of what to do on arrival at school.

### **Attendance**

Welsh Government guidance is as follows:

Under no circumstances should learners attend schools/settings if they:

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell) or they have tested positive to COVID-19 in the past 7 days
- live in a household or are part of an extended household with someone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 14 days.

## **Preparation (Summary)**

In order for all users of the school site to return to school safely, we will ensure that

- All health and safety compliance checks have been undertaken before opening after the summer break
- The building has been cleaned by BCBC Cleaning Services
- We continue with the 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
- 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 all pupils return?**

### **Accessing the school site**

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

- Non-essential visitors will be discouraged from visiting the school site
- 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 and learner arrival and collection
- Outdoor equipment / benches will be cleaned between use by different contact groups

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

In order for all users of the school site to move around the site safely, we will ensure 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 will be used for entry and exit
- Evacuation and Assembly points remain the same and will be within contact groupings
- Toilets will be accessed by a limited number of pupils at any given time
- Soap, paper towels and tissues will be regularly replenished throughout the day
- Breaks and Lunch will be staggered to reduce crowding
- The hall and Studio use will be organised and timetabled for lunchtime to incorporate contact groups and to minimise face to face contact
- The fruit 'tuck' shop will not be available until further notice
- 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 any shared spaces will be within contact groups only
- Collective worship will be facilitated through either class assemblies and reflection or limited to contact groups only in a shared space
- 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 will ensure that:

- Classrooms have been configured to accommodate all pupils
- Classrooms promote effective social distancing and limit face to face contact in older pupils
- 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 and before visiting the toilets
- Staff will be assigned to the same contact groups, where possible
- 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 removed from the school will be limited e.g reading books only to start

## **Monitoring**

In order for the school to ensure that these measures are effective, we will monitor all of the above and amend and develop any plans and procedures if required.

We hope that in providing you with the information in this document, we have alleviated some of your concerns and will help you prepare for your children to return in September.

Best Wishes

Bro Ogwr Staff