



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

We appreciate that you may be anxious about your child(ren) returning to school. We have compiled these guidelines to help prepare yourselves and pupils returning to school.

Classrooms have been once again 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).

Welsh Government guidance has stated that social distancing for primary age pupils is no longer required, but we will continue to minimise contact time and transmission risk across the school setting. 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. During the lunch period and outside break times two contact groups will be using the same hall and outside yard area at specified, staggered times.

### **Start and End of Day Procedures**

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.

Pupils are requested to be accompanied to school to arrive 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. We will be encouraging parents/carers to drop off either at the Nursery gate or Princess Way gate and pupils will walk to class independently with staff along all routes and yard to supervise.

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.

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.

### **Attendance**

All pupils are required to return to school in September when schools re-open for pupils; if your child is unable to return to school on the advice of a healthcare practitioner due to a documented medical reason, please contact the school to discuss how we will support your child during this time.

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.

Symptomatic pupils will be isolated immediately and parents/carers immediately contacted to collect their children. Please keep our school safe, by following the above guidance.

## Preparation

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
- 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

## 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 for older pupils
- Classroom doors will be left open, where possible, to minimise surface contact and ventilation purposes
- 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
- The use of any shared spaces will be within contact groups only with a maximum of two contact groups at any one given time

## Daily Operations

- Breaks and Lunch will be staggered to reduce crowding
- The hall will be organised and timetabled for lunchtime to incorporate contact groups with a minimum amount of face to face contact time
- The fruit 'tuck' shop will **not** be available until further notice – pupils may bring their own healthy fruit snack for break times
- Parents/carers are asked to provide easy-to-open packed lunch options
- Pupils will be asked to take any packed lunch waste home with them
- Collective worship will be facilitated through either class assemblies and reflection or limited to contact groups only in a shared space

## **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 will 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 and after 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, wipes and antibacterial gel 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

## **Blended Learning**

If at any time a class / contact group or the whole school will require a period of self-isolation, or in the event of future closure or a local lockdown, the school will adopt a blended learning approach. This will include the following:

- Tasks set on Hwb to be accessed and completed by pupils
- A daily 'live' check in will be offered each morning for all pupils who wish and are able to attend, via Microsoft Teams within Hwb
- Pre-recorded information will help to further explain the work set and these can be viewed more than once if needed
- Staff will be readily available during the usual school day to respond to any queries regarding the work and tasks set – both by email and via Hwb discussions

We will issue your child(ren) with a reminder of their Hwb log-on credentials in due course.

## **Monitoring**

These arrangements and procedures are subject to change as operations are monitored and reviewed over time. Any changes or amendments, if required, will be communicated to parents as quickly as possible.

We hope that the information listed above will help you prepare for your children to return to us this September and we very much look forward to seeing you all at school.

Best Wishes

Bro Ogwr Staff