



August 28 2020

*Family Information
Booklet*

Updated ready for September 2020

Guidance and Expectations on re-opening

Dear Parents/Guardians,

We are thrilled that schools in Wales are to re-open to **ALL** pupils from 7th September with a staggered start – 7th September and 8th September – Years 6, 3, 1, Reception and from 9th September Year, 6, 5, 4, 3, 2, 1 and Reception and from Monday 21st – Nursery start. By September 21st all pupils will be back at school.

The staggered starts are to enable children to spend time in small groups with their class teacher. School is a positive and lovely experience and we will work to maintain and develop this during this new school year.

We have adapted the booklet sent in June to update you as to the current situation and to help eliminate any worries and questions you may have and to assist, as much as possible.

Please read through it and use as a guide as to what to expect on return.

In accordance with Welsh Assembly Guidance we recognise that the risk to children to catch the virus is small. Teachers and older pupils will be encouraged to socially distance and younger children encouraged to stay within contact groups. Children within Ysgol Mornant will be mainly in one large whole school 'contact groups' subdivided into 2 main contact groups - Key Stage 2 and Foundation Phase. Within these groups there will be smaller contact groups of year groups also.

In Ysgol Mornant we will remain in our 2 classes spread over the 4 large spaces in the school. Each class will have its own designated toilet facility. The children shall remain generally within those groups throughout the duration of the day.

Windows will be open in classrooms to ensure appropriate ventilation.

I cannot thank you enough for your patience and understanding at this time and would like to make you aware that the content of this booklet may be subject to change depending on a number of factors but with the common goal of keeping everyone safe. We will do our very best to ensure the children have as pleasant and happy and safe experience as we can within the guidelines.

Should you have any further queries or concerns then please do get in contact with the school through email or by phoning the Office from September 1st onwards.

Kind regards,

Mrs Bethan Jones M.Ed
(Head teacher)



Access to School and Site:

- The school site will be locked. Parents and visitors will not be able to enter the premises unless there is an emergency.
- School Transport - The school bus will run as usual. Parents are reminded to socially distance as they drop off and pick up their children daily.
Seating arrangements have been arranged with Alun Andrew to encourage children to remain in contact groups on the bus. Siblings will sit together. Key Stage 2 pupils will be encouraged to sit towards the back of the bus with their younger siblings, Foundation Phase pupils will be encouraged to sit towards the front of the bus. A suggested seating plan has been shared with the bus company.
- There is no need for pupils to wear face masks on the school bus at present. However, they can if they wish. We will let you know by email if there are any changes. Parents are asked to inform the office by telephone if their child's transport plans change.
- 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 will be subject to social distancing rules.
- Gates for entry will be clearly identified and all locked.
- 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 parents and pupils. Markers will be placed on floor to denote 2m distance to help the children be aware.
- Staggered drop off and pick up times will continue –
Foundation Phase – 8.55 – 9.00 and
Key Stage 2 – 8.45 – 8.55
- 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, they staff will direct them. If lining up is required there are smiley faces at 2m distances on the yard.
- Learner's 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.

Public Health Wales guidance to minimise COVID-19 risks

Essential measures include

- *a requirement that people who are unwell with symptoms of COVID-19 stay at home.*
- *robust hand and respiratory hygiene including ventilation*
- *continue increased cleaning arrangements*
- *active engagement with Test, Trace, Protect*
- *maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.*

(Italics taken directly from Operational Guidance for School Settings from the autumn term. Welsh Government July 2020.

Prevention

Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing.

Display of Symptoms in School

- Under no circumstances should learners or staff attend school if they feel unwell, have any of the 4 identified COVID symptoms (a new continuous cough, a high temperature or loss of taste or smell or live in a household with someone who has symptoms of COVID-19 or has tested positive in the past 14 days).
- 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.
- Active engagement with Test, Trace and Protect will be required.
- Those showing symptoms will be kept separate until they can be collected and taken home. This will be in a separate area, supervised at a distance of two metres. Our isolation space is the area outside the staff room.
- Anyone displaying symptoms should stay at home for 10 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. Parents will need to sign to confirm this on occasions.
- 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.
- Please remember that for the vast majority of learners, Covid-19 is a mild illness.

First Aid

- There is a First Aid point in every classroom as well as the Office.
- 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 will be contacted 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
Foundation Phase – 8.55 am – 9.00 am
Key Stage 2 – 8.45 am – 8.55 am
and ensure that they are socially distancing at all times. Children will be dropped off, at staggered times, at the main gate. This eliminates any unnecessary additional footfall on the school premises and play areas.
- No parents will be allowed on school premises.
- If learners won't come in despite encouragement, they may have to go home and we will try again 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 on site, they staff will direct them. If lining up is required there are smiley faces at 2m distances on the yard.
- Learner's 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 staff member 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

School is a positive and lovely experience and we will work to maintain and develop this during this new school year.

Ysgol Mornant will follow the guidance which states:-

“Both the approaches of separating groups and maintaining distances are not ‘all or nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep their learners in their class groups for the majority of the classroom time, but allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may be in different groups. Making efforts to keep these groups at least partially separate and minimising contact between learners will still offer public benefits as it reduces the network of possible direct transmission.”

All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff should try to keep their distance. Again we recognise this is not likely to be possible with younger learners and teachers in the primary school can still work across groups if needed.

Schools should make small adaptations to classroom to support distancing where possible. That should include seating learners side by side and facing forward rather than face to face or side on".

"Schools will ensure outdoor play equipment is more frequently cleaned. This would apply to resources used inside and outside by wraparound care."

(Italics taken straight from the latest Guidelines)

- Groups of children shall remain in their classes with the same staff. No child should access anywhere within the building but their classes and their designated sink and toilet, unless specifically asked to do so by a member of staff.
- Social distancing will be encouraged when moving around the school and is 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.
- Additional cleaning will occur throughout the day.
- Each child has a learning pack which includes work and any equipment they require. They will not need a big bag to bring additional equipment to school. This minimises sharing and cross contamination. However, the guidance states -
"classroom based resources, such as books and games, can be used and shared within the contact group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between contact groups, such as sports, art and science equipment should be cleaned meticulously and always between contact groups, or rotated to allow them to be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups.
- Learners should sit on their own chair or on a designated child-friendly mark on floor with appropriate distancing instructed otherwise by staff. At times the youngest children will work together within their groups, sharing appropriately and carefully chosen equipment.
- 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 use using antibacterial wipes.
- 2 adults available for every group where possible.
- Outdoor learning will be used where possible. We also have an additional outside area now. Massive thanks to - Joe Hughes- Harry Hughes' dad, who has built us a 'lean to' to ensure our children can spend time in the safety of the outside despite the weather.

- 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 Mornant will “seek to ensure some distancing between learners” aiming for 2m unless requested to work together within the guidance on specific activities.
- Maintaining a distance between people whilst they are inside and reducing the amount of time they are in face to face contact lowers transmission. Close face to face contact will be avoided and the time spent within 1 m of anyone minimised. Minimising contacts and mixing between people reduces transmission of COVID 19. Mornant will try to do this by keeping contact groups separate where possible. Children will be encouraged to play within their contact group only and older children to socially distance.

Teachers have been provided with visors should they feel more comfortable wearing them.

Some additional support will be funded to help the pupils as the term progresses

Uniform

Clothing for September:

- Children are encouraged to wear clean clothing daily – including coat and shoes if possible. If there are any problems, please let school know. Monday’s clothing could safely be worn safely on Thursdays and Tuesdays clothing could safely be worn again on Fridays.
- There will be designated PE days when children can come to school in their outside PE kit - including track suit bottoms. They will remain in their kit all day, going home in their kit which can then be washed.
- Forest School sessions will be held also with children asked to wear outside appropriate clothing.
- **PE Days**
Foundation Phase - Tuesday
Key Stage 2 – Thursday
- **Forest Schools Sessions**
Year 2 - Friday morning
Other sessions to be confirmed
- We will let you know via Seesaw or email if any particular clothing – PE kit or outside clothing is required at other times.

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. I pads can be used but must be wiped down afterwards with antibacterial wipes.
- Break times start from 10am - 11am for 15 minute blocks initially. This limits children to not mixing outside of their groups. Pupils will be allocated zones during playtimes. This will ensure that groups do not mix unless instructed.

Lunch Times and snacks/drinks

- Snacks will be provided by the school as usual – cost per week is £1.25 payable on a Monday, clearly labelled with the child name and placed in the post box located outside the red gates. There will be fruit easily openable by children. Snacks will be served in the classroom by the Teaching Assistants.
- Pupils can bring a clearly labelled bottle of water with them, a snack and packed lunch within the school's healthy eating policy if required.
- Staggered lunchtimes have been introduced to ensure social distancing when accessing toilet and handwashing facilities.
- Staggered play time before and after eating to ensure social distancing where possible with established zoned areas of the playground.
- Children will eat their lunches in the canteen with their group.
- Tables 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.



Cleaning Routines

- Cleaning staff will continue to ensure that all surfaces are deep cleaned at the end of the day.
- Teachers will wipe some surfaces if required during the day.
- Staff will clean surfaces, door handles and equipment throughout the day
- Our caretaker /cleaner 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.
- Equipment will be regularly and thoroughly cleaned, additional cleaning hours have been purchased. Equipment will be cleaned between groups or left for the appropriate amount of time to kill the virus (48 hours generally, plastics 72 hours).

Curriculum Planning/Blended Learning

The curriculum will be flexible in case of lockdown or future partial lockdown.

The focus as always will continue to be all rounded, happy educational experience were all children can progress.

Afterschool Club and Breakfast Club

Breakfast club and afterschool club will be provided in the Kitchen and outside areas daily.

There will be a signing in sheet which will need to be returned to each Friday for the following week. Children will be asked to register weekly for the following week's provision to ensure appropriate levels of staffing for Breakfast club and afterschool club. This is to enable the school to provide appropriate staffing. We are unable to be as flexible from September as we need to prioritise the safety of all - including staff. Phone calls relating to afterschool club need to be made directly to Anti Michelle on 07900 290316. The Office will not be able to walk over to the 'caban' to deliver messages. When parents are picking up their children from afterschool club they will need to phone Anti Michelle on 07900 290316, to arrange for a staff member to bring their child to the main school gate.

Breakfast club

Drop off times will be from 8 in the morning. A staff member will meet pupils at the main school gate between 8 and 8.10 am. If you arrive later parents are asked to contact staff to come to the gate to meet their children by phoning the new school number 07766815425 Pupils will be provided with cereal, toast and milk or juice for breakfast.

Cylch Meithrin

Cylch will resume in September, please contact Michelle Brooks-Jones for more details.

I am aware there is a lot of information in the booklet, but we felt it was important to keep you as well informed as possible. We look forward to having all pupils back at school and have every confidence in Mornant continuing to be a happy school in which children flourish and made excellent progress.

Kind regards

Bethan Jones and Staff Ysgol Gymraeg Mornant
August 2020