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Learning and Growing with God by Our Side  
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Headteacher/Pennaeth: Mrs N L Booth

23<sup>rd</sup> February 2020

Dear Parents

We hope you have had a lovely half term. We are so pleased to be able to welcome the children back. Our cluster of schools has agreed for a phased return beginning with Nursery on Friday 26<sup>th</sup> February. Reception children will return on Monday 1<sup>st</sup> March, Year 1 and Year 2 will return on Tuesday 2<sup>nd</sup> March. It is crucial that everyone follows our guidelines as the welfare of our whole school, pupils and staff, is paramount. We are hoping for further guidance from the Welsh Government regarding the return of Key Stage 2 pupils. As soon as we have more information, we will be in touch.

#### **Key Workers**

We will continue to have children of key workers in Key Stage 2. Drop off point will remain the same (breakfast club door), however, the children will need arrive by 8.30am and collection time will now change to 3.15pm. Children will continue to be dismissed from the Year 6 classroom. Parents **MUST** wait, socially distanced, on the Key Stage 2 yard. **Please ensure that you follow the one way system at drop off and collection times.**

#### **Attendance**

It is a statutory requirement for children to attend school. Children should arrive at school on time and attend every day from their return date. **However, please ensure that if you child is displaying any symptoms relating to COVID-19 that you DO NOT send them to school. You should immediately arrange for a COVID-19 test and contact the school to keep us updated.** Should a pupil arrive at school with any of the symptoms or develop symptoms throughout the day, they will be isolated and you will be contacted to collect them immediately.

#### **Travelling to School**

We are making a request that, where possible, families walk to school. If you travel via car please park sensibly and do not part in the centre of the car-park and block other vehicles in. Please note that the bottom car-park, down the ramp, is out of use. Whilst in the car-park you must socially distance from other families.

#### **School Dinners**

Our catering team is on site from Monday 1<sup>st</sup> March and your child will be able to have a school dinner should you wish. We are **NOT** accepting any cash payments in school. You **MUST** pay in advance online for any dinners. Please make sure that when paying, you pay separately for dinners and breakfast club. There is a direct link to the payment system from our school app and website.

School dinners are £2.40 per day or £12 for the week. No debts will be allowed. The children will need to pre-order their food. They will do this with their teachers but it would be helpful if parents had a conversation about it with their child before coming to school on that day.

Pupils who are bringing packed lunches from home may continue to do this as normal but please ensure that the contents of the packed lunch are healthy. It is essential that children can independently open items to avoid staff members having to touch pupil's food.

### **Snacks**

We are currently unable to prepare snacks in school for Nursery and Reception children. We therefore require ALL pupils to bring a healthy snack with them to school every day. Milk will be provided for foundation phase pupils. Pupils from Reception to Year 2 must bring a water bottle into school each day. All water bottles must be taken home and washed each day and returned.

### **Equipment**

Up until the Easter holiday, we are having a relaxed uniform policy. Children do not need to wear school uniform, however it is important that they come to school every day in clean, fresh clothes. At present, there is no need to send a PE kit in with your child, however, on the day your child has PE, please ensure they are wearing suitable clothes and footwear.

### **Breakfast Club**

Breakfast club is available for parents to utilise if it is essential. Once inside the school, breakfast club will be organised in year groups in order to keep bubbles separated. However, the start and finish times remain the same. These are 7.50am-8.20am with a £1 charge per child per day. 8.20am-8.30am is free. Please ensure all children are in breakfast club by 8.30am. Breakfast club will also have to be paid online in advance using the same system as online dinner payments. Please make sure that when paying, you pay separately for breakfast club and for dinners. There is a direct link to the payment system from our school app and website.

When dropping off children for breakfast club please use the usual breakfast club entrance and please queue down the ramp, maintaining a 2m distance at all times. **Once your child has entered the building, you must exit the grounds via the one-way system. All children must be escorted by a parent or adult to the door.**

### **School Drop-Off**

The times remain the same when dropping off the children at the beginning of the day. Gates will be opened at 8.45am and all children need to be dropped off by 8.55am. Please **DO NOT** congregate at the gate and ensure you socially distance at all times.

Nursery, Reception, Year 1 and Year 2 children will be dropped off by the green gate leading to the foundation phase classrooms. Staff will be waiting to greet the children. Please adhere to the social distance markings on the ground and queue sensibly if there are children in front of you. **Once you have dropped off your child, please leave the grounds immediately via the one-way system.**

We have to work together to make this system work and keep both yourselves and our staff safe. There will be no opportunity to see or speak to the teachers in the morning as they will be concentrating on getting everybody in to the classroom safely. The office will be open from 9.30am-2.30pm every day should you wish to phone through any messages for the class teachers. Please avoid visiting the school office unless there is an emergency.

### **Classroom Organisation**

We are following Welsh Government guidance and whilst the classrooms will remain near to normal, we will not be mixing the year groups. This means the children will have designated areas to play outside during break and lunch times. Children will be encouraged to sanitise/wash hands regularly during the day. This is a MUST to ensure the safety of everyone in the school. We will also be encouraging the children to 'catch it, bin it, kill it' to ensure good hygiene. Enhanced cleaning arrangements for classrooms will continue at the end of each day and regular cleaning of touch points will be ongoing throughout the day.

It is not essential for primary age children to wear face masks, however, parents are expected to wear face masks on the school grounds unless medically exempt (please inform the office if this is the case).

### **Collection**

It is vital that everyone works together to ensure the safety of all staff, children and parents. Please ensure that only ONE parent/adult is on the premises to collect the children. As part of the re-opening of school, it is essential that parents stay socially distanced and follow our one-way system. We are doing this for the safety of parents, staff and children.

Foundation Phase collection – gates will open at 2.45pm. You should use the main entrance gate **ONLY**. Once you have entered the grounds, staff will be on hand to direct you to a yard where you will wait for your child. The main gate will be locked at 2.55pm and we will start to dismiss the children promptly. Please make sure you are waiting on designated yard before 2.55pm.

- Nursery class – please queue down the ramp, maintaining a 2m distance at all times please wait, ensuring social distancing, on the ramp. Your child will be handed over to you from the breakfast club door.
- Reception class – please wait, ensuring social distancing, on the bottom junior yard. Your child will be handed over to you from the breakfast club door.
- Year 1 and Year 2 – please wait, ensuring social distancing, on the infant yard where your child will be seen out through the infant cloakroom door.

**Once you have collected your child, we ask that you all leave the premises immediately via the one-way system.** All siblings will be dismissed from the youngest sibling's yard. Nobody should be standing around on the grounds once they have collected their child.

We appreciate that there is a lot of information to absorb from this letter, however, we want to assure you that staff will be around during drop off and collection to help and point you all in the right direction. We cannot wait to see the children and look forward to the 'buzz' being back in our school.

Regards,  
Mrs Hodkinson