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

7<sup>th</sup> January 2022

Dear Parents

A very Happy New Year to you all. We hope you have enjoyed the Christmas break.

We are pleased to tell you that school will open as normal on **Monday 10<sup>th</sup> January**. However, there are some changes we need to tell you about following new guidance from Welsh government. We ask for your support in following the measures we have in place so that the risk of transmission is minimal and to ensure pupils, staff and yourselves stay safe.

#### **Attendance**

Children should arrive at school on time. Please ensure that if your 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. Please can we ask that you leave a message on the telephone answering service regarding any absences.

#### **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 park in the centre of the car-park and block other vehicles in. Please note that the bottom car-park, down the ramp, is for staff parking only. Whilst in the car-park you must socially distance from other families.

#### **School Dinners**

Our catering team continues to be on site and your child will be able to have a school dinner should you wish. You MUST book and pay in advance using Parent Pay for any dinners.

We will continue to deliver the dinners to the children. Year 1 and Year 6 children will continue to eat in the canteen. This is not at the same time and cleaning will take place in between each sitting. The remainder of the children will be eating in their classrooms in order to keep year groups separate.

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 and that the children can open items independently.

### **Free School Meals**

Parents of pupils who are entitled to a FSM have been paid directly into their bank up to 10<sup>th</sup> January. From this date please ensure you book your meals as normal on Parent Pay.

### **Snacks**

We will continue to provide snacks for Nursery and Reception children. Children from Year 1 to Year 6 are required to bring a healthy snack with them to school every day as normal. Milk will be provided for Foundation Phase pupils.

### **Equipment**

As normal, all children should come to school in full school uniform with suitable school shoes. On the day of PE for your child they should come to school dressed in their PE kit. If your child is in Foundation Phase and accesses Forest School, they may come to school dressed in suitable outdoor clothing on that day.

### **Homework**

We will be setting homework tasks as usual and we will continue to send reading books home on the designated day for each class.

### **Breakfast Club**

Breakfast club continues to be available for parents to utilise. Once inside the school, breakfast club will be organised in year groups and children will not be allowed to mix. 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 using Parent Pay.

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**

To make things easiest for everyone, we have decided to extend registration from 8.45am until 9am each day. We need you to work with us and ensure you socially distance at all times and wear masks (unless exempt). Gates will be opened at 8.45am. Please ensure that only ONE parent/adult is on the premises to drop off the children and that you socially

distance at all times and wear masks (unless exempt). All children need to be dropped off by 9am. Please DO NOT congregate at the gate.

All Key Stage 2 children will be dropped off by the Key Stage 2 cloakroom door. 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.



Nursery, Reception, Year 1 and Year 2 children will be dropped off by the green gate leading to the foundation phase classrooms. 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 to keep the children, 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 into the classroom safely. Please say your goodbyes before coming onto the school premises and leave immediately via the one way system. 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 expected 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 reminding 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.

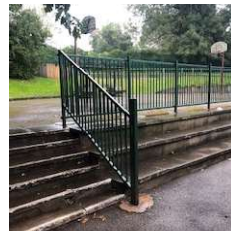
### **Collection**

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 and that you socially distance at all times and wear masks (unless exempt).

Nursery Collection – Mrs Jones will dismiss the children at 11.30am through the green gate at the top of the ramp as normal. We ask parents to socially distance whilst waiting to collect their child and wear masks (unless exempt).

Foundation Phase collection – gates will open at 2.50pm. 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. We will start to dismiss the children promptly at 3pm. Please make sure you are waiting on the designated yard before 2.55pm.

- Reception class – please wait, ensuring social distancing, on the bottom junior yard. Reception children will be seen out first. Your child will be handed over to you from the green gate at the bottom of the ramp.



- 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. Please ensure you are waiting on the foundation phase yard by 2.55pm. If you are running late, you will need to wait until children and parents have left the yard. Your child will be kept safely with their teacher.



Once you have collected your child, we ask that you all leave the premises immediately via the one-way system. Should you have siblings within Foundation Phase, they will all be handed over at the same time. All siblings will be dismissed from the oldest sibling's yard. Should you have a child in Key Stage 2, please leave the premises and re-enter through the front gate. Nobody should be standing around on the grounds once they have collected their child. By continuing to implement this system, we are following the guidance from the Local Authority, which asks us to minimise parental contact and also limit the time parents spend on the premises. Please help us by following our systems.

Key Stage 2 collection – please do not enter the grounds until 3.10pm. 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. We will start to dismiss the children promptly at 3.15pm. Please make sure you are waiting on the designated yard before 3.15pm.

- Year 4, Year 5 and Year 6 – please wait, ensuring social distancing, on the bottom and top junior yards. Your child will be handed over to you from the Year 5 classroom door. Year 5 children will be dismissed first, followed by Year 4 and then Year 6.



- Year 3 - please wait, ensuring social distancing, on the foundation phase yard. Children will be handed over to you from the foundation phase door.



Should you have siblings within Key Stage 2, they will all be handed over at the same time. All siblings will be dismissed from the oldest sibling's yard. Once you have collected your child, we ask that you all leave the premises immediately via the one-way system. Nobody should be standing around on the grounds once they have collected their child.

This system has not changed and we very much appreciate your patience and understanding whilst we continue to operate in this way. We are trying our very best to keep everybody safe. Please bear this in mind when collecting your children. Staff will be on hand to help and guide you to the correct yard. If it rains, bring your wellies!!!!!!☺

### **Changes to Self Isolation**

#### **What if my child tests positive?**

According to the latest guidance, if your child has a positive lateral flow test result or a PCR, they will need to isolate for 7 full days, from the day their symptoms started or the day of the test if they have no symptoms.

On day 6 and 7, they must have a negative lateral flow test result, to return to school on day 8. If the lateral flow is still positive on day 6 and 7, they can return to school after 10 full days.

Siblings can still attend school but will need to do a lateral flow test each morning before coming to school for 7 continuous days.

If your child becomes unwell in school and shows symptoms of Covid-19, we will ask you to collect them and to book a PCR test.

### **Close contacts in a Class**

We will continue to use our text messaging service and emails to advise you if your child has been identified as a close contact.

If your child is identified as a close contact, test and trace advise your child to do a lateral flow test each morning before coming to school for 7 days from the date they were notified as a contact. If the test is negative, they can come to school as normal. This is also the case for household contacts.

If your child tests positive on a Lateral Flow test, they will then need to isolate for 7 full days. They do not need to do a PCR test to confirm the result if they have no symptoms.

If you are unable to get lateral flow tests locally, please ask in school and we can supply them.

### **Children Under 5**

Children who are under 5 do not need to take a test or to isolate. If your child has symptoms, they should stay at home until the symptoms have cleared up. Please do not send your child to school if they are feeling unwell.

### **Online Learning in the Event of Insufficient Staff Cover**

With the high levels of cases nationally, there is a huge demand for supply teachers to cover staff absence. If a staff member is off sick or needs to isolate, we will do all we possibly can to get supply cover for the class. However, in the event that we do not have enough staff to cover – it may be necessary for a class to move to online learning for a short period of time. This will be a last resort and we will do all we can to give you as much notice as possible. If we need to move to online learning, then this will be communicated to you via text message and email. Please bear with us.

The guidance is currently changing on an almost daily basis and we will update on any changes as soon as we have them.

If you have any questions, please contact us and we will do our best to clarify. We look forward to seeing you on Monday.

Many thanks for your continued support. Mrs Booth and all the staff at St Mary's.