Ysgol Tanyfron

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Headteacher / Pennaeth: Mr D S Lloyd

Chair of Governors: Mr S Wynne

Ysgol Tanyfron Primary School

Guidance for parents and pupils on returning to school.

September 2020

On Tuesday 1st September, all schools across Wales will open their doors and welcome all children to return for the 2020-21 academic year. We are fully aware that the reopening of schools will provide a range of emotions for families and we will be doing our best to ensure your child(ren)s return/start to school is as smooth as possible.

To help you to prepare for this we have produced this booklet, which will hopefully answer your questions and provide you with a clear understanding of what school will look like.

Should you have any queries/questions upon reading this booklet please feel free to contact school or your child(ren)s class teacher and we will do our best to put you at ease as quickly as possible.

We appreciate that there are a vast range of new rules and regulations and that the number of opportunities for your child(ren) to return to a ‘normal’ school environment at this moment in time is limited. Please understand that we have to carefully observe social distancing regulations, and for this reason our classrooms will look and feel different to how pupils last saw them before the enforced closure or during the ‘check in, catch up and prepare sessions’. We cannot be too cautious when it comes to the health and safety of our school community. Thank you for your understanding. We look forward to welcoming your child into school from 3rd September 2020.

Yours sincerely

Mr D. Lloyd

Headteacher

What have we used to plan our return to school for ALL pupils?

Our decision-making has been based around guidance from the following Welsh government document - ***Operational guidance for schools and settings from the autumn term*** for any parents/guardians wishing to read the guidance please follow the link below –

<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

How have we organised the return to school for ALL pupils?

**Tuesday 1st September – Friday 11th September**

The Welsh Government has described this period as ‘planning and preparation time’. School will be using this time to plan effectively whilst welcoming back ‘bigger’ groups/bubbles of children at staged intervals across this period.

School will be closed on **Tuesday 1st** and **Wednesday 2nd** **September** to allow staff to prepare for the academic year ahead. On Thursday 3rd and Friday 4th we will start to welcome back pupils. We will be prioritising our new Reception, Year 3 and Year 6 pupils, so these year groups will be in on both days. Other year groups will be staggered across the two days, please see table below.

|  |  |  |
| --- | --- | --- |
| **Year group** | **Day in school** | **Time** |
| Reception | Thursday 3rd & Friday 4th September | 08.45am – 12.00pm |
| Year 1 | Thursday 3rd September | 08.45am – 2.45pm |
| Year 2 | Friday 4th September | 08.45am – 2.45pm |
| Year 3 | Thursday 3rd & Friday 4th September | 08.55am – 2.55pm |
| Year 4 | Thursday 3rd September | 09.00am – 3.00pm |
| Year 5 | Friday 4th September | 09.00am - 3.00pm |
| Year 6 | Thursday 3rd & Friday 4th September | 09.00am – 3.00pm |

**Monday 7th September – Friday 11th September**

For this week, each class will split into two groups, A and B. If your child is in group **A** they will come to school on **Monday 7th and Tuesday 8th September**. If your child is in group **B** they will come in on **Thursday 10th and Friday 11th September**. School will be closed to all learners on Wednesday 9th September for a deep clean.

This means each class will only have approximately 50% of its total so that staff can dedicate more time to each child through this extended settling in period. We will aim to ensure that all siblings are in on the same day where possible.

***Please note – During this period (Tuesday 1st – Friday 11th September there will be NO key worker childcare provision run by school.***

**Monday 14th September onwards - timetable & timings**

As stated in the Welsh Government guidance, start and end times will need to be staggered to allow effective social distancing. As a result, the times for the school day will be as follows –

The governing body, Mrs Jones and myself have taken the decision to implement an earlier finishing time by implementing a shortened lunchtime period, where maintaining social distancing we feel is the hardest part of the day for the pupils. However, from Monday 14th September all pupils and classes will operate in full each day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Teacher** | **Start Time** | **Finishing time** | **Number in Bubble** |
| Nursery | Miss H Jones | 08.55am | 11.25am | 18 |
| Rec / Year 1 | Mrs J Jones | 08.45am | 2.45pm | 54 |
| Year 1 / 2 | Mrs J Evans-Jones | 08.45am | 2.45pm |
| Year 3 | Mrs T Humberstone | 08.55am | 2.55pm | 18 |
| Year 4 / 5 | Miss C Roberts | 09.00am | 3.00pm | 27 |
| Year 5/ 6 | Miss C Harris | 09.00am | 3.05pm | 25 |

How staff have organised the return to school for ALL pupils?

Following the Welsh government guidance, we have been working hard over the summer holidays to ensure we can accommodate *all* children within school full time whilst ensuring social distancing measures are correctly observed. This has involved a number of changes, which we will expand on further throughout this document.

**School and Classroom Settings**

When in school pupils will have restricted movement. Foundation Phase and Key Stage 2 bubbles will not be exposed to each other at any point throughout the day due to specific and strict timetabling measures. Internal doors will create a ‘vacuum’, which prevents cross contamination opportunities therefore minimising the risk of transmission.

As with the Check In, Catch Up and Prepare sessions there will be **NO** whole school opportunities such as ‘celebration’ or collective services. This will also apply to break and lunchtime. Pupils will play and eat lunch separately within their ‘bubbles’. In line with the guidance, we will be looking to maximise outdoor learning opportunities across the whole school.

**Gender neutral toilets.**

Following the guidance, to ensure that we are minimising the risk of the transmission between ‘bubbles’ during the school day each bubble/group of bubbles will have their own set of toilets. This will mean that we will be moving away from traditional girls/boys toilets. Each bubble and gender will have their own allocated toilet provision which will be monitored and cleaned regularly and have a new system implemented which will prevent different genders being in the toilet block at the same time.

A guide to the school day

**Arriving and Leaving**

We aim to allow children into school in their ‘bubbles’, in 10 minute intervals. We will provide you with a drop-off and collection time that you must adhere to. Where possible we ask that only 1 parent ‘drops off’ and ‘picks up’ to help with social distancing measures.

**Dropping Off** –

**Foundation Phase –** Upon arriving at school, we ask that you bring your child to the double green gates next to the semi-detached houses. Parents/guardians will be asked to leave their child(ren) here with a member of the Foundation Phase team. Pupils will then move down towards the Foundation Phase classes to the hand sanitising station where a member of the Foundation Phase team will apply hand sanitiser. Pupils will then enter the building through different entrances, according to where their allocated classroom is. This way of entering school will be the same in ‘bad’ weather, with the only change being the hand sanitising station will move inside.

**Key Stage 2 -** Upon arriving at school we ask that you bring your child to the normal ‘drop off’ gate, however they will enter through the double gates which will be manned by either Mrs Thomas or Mrs Fletcher. Pupils will then move across the yard to the hand sanitising station where either Mrs Thomas or Mrs Fletcher will apply hand sanitiser. Pupils will then enter the building through different entrances, according to where their allocated classroom is. This way of entering school will be the same in ‘bad’ weather, with the only change being the hand sanitising station will move inside.

**Please note** - If you miss your allocated time, we ask that you bring your child to the main school entrance and ask your child only to enter the school building.

**Picking Up** – You will be asked to collect your child at a specific time at the end of the day. Again, we hope to do this in 10-minute intervals.

**Foundation Phase (Mrs J Jones only) -** Upon entering school grounds via the ‘double gates’ we politely ask that parents make their way down following the pre marked pathway to a pre marked zone within the Foundation Phase Area. This will be in the format of a ‘cone’ spaced 2m apart. (See pictures below) Before dismissal a member of staff will note which parent/guardian is on each ‘cone’ and pupils will make their way out in an order which will allow all to leave the school premises safely.

**Mrs Evans- Jones & Key Stage 2 -** Upon entering school grounds via the ‘double gates’ we politely ask that parents make their way to a pre marked zone. This will be in the format of a ‘cone’ spaced 2m apart. (See picture below) Before dismissal a member of staff will note which parent/guardian is on each ‘cone’ and pupils will make their way out in an order which will allow all to leave the school premises safely. The dismissal order will be based on cones closest to the double gates moving back towards the blue fence bordering Dragons Daycare.

We ask politely that parents do not loiter afterwards as other parents/guardians will be collecting too. It is imperative that you do not mix socially during dropping off and collecting times or allow your child(ren) to play together after school.

If you miss your allocated ‘pick up’ time slot, for health and safety reasons, you will be asked to collect your child from the main entrance. Please DO NOT make your way on to the yard.

**Families with more than one child**

To help maintain social distancing and limiting the amount of time parents/guardians are onsite we will be ensuring that ‘families’ leave together. This approach will be based on all children within a family being dismissed at the time of the oldest sibling. Staff will ensure the safety of pupils within their classroom until the allocated departure time of the eldest sibling.

**Drop Off and Pick Up times**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Teacher** | **Start Time** | **Finishing time** |
| Nursery | Miss H Jones | 08.55am | 11.25am |
| Rec / Year 1 | Mrs J Jones | 08.45am | 2.45pm |
| Year 1 / 2 | Mrs J Evans-Jones | 08.45am | 2.45pm |
| Year 3 | Mrs T Humberstone | 08.55am | 2.55pm |
| Year 4 / 5 | Miss C Roberts | 09.00am | 3.00pm |
| Year 5/ 6 | Miss C Harris | 09.00am | 3.05pm |

**Nursery Drop Off and Pick Up**

|  |
| --- |
| C:\Users\7glloyd1d\Downloads\foundation.png |
| Nursery Main Entrance – Drop Off and Pick Up |

**Foundation Phase – Drop Off**

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| --- |
| C:\Users\7glloyd1d\Downloads\thumbnail_IMG_7410.jpg |
| Foundation Phase Drop Off – Mrs J Jones & Mrs Evans-Jones |

**Key Stage 2 Drop Off**

|  |
| --- |
| C:\Users\7glloyd1d\Downloads\12.png |
| Key Stage 2 Drop Off |

**Foundation Phase Pick Up – Mrs J Jones only**

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| --- | --- |
| C:\Users\7glloyd1d\Downloads\thumbnail_IMG_7410.jpg | C:\Users\7glloyd1d\Downloads\thumbnail_IMG_7409.jpg |
| Double Gate Entrance | Pre marked ‘pick up’ zone |

**Mrs Evans-Jones & Key Stage 2 Pick Up**

|  |  |
| --- | --- |
| C:\Users\7glloyd1d\Downloads\12.png | C:\Users\7glloyd1d\Downloads\13.png |
| Double Gate Entrance | Pre marked ‘pick up’ zone |

General Points

* There will be toilet breaks throughout the day and children in Foundation Phase will be escorted to use the toilet that has been allocated to that group. For younger children, we will endeavour to make this as regular as possible.
* Pupils will have access to the outdoors and weather permitting, we will endeavour to be outside as much as possible.
* The school office will be open daily; however, we only ask you enter school if it is an emergency. Please aim to contact school via phone (01978 758118) or your class teachers SEESAW.
* To support with social distancing, we will require your support with certain elements of first aid, with the need to change any of our children (if they are wet or soiled) and there will be a zero tolerance approach to any form of challenging or disruptive behaviour. Parents or carers will be asked to come into school to support with this or to take their child home.

What should my child bring to school?

In Key Stage 2, if your child wishes he/she can bring a SMALL pencil case to school as they normally would. The pencil case should contain a pen/pencil and perhaps some colouring pens or pencils (it would be useful if these were labelled). Children will leave this in school for the duration of the week. All pupils using school resources will be given their own pack that will remain with them. No materials or resources will be shared unless they have been wiped/washed. Foundation Phase pupils will not need to bring in their own pencil case.

Your child will also need a water bottle which needs to be filled at home. Please provide lunch in a plastic lunch box that can be wiped down at the end of lunch time. Please ensure where possible that your child is able to open packaging independently. School bags are permitted but we advise that they are as small as possible and only sent into school if needed.

What should my child wear?

**School Uniform**

From September, we will be asking all pupils to return to school in full uniform. Full school uniform currently consists of –

|  |  |
| --- | --- |
| **BOYS** | **GIRLS** |
| Grey/Black Trousers | Grey/Black Trousers – Skirt – Pinafore |
| Yellow T-Shirt | Yellow T-Shirt |
| Green Jumper | Green Jumper / Cardigan |
| Black Shoes – NO TRAINERS | Black Shoes – NO TRAINERS |
|  | *Where possible we would encourage girls to have their hair ‘tied up’ to help with hygiene.* |
|  |  |

Thank you to all those parents who returned uniform orders. These will be ready for collection from school on **Tuesday 1st September – 10.30am onwards**.

Once your child comes home from school, we advise that all clothes that s/he has been wearing go straight into the washing machine and your child has a shower. If your child wears a coat to school, please note these will be ‘hung’ in either the communal class cloakroom or classroom specifically (year5/6) where they will be required to hang this on the back of their chair. Please be aware of hats and headbands, etc, and how they rarely stay on heads! Please ensure that all long hair is tied back and, to support social distancing, that your child can tie their own shoelaces.

**FOREST SCHOOL – FOUNDATION PHASE PUPILS ONLY**

We will be running Forest school as normal for Reception, Year 1 and Year 2 pupils on a THURSDAY. In line with the latest guidance we will be asking parents/guardians to provide their child(ren) with their own waterproof clothing and wellies which should be sent into school each Thursday and it will be returned at the end of the day for washing and isolation. School will have a small number of ‘emergency’ kits which will be used only with permission of parents/guardians. Should we not be able to get permission your child(ren) will not be able to take part in that session.

Due to current guidelines and timings, Foundation Phase pupils will not be having PE lessons until after the Christmas holidays. Therefore, pupils will not need a PE kit until this time.

**Please note** - Forest School will start on **Thursday 17th September.**

**KEY STAGE 2 – Physical Education lessons**

Key Stage 2 classes will have a weekly session of Physical Education. PE kits will need to be sent into school on your child(s) PE day. They will be sent home at the end of the day, as unfortunately they cannot stay in school as they normally would.

School will have a small number of ‘emergency’ kits which will be used only with permission of parents/guardians. Should we not be able to get permission your child(ren) will not be able to take part in that session.

At present, there will be no swimming for the duration of the autumn term due to the current guidelines. However should the situation, change we will keep you updated.

School Dinners

The local authority will be resuming school dinners from Tuesday 1st September. However, the menu has been condensed into a two-week cycle. Where possible meals will be served in disposable boxes and all cutlery will be biodegradable, therefore it will be disposed of safely after it has been used. A copy of the menu can be found on the schools website – www.ysgoltanyfron.co.uk

Social Distancing

Current guidelines indicate that pupils under 11 DO NOT have to social distance. However, we will be encouraging and reminding children of the need to be respectful of other children’s personal space. In the classrooms, we have set up the areas/tables to help with this. When the children start, back we will have put a small amount of signage up around our site to remind and support social distancing rules.

From our experience of working with children within our keyworker group and in the ‘check in, catch up and prepare sessions’, we have noted it is difficult for all children, especially those in Foundation Phase, to socially distance. Whilst we will remind children of the importance of keeping apart, as children are naturally sociable, we cannot guarantee that they will always do so.

Please talk to your child about this as there may be times when we ask him / her to move away from another child or adult which may be very confusing. When we are playing outside the children will have allocated play spaces and these will be coned off.

Breakfast Club / Wrap around provision

We still at this point do not have the full information from the local authority regarding the Breakfast Club provision from the 1st September. In the interim school and the governing body will be running breakfast club daily from **Thursday 3rd September** until further notice. The interim guidelines for Ysgol Tanyfron will be –

* Breakfast Club will run from 08.15am until the start of your child(ren)s day.
* From Thursday 3rd September, Breakfast club will only run for ‘Key Workers’. (Evidence of key worker status will be required) **This is to be reviewed in October half term to potentially increase availability to all pupils.**
* Charging prices are to be confirmed by the Welsh Government/Local Authority in due course.

Upon receiving further guidance from the local authority we will write in greater detail with our plans for the academic year ahead.

Should your require Breakfast Club provision you can confirm your booking by either telephoning school from Tuesday 1st September, emailing school on via the schools email address ([mailbox@tanyfron-pri.wrexham.sch.uk](mailto:mailbox@tanyfron-pri.wrexham.sch.uk)) or by informing your class teacher via SEESAW.

**Dragons Daycare**

After speaking with Katie and the team throughout the holidays I believe they are looking to reopen in some capacity from September 1st onwards. Parents/Guardians are advised to speak to Dragons direct or follow there Facebook page for further information.

Personal, Protective Equipment

The school has purchased PPE and some members of staff have face masks. If a member of staff would prefer to wear PPE, face mask or gloves whilst in school we will support them in doing so. If you would like to send your child into school wearing a face mask or gloves, please do so. May we remind you however, it is your responsibility to explain why they are wearing the face mask and gloves and that they will need to stay on unless they are eating. If they no longer wish to wear them during the day, they must be put away in their bag and not brought out again. Face masks should not be shared with anyone else.

Accidents and Intimate Care

If your child falls or hurts themselves during the day and needs medical attention, it may be necessary for staff to put on PPE to treat them. The same applies to toileting accidents. Staff will ask children to try to clean themselves up as much as possible but will wear PPE if intervention is needed.

Illness

If your child falls ill during the school day, you will be notified immediately and asked to collect them as soon as possible. Your child may not return to school until they are completely well again, and in the instance of vomiting and diarrhoea your child may not return until 48 hours has passed since they were last ill. If your child begins to display symptoms of Covid-19 we will immediately put them into an isolation room and contact you to collect them. They should isolate for 10 days and not return to school.

Medical

If your child has a medical condition, for example, asthma, and you would still like to send them into school please ensure that all medicines are labelled and sent in a plastic box with a lid. We ask that these medicines are kept in school for the entire time and do not go home until your child has completed their allotted days. If your child has asthma or a medical condition which school is currently not aware of, please make school aware as you will be asked to complete a risk assessment before your child returns to school. If your child has a medical condition that requires assistance from an adult, please contact the school to discuss this.

**Please note that if your child needs medical attention that requires hospitalisation, you will need to advise us if you would prefer for them NOT to travel in an ambulance or attend hospital.**

Shielding

We are aware that many of you have received or have family members who have received shielding letters. If you or someone in your family is in receipt of such a letter, we ask that you stay at home and do not return to school.

***If you, your child or any family member with whom your child has been into contact is displaying any Covid-19 symptoms, you must alert us immediately and they must stay away from school.***

Hygiene / Cleaning

Children will be required to wash/sanitise their hands when entering the school in the morning. They will continue to do this at regular intervals throughout the day, before and after eating, and when coming in from outside. In class, we have access to anti-bacterial gel and hand-wash which has a high alcohol content.

Children will be encouraged to keep their hands away from their faces and keep things out of their mouths. We will remind children of sneezing and coughing into a tissue or the crook of their arm.

Throughout the day, staff will wipe over surfaces, door handles and other equipment. Cleaning staff will clean identified areas at set times within our school day and all areas at the end of the school day once all of the children and staff have left.

Finally…

I appreciate and understand that there is a great deal of information to take in ahead of the new academic year, but I am confident that working together we can make this work and allow all pupils to start or continue their educational journey.

As I have said throughout the COVID journey, myself and staff will do our best to answer any queries as quickly as possible. Guidance will continue to change and be updated therefore all the information to date will be reviewed and updated by staff and the governing body so that any changes can be implemented from the October half term.