



*Gwybodaeth i Rien  
Information Booklet*

Dod i'r ysgol  
Drop in

Dal Ati  
Catch up

Paratoi  
Prepare

## Ysgol Gwenffrwd - Llythyr 9 / letter 9

### Guidance and Expectations on re-opening of Ysgol GWENFFRWD

Dear Parents/Guardians,

As you are aware, schools in Wales have been instructed by Welsh Government to re-open on June 29<sup>th</sup>, 2020 with up to a third of their usual capacity; this will include children of key workers and vulnerable learners. The summer term has been extended for a week up to July 24<sup>th</sup>. All class sizes at Gwenffrwd have been measured and we know exactly how many pupils will be allowed in each class (approx. 6-7) following the 2-meter Social Distancing rule. Children will therefore work with a familiar adult, but not necessarily their usual class teacher when they come back to school at this time. The exact proposed timetable will be shared next week- when we will ask ALL parents to commit to a decision on sending your child/ren back to school. Once the child has been set in the morning registration group, the child will stay in that little group with that teacher/ Teaching assistant for the whole day. The length of the day will vary- due to the need to 'stagger' children safely in and out of school e.g. say if Year 6 and Year 2 were invited in on the same day- then Year 6 could be 'staggered' in between 8.45 am- 9.15 am then Year 2 'staggered' in between 9.30-10 am. Home time for Year 2 could be between 2.15-2.45pm and Year 6 between 3-3.30pm say. PARENTS WOULD HAVE TO COMMIT TO THESE RULES AND BE ON TIME. Due to these safety guidelines, children may not see all their class mates but we are mindful that everyone will have one friend within their small group.

Parents/ Guardians have many questions- therefore we have tried to put together information that will hopefully answer these questions - please see below.

I cannot thank you enough for your patience and understanding at this time.

Kind regards,

*M. Iola Owen* ( Pennaeth / Head teacher)

This document aims to outline how Welsh Government guidance issued on 10<sup>th</sup> June 2020 has been used to inform decisions about the opening of Ysgol GWENFFRWD for year groups.

Based on this guidance Ysgol Gwenffrwd will be extending its current HUB provision to include groups from Dosbarth Derbyn: Reception to Year 6 between June 29<sup>th</sup>- July 24<sup>th</sup> for 1 day per week. Due to the new H&S expectations and the availability of staff- we cannot offer a provision for our Nursery class unfortunately.

Also - FCC and Headteachers all agree that children cannot secure places with their Year groups at school and have a HUB placement - it has to be a choice between them.

Full and detailed risk assessments will be completed before June 29<sup>th</sup>.

This guidance will be updated as appropriate.

Please note the words in italics are taken from the WG document with actions as to how this is being followed at Ysgol Gwenffrwd.

*As more learners return to the physical school environment, practitioners will be operating in a very different context. This will continue for the foreseeable future. We describe this as a blended learning approach - a combination of face to face learning with remote learning. Schools and settings will continue to develop new learning and approaches to meet the needs of their learners in response to the pandemic. In so doing, practitioners can consider the purposes of learning and weigh up their priorities; flexibly drawing on a wide range of curriculum guidance to support them in this work.*

*In meeting these challenges all staff will need to draw on the full range of their professional expertise. Schools and settings have a unique and vital contribution to make to support young people to cope with the challenges posed by the pandemic.*

*REGULAR HANDWASHING IS ESSENTIAL ( & parents MUST ensure that ALL children have washed their hands thoroughly just before leaving home to come to school and also immediately when they arrive back at home). Handwashing is essential-*

- on arrival at and when leaving the school or setting*
- before and after handling food*

- *before and after handling objects and equipment that may have been used by others*
  - *where there has been any physical contact*
  - *after people blow their nose, sneeze or cough.*
  - *Handwashing should be prioritised over the use of hand sanitisers and hand sanitisers should not replace hand washing.*
  - *Learners and staff should cough or sneeze into their elbow. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.*
  - *Practitioners should consider how to encourage young learners to learn and practise these habits through games, songs and repetition.*
  - *The handling of objects between individuals, including staff, parents/carers and learners, should be minimised.*
  - *Staff should also be mindful of the physical environment and how this can be managed to support the health and well-being of learners and staff, for instance keeping windows open to let in fresh air and ensuring there is natural sunlight. The airflow and ventilation should be increased where possible.*
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- **All pupils attending school will wash their hands before entering the classroom area.**
  - **Pupils will enter through identified entrances**
  - **Staff will support each other in a team to teach the same group of pupils.**
  - **The school will be cleaned at the end of every day, as well as some areas e.g. desktops within the school day.**
  - **Staff will organise their classroom spaces as they see fit to ensure social distancing measures are maintained.**
  - **The class/ group register will also act as the fire register.**

#### **Personal protective equipment (PPE) including face coverings and face masks**

- *It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.*
- *Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.*

- *There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.*
- *The list below covers when PPE may be required.*
- ***Routine activities***
- *No PPE is required when undertaking routine educational activities in classroom or school settings.*
- ***Suspected coronavirus (COVID-19)***
- *Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.*
- *Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.*
- *Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.*
- ***Intimate care***
- *Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.*
- *Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.*
- *Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.*
- *Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.*
- ***It is felt that staff should make their own personal decision about the wearing of a face covering or face mask. Any decision will be supported.***

### ***Shielded and clinically vulnerable adults / children***

*"Shielding" means protecting those people who are extremely vulnerable to the serious complications of coronavirus because they have a particular existing health condition. This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition. These individuals will have received a [shielding letter](#) from the Chief Medical Officer. Staff and learners in this category **must not** be asked to attend schools or settings but should be supported to work or learn from home.*

**SOCIAL DISTANCING - the 2 meter rule.**

**We ask PARENTS TO FULLY EXPLAIN THIS RULE TO YOUR CHILD/REN.**

**Groups of pupils will sit at desks - 2 meters apart- at Ysgol Gwenffrwd. The Under 5s dept will have markers on the carpet area for the children to sit on.**

*WG guidance: For primary school aged children, schools and settings may wish to consider allowing small, consistent groups (no more than 8) to mix.*

*These groups should remain consistent as changing the membership will increase the risk of transmission.*

- **Ysgol Gwenffrwd will have a teacher/ teaching assistant in charge of each group- with a second member to cover toilet lunch breaks etc.**
- **Vulnerable and key worker children will receive their education at our school-based HUB- location within Gwenffrwd not yet decided.**
- **Pupils will enter and leave school through an identified entrance and will receive their learning in one identified classroom.**
- **There will be no pupil movement around school unless to the toilet and to outside areas which will be supervised.**
- **Classrooms will be arranged by teaching staff to ensure that sitting positions are more than 2 meters apart at key stage 2.**
- **Each pupil will be allocated a named tray/ zip bag for their resources which they are to use as required.**
- **Children can bring a water bottle into school which can be refilled by the child in the sink in their classroom. There will be NO drinking mugs etc at school any more.**

### **General hygiene and preventative controls**

*Buildings must be cleaned regularly. Hard surfaces should be cleaned with warm soapy water or the normal cleaning products used. Particular attention should be given to clean 'high-touch' areas and surfaces. These areas should be cleaned at least once a day and more frequently in high use areas based on local assessment, including bathrooms, railings, tables, toys, equipment, door handles, push pads, taps and hand sanitiser dispensers.*

*Rooms should be cleaned when different groups use a room.*

*Cleaning staff should maintain social distancing from each other and from staff and learners at all times.*

- **Windows should be opened as appropriate and certain corridor doors will be propped open if it safe to do so to allow air to circulate.**
- **Cleaning clothes:** Ysgol GWENFFRWD pupils will wear comfortable school uniform and black sensible shoes/ trainers. They should have a warm jumper/ raincoat for OUTSIDE WORK/PLAY (or sun hat if sunny, you may wish to put sun cream on your child before coming to school.)- All Gwenffrwd groups will be outside as much as possible. Parents (and staff) are asked to wash clothes at the end of the school day (during June/ July 2020 you will have a week for them to dry- before your next visit to Ysgol Gwenffrwd.
- **GOOD BEHAVIOUR-** Ysgol Gwenffrwd's high behavioural standards will continue. Any pupil disobeying the Social Distancing and Hygiene rules will be reminded of our school expectations and parents will be contacted. A social distancing meeting will be arranged to discuss the next steps in relation to managing the behaviour of their child.

### **What happens if someone becomes unwell at an education setting?**

*Schools and settings should have clear procedures if learners or staff begin to show symptoms on site. These need to be fully understood by both staff and parents/carers. Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres. If they need clinical advice, they (or a member of staff or their parent/carer) should go online to [111 Wales](https://111.wales) (or call 111 if they don't have internet access).*

*Surfaces that learners or staff with symptoms have come into contact with should be carefully cleaned.*

*Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. 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.*

#### ***Suspected coronavirus (COVID-19)***

- *Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.*
- *Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.*
- *Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.*

#### **YSGOL GWENFFRWD:**

**PARENTS/ GUARDIANS ARE NOT TO SEND A CHILD TO SCHOOL IF THEY ARE UNWELL OR DISPLAYING ANY SYMPTOMS FOR ANY ILLNESS.**

**NO PARENTS OR VISITORS WILL BE ALLOWED AT YSGOL GWENFFRWD.** If parents want to contact the school- just telephone. **DO NOT** come to the main reception. Ysgol Gwenffrwd will have designated space for a child that is unwell. Parents will be contacted and will need to make **IMMEDIATE** arrangements to pick up your child. This will **NOT** be through the main foyer; a staff member will bring the child outside by the Dosbarth Derbyn small gate- to avoid as much contact with others as possible.

**PARENTS HAVE A RESPONSIBILITY TO ENSURE ALL MOBILE CONTACT NUMBERS GIVEN TO SCHOOL ARE CORRECT, THAT PARENTS PICK UP THEIR PHONES/ MESSAGES AND ARE AVAILABLE TO COLLECT THEIR CHILD asap.**

- **At Ysgol Gwenffrwd, the pupil will be moved either: outside the building or to the calm room which is the designated area.**
- **At Ysgol GWENFFRWD PPE boxes will be available as directed by WG / FCC**



- SLT members will manage a situation where a suspected symptomatic child/ staff member has been in contact with others- by contacting parents to collect and test children and by referring staff for testing through FCC Occ Health- Betsi Cadwaladr- Children will be sent home immediately; the classroom will be Out- of - Bounds and will be Deep Cleaned.
- The well-being and safety of staff and pupils is the priority at Gwenffrwd
- In the case of a medical emergency, staff would wear full PPE and accompany the child in the ambulance with parents permission. Staff would volunteer to do this.

***What happens if there is a confirmed case of Covid 19 in an education setting?***

*If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying those exposed, any child or staff member who is at increased risk and provide tailored infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.*

*The process should be handled sensitively and in confidence, for instance schools should not reveal anyone's identity.*

*Further information and questions and answers about Test, Trace, Protect can be found [on the Welsh Government website](#).*

- **PUPIL WELLBEING:** Ysgol Gwenffrwd pupils will take part in a variety of activities over their time in school to support their wellbeing, discuss their time in lockdown and ideas to move forward. The focus will be on promoting emotional, physical and mental health over the coming months.

**Staff well-being:** *Schools and settings will need to consider the potential impacts on the health and well-being of staff and leaders, including work-life balance. There should be clear routes by which concerns can be raised with management and leadership. Timetabling and rotas should support staff's well-being and they should be given regular welfare breaks. It is also important to recognise that staff are not all necessarily required on site, not only for those*

*who are unable to attend for health reasons, but also those staff working on remote learning on any given day. Minimising the number of staff on site can help lower transmission risks.*

- **Gwenffrwd staff will support each other as a team- with year groups (small groups) and HUB settings.**
- **Staff have opportunities to discuss their concerns/ anxieties with SLT members or their dept.colleagues at school.**

Cleaning: Keyboards are not cleaned by cleaning staff so they should be cleaned before and after every use / as appropriate by staff.

Staff must NOT bring in any cleaning products from home as this contravenes COSHH regulations

Communicate with colleagues via email or phone rather than face to face where possible. Do NOT wander into office spaces or other classrooms.

Avoid communal areas where possible - avoid non essential trips in the building.

All staff to maintain social distancing on the corridors

Staff - dress code - guidance suggests that clothes should be washed every night so please consider your dress.

- Staff meetings will be held in the Main Hall ( social distancing) or through TEAMS (Hwb)

Only allocated staff are allowed in the kitchen

### **Staff Room**

Staff room is out of use for groups- only 3-4 persons allowed.

Staff must bring their own cutlery / plates and mugs in to school which must be taken home after every session.

June/ July 2020: FCC have stated that ALL Staff and Pupil lunches will be provided for by FCC and delivered on site.

The water dispensers will not be available for staff.

### **Classrooms**

Each classroom's furniture will be set up.

Initial guidance on Ysgol Gwenffrwd's risk assessment/ procedures -  
information shared with parents/ guardians 12 06 2020