

**Johnstown Primary School
Ysgol Gynradd Tre Ioan**



Return to School Information Booklet

Johnstown Primary School
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Introduction

Kirsty Williams, Minister for Education in Wales, recently announced that schools will reopen on Monday 29th June 2020 so that all learners have the opportunity to 'Check in, Catch Up and Prepare before the end of the Summer term.

In her speech, she highlighted that there will be a phased approach in each school. Classes will be split into cohorts with staggered starts, lessons and breaks. It is expected that this will mean, at most, a third of pupils present at any one time, though schools may need time to reach this level of operation.

There will be much smaller classes, providing secure dedicated time with teachers and classmates. This time will include online and personalised classroom experience, getting pupils and teachers ready for a similar practice in September.

The planned 4 week return to school from the 29th June, timetabled nearly all pupils returning 2 full days (4 sessions am/pm). Due to the recent change by Welsh Government to 3 weeks, we can only offer prioritised year groups 2 full days. The prioritised year groups are Year 6, Year 5, Year 2 and Year 1.

To ensure a safe return to school our capacity is 80 pupils with only 5 pupils permitted in nearly all classrooms. Half days are discouraged due to the safety and cleaning concerns of different pupils using the same classroom, therefore we are very limited to the number of pupils we can safely bring back to school at any one time. Within the school building, we also have to accommodate up to 30 pupils in the emergency care Hub - therefore providing 300 pupils, a safe return and an opportunity to 'catch up' with their class teacher is a logistical challenge. When making our decisions, safety is always a priority for the pupils and staff.

The last three weeks of the year will therefore be an opportunity for us to welcome all of our full time pupils back to check in with their class teacher and for us to catch up on their wellbeing. We will also be able to familiarise our pupils with the new routines which ensure safety is a priority.

It is worth noting that the 4th week would have been in the school holidays - therefore the extra week indicated in October half term will no longer be an option.

This booklet sets out all the measure we are taking to reduce the risk of infection and hopefully reassure you that your child/ren can return to school safely and start to benefit again from all the experiences they have in school.

Thank you in advance for your continued support. If you have any queries, please get in contact with us via email: admin@johnstown.ysgolccc.cymru or telephone the school on 01267 236653.

School Information

Johnstown Primary School is a happy, nurturing and inclusive school; these principles are more important than ever.

We look forward to welcoming your child/ren back to school and will be focusing on well-being during these valuable 'Check- in, Catch-up and Prepare' sessions. Pupils will be able to connect with some of their friends and share experiences, spending time in the class group and outside in our lovely school grounds. There will be an opportunity for the class teacher, or a familiar adult, to **support any key issues** arising with a child's learning, in order to maximise or enhance future learning arrangements. It will be an important opportunity for everyone to become familiar with our new ways of working, which will include a 'blended learning' approach between home and school. Please see WG guidance for more details:

<https://gov.wales/guidance-learning-over-summer-term-keep-education-safe>

Capacity

The Local Authority has determined our capacity based on floor space and current social distancing guidance. Our capacity is also dictated by the number of pupils attending the emergency childcare Hub – these are part of our overall capacity therefore this can impact on the number of pupils allowed in school per day. Please note, childcare Hub places will be prioritised and there is no guarantee of acceptance.

The number of pupils in school on any one day will not exceed 80.

Classrooms will have no more than 5 pupils in order to adhere to the social distancing guidelines; pupils will not necessarily be with their friendship groups. They will stay together and not mix with other groups of pupils.

Packing List for School

All pupils should bring:

- A healthy snack for break time (fruit or vegetables).
- A healthy packed lunch in a sealed lunchbox/container. **Please note, due to a pupil with a severe nut allergy, we respectfully request no nuts are provided.**
- A water bottle (this can be topped up during the day if required).
- A waterproof jacket in the event of wet weather.
- If the weather is hot, please provide a cap or hat and apply sunscreen to your child at home. **We will not be permitted to apply sunscreen in school.**
- If appropriate, home learning work book to show class teacher.

Please do not bring any other items into school, eg, books/stationery/cuddly toys/mobile phones. Resources for each pupil will be supplied solely for their use.

Uniform

Pupils **will not** be expected to wear uniform. Guidance suggests that pupils wear clothing that is suitable for the school environment, comfortable and easily washable. Ideally, clothing worn to school should be washed on returning home.

Please ensure your child wears flat, enclosed shoes (no open sandals).

Drop Off and Collection Arrangements

Drop Off Arrangements

We have established staggered drop off times for different classes to limit numbers coming on to the site at any one time. **Please adhere to your allotted time slot for drop off** which has been emailed to you.

One parent/carer must accompany their child/ren on drop off in order to complete a pupil risk assessment with their class teacher (See Appendix 1). You will also be asked who is going to collect your child/ren at the end of the session.

The school grounds will be clearly marked with year groups and footprints which comply with the two metre social distancing rules (**please refer to the map at the back of this booklet**).

A member of staff will welcome you at the various entrances and direct you to where you need to stand with your child. Once the risk assessment has been completed, please follow the clearly marked exit routes to vacate the school premises immediately to ensure the safety of all.

Please respect the social distancing rules at all times.

Collection Arrangements

A staggered pick up time has been established that mirrors the drop off system. Again, this information is clearly outlined in the timetable information you have received by email. **Please adhere to your allotted time slot for collection** which has been emailed to you.

Only one parent/carer must collect their child/ren; this must be the person specified in the pupil risk assessment. Please note, no pupil will be allowed to leave the school premises unaccompanied.

Please wait on the clearly marked area where you dropped your child off and your child will be brought out to you. Please follow the clearly marked exit routes to vacate the school premises immediately for the safety of all.

We understand that some of you may need to bring siblings with you for drop off/collection, however, please ensure they remain at your side at all times.

Session Routines

On arrival

After you have left your child, the class teacher will escort the pupils into the school building where they will be asked to wash their hands thoroughly prior to entering the classroom. There are hand sanitiser stations located throughout the school in addition to handwashing facilities within each classroom.

Break Times

Pupils will be supervised by their own staff at staggered break times. The outdoor space will be clearly sectioned to ensure the pupils remain within their small group. Social distancing will be a priority at all times. Pupils are encouraged to bring in a healthy snack such as fruit or vegetables.

Lunch Time

Pupils will be supervised by their own staff at staggered lunch times. All pupils will need to bring a healthy packed lunch to school, including pupils in receipt of Free School Meals (direct payments will continue to be made until further notice).

Pupils will eat their packed lunch in their classroom or outside, within their small group. **Please note, there are pupils attending Johnstown Primary School who have life threatening allergies; we respectfully request no nut products are included in your child's packed lunch.**

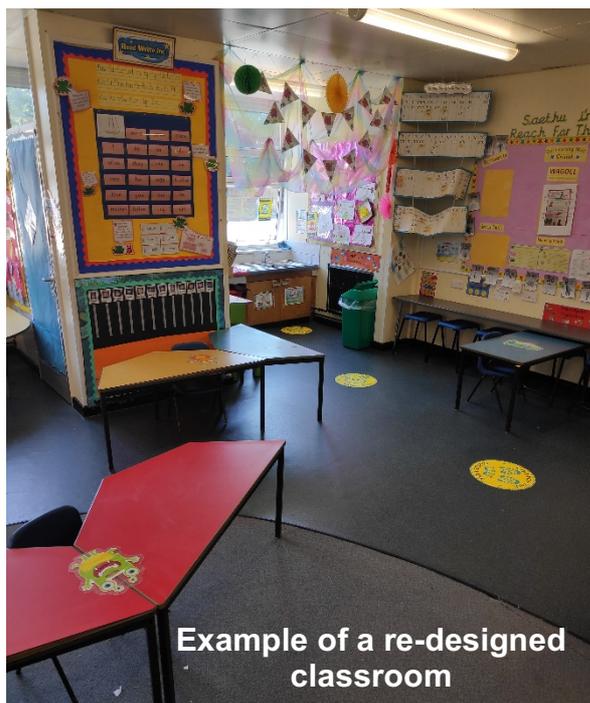
Handwashing

Pupils and staff will be required to wash/sanitise their hands thoroughly and regularly throughout the day. Correct hand washing will be modelled and supervised by staff, in an age appropriate manner. In addition, dedicated hand sanitising stations will be available around the school.

Toileting

Each year group will be allocated their own toilet facility. Within each facility, a cubicle will be allocated to each small group. **Only one pupil from a year group will access the toilet facility at any one time.** A member of staff will always monitor use of the toilets and ensure thorough hand washing routines are adhered to.

Classrooms



Example of a re-designed classroom

Staff have followed Welsh Government and Local Authority guidance to re-design the classrooms to comply with social distancing regulations and meet the specified capacity.

Each pupil will be assigned their own station within their allocated classroom where they will keep all of their belongings brought into school that day (please see packing list above for details).

Each pupil will be provided with zipped wallets containing resources for their use only.

At Johnstown Primary School we are fortunate to have incredible outdoor

facilities which will be utilised as much as possible on a timetabled basis.

Movement around the School

We have established safer movements around the school building. Where applicable pupils will enter their classrooms from outside via the shortest route possible. This will reduce the need to use internal corridors to the absolute minimum. Pupils will be accompanied by a member of staff whenever they leave the classroom. Corridors are clearly marked to ensure that pupils and staff can visually see the reminders and posters regarding their safe use, taking into account the needs and consideration of others.



Hygiene and Cleaning

Carmarthenshire County Council Cleaning Services will be on site daily to ensure all areas are cleaned regularly and thoroughly. Particular attention will be given to cleaning “high touch” areas and surfaces such as tables, equipment, door handles and toilet facilities.

Hands will be washed with soap and running water for at least 20 seconds at regular intervals throughout the day. This key skill will be taught and practiced regularly. There are posters throughout the school to support effective hand washing.

First Aid

Paediatric first aid trained staff are available to treat your child/ren if required. Each classroom has been provided with its own first aid kit, PPE (as required) and designated waste bins.

Health/PPE

Under no circumstances should pupils attend school if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days.
- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days
- Conform to the necessary self-isolation requirements in both instances.

If a pupil or member of staff are ill with COVID-19 symptoms during the day then they will be sent home immediately. Strict isolating, test, track and trace systems are in place if required. Isolation procedures will be adhered to in this instance including the classroom being deep cleaned. PPE may be required in this instance.

PPE does not need to be worn when undertaking routine activities during the check-in sessions.

Childcare Hub

School will continue to provide some child-care to key worker parents who are working. **Numbers will be limited as the children in the care hub will affect the numbers allowed in the check-in sessions.**

Places in the hub will be prioritised and it must be stressed that this is for emergency purposes only. Due to potential misuse of the service, please be aware you may be asked for proof of shift patterns and/or proof of employment. We urge you to consider exploring all other options before applying for a place in the hub.

Applications for child care in the hub must be submitted online by Wednesday the week before the child care is required. You will be notified via email whether or not your application has been successful on the Thursday. There is no guarantee your child will be offered a place in the hub.

The Hub drop off and collection point remains via the main school entrance. Pupils who access the hub will need to have had breakfast before attending, bring snacks, a packed lunch and a water bottle.



Communication

To further limit risk parents will not be allowed into the school building. Please phone/email school outlining your query. Your child's teacher or appropriate member of staff will contact you when able to; this may be from a withheld number. No other visitors will be allowed into school apart from in emergency or maintenance situations.

Through the blended learning approach pupils will continue to access the fortnightly learning packs. Feedback and communication from the class teacher will continue.

Thank you from the Head Teacher, Mr McComas

I would like to thank the school community for all their hard work and dedication throughout the pandemic. Whilst it has been the most challenging of time, I feel it has also brought out the best of us and brought us closer together. We will return back to normal, it may take some time, but we will get there together. When I receive guidance about arrangements in the Autumn term from the Local Authority I will inform you. When you receive your child's report you will also be informed of your child/ren's class teacher next year.

Diolch yn fawr.

Appendix 1 – Pupil Risk Assessment

This form will be completed electronically and will consist of the following:

1. Pupil Name
2. Class
3. Does the pupil currently have any of the following symptoms:
 - High temperature?
 - A dry persistent cough?
 - A loss of taste or smell?
4. Does anyone in the pupil's household currently have any of the following symptoms?
 - High temperature?
 - A dry persistent cough?
 - A loss of taste or smell?
5. Is anyone in the pupil's household self-isolating?
6. Does the pupil have any other health conditions that staff need to be aware of?
7. Has the pupil, household and family been following the latest Welsh Government guidance on social distancing and safety precautions?
8. Who will be collecting the pupil at the end of the day?

