



## SEPTEMBER RETURN TO SCHOOL: Safety information for Parents and Carers

### Travel to and from school

- Only one adult from each family to bring or collect each child/ or children from school please.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please ring or e-mail the School.
- Transport will be provided for those pupils for whom it has been requested.

### Drop off and Pick up

- Children will access the building using the designated entry points in any of our buildings and will be met by staff from their class.
- If you need to collect your child early, then you will need to phone the school office and we will arrange for your child to meet you.
- If you arrive late, your child will be collected by staff from class.
- Parents who come to drop off or collect children, please observe the social distancing guidelines and wait at the designated entry and exit point.

### Classes and Bubbles:

- Each class has been divided into small groups, designed to be a bubble.
- The bubble structure will help to reduce the number of people children and staff have contact with each day.

### Uniform

- Children are requested to wear uniform but we request no ties or blazers for pupils in the HHVCS satellite classes, only washable clothes.
- Please send children to school in **clean clothing EVERY DAY. Hygiene is key!**
- As we are encouraging pupils to be outdoors a good deal, a coat will be required in inclement weather and a hat for sunny weather.
- Children will **need to bring in the minimum amount of items from home to help them successfully transition into school.** The exceptions are a coat and lunch box. Please do not send in a waterbottle.
- We request that children **do not** wear face masks or coverings **whilst in school**, if masks are worn for the journey to school.

### Hygiene and cleanliness:

- Children will wash their hands on entry to their classroom and will be reminded to wash their hands frequently during the day.
- Tissues will be available. Please talk to your child about the need to use tissues for sneezes.
- Classrooms, toilets and doors will be cleaned regularly, throughout the day.
- Classroom doors and windows will be kept open to aid ventilation.
- Visual reminders, such as songs and videos, will be used too, to reinforce the hand washing message and method.

<p><b>Social Distancing - In the Classroom:</b></p> <ul style="list-style-type: none"> <li>• To ensure that social distancing is maintained; there will be tables and equipment for children only in the classroom.</li> <li>• The 'Bubble' of staff and children, will not have contact with other people throughout the day.</li> <li>• Children will be allocated their own table, chair and tray/boxed equipment within the class.</li> <li>• Children will remain in their allocated space for the day; but will go for breaks and physical activity outdoors, in their class group.</li> <li>• Whole school activities, such as assemblies, will not take place.</li> </ul>	<p><b>Lunch Time:</b></p> <ul style="list-style-type: none"> <li>• All children will eat their lunch in their classrooms. The catering service are providing meals and these can be booked as normal.</li> <li>• Dietary requirements will be met as usual.</li> <li>• Children can bring in packed lunches but these will need to be placed in a school bag for pupils.</li> </ul> <p><b>Using outside areas:</b></p> <ul style="list-style-type: none"> <li>• We are keen that the children have regular time outdoors, with their class. This is good for their physical and mental wellbeing at this time.</li> <li>• There will be timetabled outdoor time both as part of their daily routine and also for break and lunchtimes.</li> <li>• When outdoors, children will only mix with children from their class, maintaining social distancing.</li> <li>• Children will wash their hands prior to going outside and on entry back into the classroom.</li> </ul>
<p><b>Use of toilets:</b></p> <ul style="list-style-type: none"> <li>• Each class group will use the toilets within their area.</li> <li>• Pupils who need support with toileting will have this provided in the same way as before. We will be encouraging pupils to be as independent as possible. Staff will wear appropriate PPE as stated on the school risk assessment.</li> <li>• Children will wash hands before using the toilet and after use of the toilet.</li> </ul>	<p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• First aiders will be available to be called upon.</li> <li>• If children feel unwell, they must let their teacher know.</li> <li>• The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others.</li> <li>• Separate clean rooms will be designated and equipped in the event of a member of the school falling ill.</li> <li>• <b>Children falling ill during the school day will need to be collected by their parents immediately.</b> Please make arrangements to ensure this is possible at all times.</li> </ul>
<p><b>Covid19 Symptoms:</b></p> <ul style="list-style-type: none"> <li>• If children have any of the following symptoms they must stay at home and you should contact school to let us know: <ul style="list-style-type: none"> <li>- Cough</li> <li>- Shortness of breath or difficulty breathing</li> <li>- Fever or chills</li> <li>- Muscle pain</li> <li>- Sore throat</li> <li>- New loss of taste or smell</li> </ul> </li> <li>• If your child is displaying Covid symptoms, please keep them at home for seven days, whilst the rest of the household self-isolates for 14 days.</li> </ul>	

- It is parents' responsibility to seek a test as quickly as possible.
- If a positive case is confirmed, then the whole of the classroom including adults, will need to self-isolate for 14 days.
- If a test proves negative, school will need proof of this result before the child returns to school.
- If there appears to be a significant outbreak of the virus within school, then the school will likely close again and deep cleaning will follow.
- Please do not send any child to school who is at all unwell.

### **Home-Learning**

- Teachers will continue to set work for home-learning children.
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.
- Work will also continue to prioritise pupil emotional wellbeing.
- We are always happy to be given constructive feedback regarding home-learning, from parents and carers.

### **Safeguarding**

If you have any safeguarding concerns please contact the school on 01437 762701 or by email [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)

## **Drop off and Pick up Arrangements**

### **Pupils on Transport**

Please ensure your child washes their hands BEFORE getting onto transport.

On arrival at school the vehicle will stop and the children will be met by class staff and escorted to class.

### **Parents transporting children**

Parents transporting children should please arrive at the designated time to drop off and pick up only. This is to ensure the safety of all pupils and staff by controlling the numbers arriving/departing at any one time.

Please remain IN YOUR VEHICLE until your child is collected to go to class.

At home time please tell the staff outside directing traffic who you have come to collect and they will call for them.

Members of staff will be on duty to supervise this at the start and end of each day at the front of the school.

## **FREQUENTLY ASKED QUESTIONS**

### **What is the cleaning regime at Portfield School?**

As with the need to maintain good personal hygiene to hamper the spread of the virus, the importance of cleanliness and appropriate cleaning regimes in school settings cannot be over emphasised.

In line with the guidance we will adhere to the following principles wherever possible:

- All staff wash hands on arrival and before and after different activities and before leaving.
- Staff will wipe any personal items e.g. mobile phones, tablets, reading glasses, pens etc. with disinfectant/alcohol wipes.
- Where possible, doors will be propped open so as to prevent the touching of door-handles, and windows opened to allow a free-flow of air through the building; however, these measures will only be implemented if they do not compromise Safeguarding and Fire Safety arrangements.
- On entering a classroom, all pupils and members of staff will thoroughly wash their hands with soap and water.
- Classroom furniture will be kept to a minimum and that other items of equipment remaining in the classroom are easy to clean/disinfect.
- High use surfaces will be cleaned and wiped down regularly throughout the day.
- Pupils, and staff, should have ownership of their stationary and not share with others.
- All toys/equipment will be cleaned after each use/end of play session before placing back into storage.

### **Will online learning continue for our children when schools reopen?**

When school reopens, teachers will be back in school teaching their own class (in small groups). Teachers will provide online learning work for the very few children who are unable to come to school.

### **Will staff be wearing masks and gloves or other forms of PPE?**

There is no direct requirement from Welsh Government for staff to wear PPE, unless dealing with incidents requiring close contact e.g. first aid, assisting with toileting etc. In these instances, the main forms of PPE used would include face mask, disposable aprons, gowns and gloves. These will be changed immediately following the care episode or the task undertaken.

Eye/face protection e.g. surgical mask or full face shield/visor will be worn by staff when there is a risk of contamination to the eyes, or inhalation, from splashing of secretions (including respiratory secretions), blood, body fluids and excretions. This may be worn as appropriate for medical procedures and the child will be withdrawn to a separate room to ensure this is safe for them and to reduce any distress to other pupils from the use of PPE.

### **Will the children be allowed to have play outside for their wellbeing?**

Yes, there will be opportunities for children to play outside, and break times and lunchtimes will be staggered to reduce numbers in the same space.

### **Equipment**

Please regularly wash or disinfect any equipment (slings, standers, walking frames) before sending in to school, and when equipment is returned home from school.