



## Full Re-opening of Schools September 2020 Safety information for parents and carers of Lamphey Primary School.

Dear Parents/Carers

We are really looking forward to welcoming all of the pupils back for the new school year. The Minister has given schools until 14<sup>th</sup> September in order to plan and prepare for the return of all pupils. At Lamphey Primary School we plan to take the first three days of the Autumn Term. Please note that there will be subsequently be an additional two closure days to add to the school calendar.

To assist the smooth settling in for all pupils (some who have not been in school since March) we plan to have all full-time classes in on Friday 4<sup>th</sup> September with the Nursery children commencing on Monday 7<sup>th</sup> September. We will be using this time to introduce the pupils to the new routes around the school and familiarize them with the daily routines and procedures to ensure the safety of all.

There are some key changes to our operational and safety information following the most recent scientific evidence and government guidance. All children are expected to return to school in September. They will form bubbles where pupils are not expected to social distance from one another, however pupils are expected to social distance from all adults and other bubbles. The rigorous hygiene and cleaning regime is still in place and is key for everyone's safety. There will be no mixing of bubbles wherever possible nor whole school gatherings such as assemblies. Some aspects of school will still be done remotely such as assemblies Pupils will access a full, broad and

balanced curriculum. Some pupils may find it difficult to social distance from adults and therefore staff will be wearing PPE. Each bubble will also play away from the other bubbles when they are outside, through staggered playtimes and using different areas of the playgrounds.

### **Travel to and from school**

- If possible, we are asking parents and children to walk or cycle to school. Social distance will be expected between families.
- Only one adult from each family to bring or collect each child or children from school.
- Unfortunately, we will be unable to welcome any parents into the school. If you have any queries, please ring or e-mail the School Office.
- The car park will be greatly reduced at the end of the day. It is strongly advised to park at the Village Hall and walk to the school to collect your child(ren).
- Children will be required to sanitise their hands upon entry to and exit from the school. Dispensers are available on all entrances/exits for this purpose.
- Siblings will be dropped off and picked up with the youngest child.
- If you need to collect your child early for any reason, then you will need to telephone the school office. Your child will be brought to the front foyer and dismissed to you. We have a clear one way system around school and children will not be permitted to exit from any other points.
- If for any reason your child will be arriving late, please telephone the school and you will be given instructions where to wait until you can be greeted.
- Parents who come to drop off and collect children, please observe the social distancing guidelines marked out (similar to supermarket queuing!).
- The school bus will be running as normal. The driver will be wearing a face mask but there will be no need for the pupils to do so. No pupils will be allowed to sit in the front seat or directly behind the driver. All pupils and staff getting onto the bus must sanitise their hands.

### **Arrival and leaving Times**

- Please adhere to the staggered timings.
- We aim for a swift entry with pupils cleaning hands on entering the school.

<b>Bubbles</b>	<b>Class</b>	<b>Drop Off Point</b>	<b>Time</b>	<b>Collection Point</b>	<b>Time</b>
1 Whenever possible limit contact with Yr. 1 pupils.	Nursery	Front of school, side door near flagpole	9.10am 1.10pm	Front of school, side door near flagpole	11.10am 3.10pm
Bubble 1	Reception	Main yard, side door to Reception Class	9.15am	Main yard, side door to Reception Class	3.00pm
Bubble 1	Year 1	Foundation Phase outside classroom	9.15am	Foundation Phase outside classroom	3.00pm
Bubble 2	Year 2	Yr. 2 Outside Classroom	9.15am	Yr. 2 Outside Classroom	3.00pm
Bubble 3	Year 3	Portacabin, main ramp	9.00am	Portacabin, main ramp	3.15pm
Bubble 3	Year 4	Main playground in front of Yr. 4 classroom	9.00am	Main playground in front of Yr. 4 classroom	3.15pm
Bubble 4	Year 5	Front entrance	9.00am	Main rear entrance into playground	3.15pm
Bubble 4	Year 6	School hall – rear entrance	9.00am	Staffroom exit into main yard	3.15pm

### **Covid19**

#### **Symptoms:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

- **Any staff member or learner who has symptoms or who is tested positive for COVID-19, or who has someone in their household who has symptoms or has tested positive for COVID-19, does not attend the school setting.**
- Under **no** circumstances should learners or staff attend schools/settings if they:
- **feel unwell with any of the identified COVID-19 symptoms - They should remain at home and self-isolate and arrange a COVID-19 test,**
- **have tested positive for COVID-19,**
- **live in a household with someone who has symptoms of, or has tested positive for COVID-19**
- Pupils or staff showing symptoms will be kept separate until they can be collected and taken home. This will be in a separate room, supervised at a distance of two metres where possible, but recognising this may not be possible with younger learners.
- Staff or pupils who displaying symptoms of COVID-19 should stay at home and begin to [self-isolate](#) for the timeframe set out in the guidance while making arrangements to be [tested](#).
- Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must also self-isolate at home for the appropriate time periods set out in the self-isolation guidance
- It is parents' responsibility to seek a test.
- If a positive case is confirmed, then the whole of the classroom group including adults, will need to self-isolate for 14 days and arrange a COVID-19 test.
- 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.**

#### **Lunch Time**

- Having a school lunch is strongly recommended (so that no additional items have to come back and forth to school/home).
- Dietary requirements will be met as usual. The cost of a school lunch is £2.55 for Foundation Phase and £2.65 for KS2. Please see the PCC website regarding how to pay.
- There will be a choice of lunch and children can order what they want in the morning.
- Lunch boxes, although not a directive, are discouraged. If pupils do bring a lunch box they will have to store it in the classroom (the fridges will not be used). All uneaten food and rubbish will be placed back in the lunchbox to take back home. Lunch boxes and water bottles must be clearly named please.
- Children in Classes 2, 5 and 6 will eat their lunches in their

#### **Uniform/equipment**

- Children are requested to wear school uniform wherever possible.
- Please ensure uniform and clothes worn to school are washed regularly (recommended 60C).
- It is recommended children shower after being in school and before putting on clean clothes at home.
- Water bottles should be freshly filled and brought to school daily. These must be washed at home every evening (dishwasher if possible).
- If requested teachers will refill water bottles when needed as the water machine, at present, is not to be used (regularly reviewed).
- Children are **not to** bring anything else from home as everything will be provided by the school – i.e. pens, pencils, erasers, rulers etc.

classrooms. These children will be picking their lunch up from the canteen and eating them in their classrooms.

- As they will be outdoors a good deal, a coat may be required.
- Some children and staff may choose to wear face masks/coverings. There will be bins available for correct disposal upon entry to school if required.
- In sunny weather, please apply sun-cream to your child prior to dropping them off. (The once-a-day type is recommended)
- Face masks do not have to worn when in the minibus but pupils may do so if they wish. (The driver will be wearing a face mask.)

#### **Hygiene and cleanliness:**

- Children will wash their hands regularly throughout the day.
- On arrival at, or leaving, the school/setting
- Before and after handling food
- Before and after handling equipment or objects that may be used by others.
- Where there has been any physical contact
- After the pupil blows their nose, sneezes or coughs.
- Hands should be washed with soap and running water for at least 20 seconds.
- Good respiratory hygiene will be promoted using the '**catch it, bin it, kill it**' approach.
- Tissues will be available in all classrooms
- 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 to reinforce the hand washing message and method.
- There will be no air conditioning, air fans or hand driers used.

#### ***Breakfast and After School Club***

- *Early Morning Breakfast Care Club provision for the Autumn Term 2020 will be commencing at 8.10am from Monday 7th September.*
- *All pupils who attend Breakfast Club will have to book a place the Friday before.*
- *Breakfast grab bags will be made available to all pupils who need a breakfast but these must be preordered as well. At 8.55 am all pupils will leave for their classrooms.*
- *Foundation Phase pupils can remain outside playing between 9.00 – 9.15am. To be supervised by Foundation Phase LSA's.*
- *After School Care Club will reopen on Monday, September 7<sup>th</sup> in the School Hall. This must be booked and paid for by the Friday before, as numbers will be limited due to space. Please contact [admin.lamphey@pembrokeshire.gov.uk](mailto:admin.lamphey@pembrokeshire.gov.uk) for a booking form. The session will be run at a cost of £3 per child/per session and will run until 4.15pm.*

***Please note that for both morning wrap-around care and After School Care Club the children will be mixing with children from other bubbles and social distancing will not be guaranteed.***

**Bubbles**

- School will be divided into several smaller groups (Bubbles)
- This structure will help to reduce the number of people children and staff have contact with and help with social distancing.

Bubbles	Year groups
Bubble 1	Nursery, Reception and Year 1
Bubble 2	Year 2
Bubble 3	Year 3 and 4
Bubble 4	Year 5 and 6

**Using outside areas:**

- We are keen that the children have regular time outdoors, with their bubbles. This is good for their physical and mental wellbeing at this time.
- There will be timetabled outdoor time both as part of their daily routine and also for break and lunchtimes.
- When outdoors, children will only mix with children from their own bubble.
- This means they will not have contact with children from other bubbles during outdoor times.
- Children will wash their hands prior to going outside and on entry back into the classroom.
- They will be reminded of the importance of social distancing whilst outdoors too.

**Social Distancing - In the Classroom:**

- The classrooms have generally been stripped of items that are hard to clean daily.
- The bubbles will not have contact with other bubbles throughout the day.
- They will not share any equipment or resources with other bubbles.
- Movement around the school is carefully managed to maintain social distancing from other classes and from adults.
- They will not share any equipment or resources with other children.
- Everyone is expected to adhere to the social distancing policy at all times.
- Whole school activities, such as assemblies, will take place virtually only.

**First Aid:**

- First aiders will be available to be called upon.
- If children feel unwell, they must let their teacher know.
- The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others.
- A separate medical room has been designated and equipped in the event of a member of the school falling ill.
- Children falling ill during the school day will need to be collected by their parents immediately.

**Use of toilets:**

- Pupils will be able to access the toilets throughout the day.
- Children will wash hands before using the toilet.
- They will wash hands after use of the toilet.
- The toilets will be cleaned frequently throughout the school day.
- Children will use 1m distancing when waiting to use the toilet.
- Younger children will encouraged to be as independent as possible.
- Throughout the day door handles, basins, taps and flushing handles will be disinfected.

**Remote learning**

- Any child who is unable to be in school will have remote learning provided for them. If we have to go into periods of lockdown again, remote learning will recommence

<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• All children are expected to attend school from September</li> <li>• To help protect the health and safety of all members of the school; any child who is unable to follow guidelines and instructions may be asked to stay at home during this time.</li> </ul>	<p><b>Safeguarding</b></p> <p>If you have any safeguarding concerns please contact the school on 01646 672249 or by email <a href="mailto:head.lamphey@pembrokeshire.gov.uk">head.lamphey@pembrokeshire.gov.uk</a></p>
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## FREQUENTLY ASKED QUESTIONS

### **I'm a parent / guardian who is shielding. Do I send my child / children back to school in September?**

It is expected that current shielding comes to an end in August and everyone is expected to be back in school in September.

### **My child is shielding. Will they have to return to school in September?**

Shielding has now ended and all pupils are expected to return to school in September.

### **Will parents be fined if they do not send their child to school?**

No penalty notices will be sent out during the first half term.

### **What is the cleaning regime at Lamphey Primary 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:

- Staff will wipe any personal items e.g. mobile phones, tablets, reading glasses, pens etc. with disinfectant/alcohol wipes.
- Where possible, classroom 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.
- Before entering a classroom, all pupils and members of staff will thoroughly washed their hands with soap and water or use sanitiser.
- 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. An extra cleaner has been appointed to undertake this role.
- Pupils, and staff, should have ownership of their stationery and not share with others.
- The staff will remove soft furnishings, soft toys and toys that are hard to clean.

- 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?**

Any child who is unable to be in school will have remote learning provided for them. If we have to go into periods of lockdown again, remote learning will recommence.

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

There is currently (August 25<sup>th</sup>) 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, however some staff may choose to wear a mask during the school day.

**Can parent and carers wear masks on school grounds.**

Yes masks may be worn by parents and carers on school grounds

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

Yes, there will plenty of opportunities for children to play outside. Although break times and lunchtimes will be staggered

**Are pupils expected to bring their own stationery?**

No, they are not. We have been advised that children are to bring as few items from home as possible to reduce possible virus transfer.

**Will pupils be able to interact with each other?**

Yes, pupils will interact with each-other within their bubbles.

**Is it possible to visit the school to see the safety measure in place beforehand? I.e. tape/tables/playground etc.**

We will be making a video of the school, all classrooms and outdoor areas to share with you beforehand. This is so that you can see how classes are being arranged along with the outdoor space. It will also provide parents with an opportunity to share the video with your children so that you can discuss the changes as a family.

**Will there be Temperature checks as pupil enters school?**

No. Public Health Wales has advised this is not appropriate.

**What date is the October half-term break?**

The two week October half term will commence on the 19th October 2020.

**Behaviour**

The normal school policy on behaviour will apply when the school reopens. In addition to this we will be operating a pandemic behaviour policy. This will follow the rules as set out in Welsh Government Policy on social distancing during the pandemic. Pupils who consistently break these rules or fail to follow health and safety procedures and instructions, putting themselves and others at risk, may be asked to stay at home.

**Social distancing.**

Could all parents and carers please observe social distancing when arriving and collecting their child/ren from the school. This would greatly help the staff by setting a good example at the start and end of the school day.

**FAQ answers, please note:**

*The answers to the questions above are based on the most recent guidance from WG and LA.*

*Finally, I would like to re-assure all those families requesting that their child/ren return to school from Friday 7<sup>th</sup> September 2020, that the safety and well-being of ALL pupils and staff is paramount. Every decision made, every plan and procedure put into place will always have the safety and well-being of every child and member of staff at its heart. This will be the 'new normal' for some time and we must ensure that it is fit for purpose and minimises risk to all.*

**THE STAFF AND GOVERNORS OF LAMPHEY SCHOOL ARE WORKING TOGETHER TO ENSURE A HAPPY AND SAFE RETURN FOR ALL. WE LOOK FORWARD TO WELCOMING PUPILS BACK TO THE SCHOOL FROM FRIDAY 7<sup>TH</sup> SEPTEMBER.**