

Ysgol Craig y Don - Phased Return for September 2020

Key overriding principles

- Any child displaying ANY OF the following symptoms should not attend school
 - a high temperature/fever
 - a persistent, continuous cough
 - a loss of, or change to, your sense of smell or taste
 - a combination of runny nose, headache, sore throat or hoarse voice
- Any child developing symptoms whilst at school will be isolated in the main reception area and monitored by a member of staff wearing appropriate PPE. They will remain there whilst waiting to be collected by a parent/carer.
- **Please ensure that you can be contacted at all times in case of emergency. If you have had a new phone number or e-mail address recently, please e-mail these changes to swyddfa@craigydon.conwy.sch.uk**



In the event of a pupil or member of staff exhibiting symptoms consistent with Covid-19, we will follow the latest advice in regard to Track and Trace and the guidelines laid down by Public Health Wales.

All parents/carers **MUST** complete the Parental Agreement re Covid-19 and the form **MUST** be completed and returned to school on the first day of attendance please.

Organisational points

Grouping Learners	<ul style="list-style-type: none">• Pupils returning to school from the 1st September will be placed in identifiable contact groups. These contact groups will essentially be their own year groups. Pupils will remain as a class pod throughout the day with the same staff in the classroom. Pupils in each pod will be in their own class and will not mix with other pupils in other classes during lesson time to avoid contamination. However, at break times, pupils will mix across classes outside on the yard and will be encouraged to adhere to social distancing, however it is impossible to guarantee that pupils will keep to this at all times.
Medical Information	<ul style="list-style-type: none">• Isolation area – The Reception has been identified as the area to be used if a child or adult shows symptoms of Covid 19. PPE to be available at all times.• Children with current shielding letters must not attend school. If a parent/carer has any questions regarding this, please contact your GP.• Public Health Wales guidelines will be followed at all times.• We are unable to administer medication outside of our normal first aid remit. Please ensure that if your child requires medication for asthma or diabetes or such like, that we are made aware and that the medication is available.• Again, we cannot guarantee that pupils will adhere to social distancing guidelines at all times.

<p>Time in School</p> <p>Breakfast Club information</p> <p>School Uniform</p> <p>PE Lessons</p> <p>Hygiene</p>	<ul style="list-style-type: none"> • The focus for all pupils will be on well-being. • For now, there will be no Breakfast Club provision, however this will start again on Monday 14th September from 8.30am – 8.45 for pupils to receive a breakfast. If your child does not need a breakfast, they should not attend. ALL (i.e. Infants and Junior) Pupils attending MUST be signed in by a Parent/Carer and come to the school for breakfast club via the MAIN RECEPTION. Parents/carers will not be allowed further than the green railings in from of the main reception area of the school. In Breakfast Club, pupils will sit at allocated tables according to their year group. The sole purpose of Breakfast Club is for a child to receive a breakfast, it is not childcare and pupils will be expected to sit at tables until the end of the sessions. • Pupils will be required to wear school uniform. It is advisable that pupils wear clean clothes to school each day. Please ensure that names are put on every item of clothing/lunchbox/drink bottle as we will not be able to ‘guess’ which item of clothing belongs to which pupil and lost property will be removed every day. Please ensure that pupils have adequate clothing for the weather every day as they will be spending time outside, even if it is raining. • PE lessons will resume from 14th September for Years 1 to 6. We ask that on the days pupils have PE lessons, they attend school in their PE kits – please ensure that pupils have adequate coats and jumpers as they will be spending time outside, even if it is raining. For Nursery and reception pupils, there is ample opportunity within the school day to develop physical skills and take exercise so they will not need to wear specific PE clothes. Please refer to the Class information on the website to see when your child’s PE lessons are scheduled. <p>Each classroom has a hand washing sink, soap and paper towels. We will encourage regular hand washing. On arrival in class, before and after lunch and break times, hand sanitiser will be used by every pupil on entry. Good hand hygiene will be encouraged at all times.</p>
<p>Food & Drink</p>	<ul style="list-style-type: none"> • Temporarily, the school kitchen will be providing a packed lunch rather than a hot dinner – for those who pay for dinners, payment will be needed via Parent Pay. • If pupils are bringing their own packed lunch, please ensure they are marked clearly with your child’s name and class. • All pupils to bring in their own water bottles – again marked clearly with your child’s name and class. Please ensure they have sufficient water for the whole day. We have switched off the water fountains to avoid cross contamination. • All food will be eaten at desks in the classrooms. • Infants: Infants will not be receiving free milk until further notice. Fruit Clubs will not be operating.

Structure of School Day

- **There will be staggered arrival times for drop off and collection.** Please respect the zig zags and yellow lines on the road outside school. Also, keep to social distancing guidance. Signage is in place to remind us all not to congregate at the gates and to keep to social distances.
- Staff will be on duty at the Junior and Infant gates to greet your child. Wherever possible, please leave your child at the gate - class teachers will be visible to the pupils and they will be ushered by staff on duty to their class teacher.
- We are aware that pupils, especially younger pupils, will be anxious about coming to school having been away so long and perhaps coming for the first time into Nursery. We will do all we can to ensure that children come into the building as calmly as possible. During the three weeks at the end of Summer Term, all went very well.
- Gates will only open at 8.50am, please adhere to your child's arrival time.
- Pupils will not be allowed to bring bikes and scooters to school at the moment.

No adults other than school staff will be permitted on the school grounds unless by prior appointment.

- The car park gates will be locked and access to school will be via the junior and infant gates only (apart from Breakfast Club between 8.30 and 8.45am).
- No Parents/Carers are allowed on the grounds without prior appointment. Please contact us via email with any general queries. Please only phone the school if urgent.
- Conwy County Borough Council Signage will encourage all to adhere to the social distancing guidelines when waiting to enter the school yard.
- Drop off and collection times at the beginning and the end of the day will be staggered as follows

Year Group	Arrival Time	Finish Time	No parents will be permitted to enter the school yard.
Nursery mornings	9am – 9.10am Infant Gate	11.15am Infant Gate	
Reception	9am – 9.10am Infant Gate	3.10pm Infant Gate	
Nursery afternoons	12.45pm Infant Gate	3.10pm Infant Gate	
Years 1 & 2	8.50 – 9am Infant Gate	3pm Infant Gate	
Year 3	8.50 – 9am Juniors Gate	3.10pm Juniors Gate	
Year 4		3.20pm Juniors Gate	
Year 5 & 6		3.30pm Juniors Gate	

- It is vital that you are available to contact AT ALL TIMES DURING THE SCHOOL DAY.

ATTENDANCE	<ul style="list-style-type: none"> • If your child is not attending school, please ensure you e-mail school first thing in the morning to inform us of the absence and the reason why. E-mail is swyddfa@craigydun.conwy.sch.uk • We ask very kindly that you ensure that your child arrives at school ON TIME. Punctuality is essential, lateness will cause problems. • If you are unavoidably delayed, please phone the school before 9am and inform us of the situation and we will meet you at the gate outside the main reception gate at the agreed time. • All gates will be locked at 9am. • Wherever possible, please arrange appointments e.g. dentist/doctor OUTSIDE SCHOOL TIMES.
HEALTH & SAFETY RISK ASSESSMENT	<ul style="list-style-type: none"> • This will be posted on the school website.
PERSONAL BELONGINGS	<ul style="list-style-type: none"> • Pupils will be provided with all that they need during lessons. We ask that personal belongings are kept to a minimum – only essential items such as lunchboxes, water bottles and appropriate clothing.
	<ul style="list-style-type: none"> • It is vital that you are available to contact AT ALL TIMES DURING THE SCHOOL DAY.