

## Ysgol Craig y Don - Phased Return for Juniors (Years 3-6) w/c 15<sup>th</sup> March 2021

### 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](mailto: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/should have completed the Parental Agreement re Covid-19 back in September. If not, please e-mail [swyddfa@craigydon.conwy.sch.uk](mailto:swyddfa@craigydon.conwy.sch.uk) . Thank you

### Organisational points

<b>Grouping Learners</b>	<ul style="list-style-type: none"><li>• Pupils returning to school from the 15<sup>th</sup> March will be placed in identifiable contact groups. These contact groups will essentially be their own class. 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. <b>However, at break times, pupils will mix across classes outside on the yard but will be encouraged to adhere to social distancing. However it is impossible to guarantee that pupils will keep to this at all times.</b></li></ul>
<b>Medical Information</b>	<ul style="list-style-type: none"><li>• <b>Isolation area</b> – 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.</li><li>• Children with current shielding letters must not attend school. If a parent/carer has any questions regarding this, please contact your GP.</li><li>• Public Health Wales guidelines will be followed at all times.</li><li>• 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.</li><li>• Again, we cannot guarantee that pupils will adhere to social distancing guidelines at all times.</li><li>• Staff will be expected to wear medical grade face coverings.</li></ul>

<p><b>Time in School</b></p> <p><b>Breakfast Club information</b></p> <p><b>School Uniform</b></p> <p><b>PE Lessons</b></p> <p><b>Hygiene</b></p>	<ul style="list-style-type: none"> <li>• The focus for all pupils will be on well-being.</li> <li>• There will be no Breakfast Club provision.</li> <li>• <b>School uniform is not compulsory.</b> It is advisable that pupils wear clean clothes to school each day. <b>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.</b> Please ensure that pupils have adequate clothing for the weather every day as they will be spending time outside, even if it is raining. Children are welcome to bring in extra layers of clothing as classes will be well ventilated with windows and doors open at all times.</li> <li>• <b>PE lessons will resume for all year groups.</b> 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. Please refer to the Class information on the website to see when your child’s PE lessons are scheduled.</li> </ul> <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. There are hand sanitising stations outside every classroom.</p>
<p><b>Food &amp; Drink</b></p>	<ul style="list-style-type: none"> <li>• Hot dinners will be provided by school where requested and must be paid via Parent Pay as usual.</li> <li>• If your child/ren is/are in receipt of Free School Meals, they must bring a packed lunch to school.</li> <li>• If pupils are bringing their own packed lunch, please ensure they are marked clearly with your child’s name and class.</li> <li>• 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.</li> <li>• Pupils will eat their lunch in class.</li> </ul>

## Structure of School Day

- **There will be staggered arrival times for 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 gates to greet your child. Please leave your child at the gate - class teachers will be visible to the pupils on the junior yard.
- We are aware that pupils, especially younger pupils, may be anxious about coming to school. We will do all we can to ensure that children come into the building as calmly as possible. All went very well in September.
- **Gates will only open to pupils between 8.50am – 9am, please adhere to social distancing outside the gate.**
- Pupils will not be allowed to bring bikes, scooters or any other items from home, into 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, for pupils only.
- 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. **All adults should wear masks when they drop off or collect their children.**
- 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	<b>No parents will be permitted to enter the school yard. All adults should wear masks when they drop off or collect their children.</b>
Years 3 and 4	8:50am – 9am Junior Gate	3:10pm Junior Gate	
Years 5 and 6	8:50am – 9am Junior Gate	3:15pm Junior Gate	

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

## ATTENDANCE

- **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](mailto: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.

<b>HEALTH &amp; SAFETY RISK ASSESSMENT</b>	This will be posted on the school website.
<b>PERSONAL BELONGINGS</b>	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"><li data-bbox="481 327 1758 359">• It is vital that you are available to contact at all times during the school day.</li></ul>