



ROMILLY PRIMARY SCHOOL

YSGOL GYNRADD ROMILLY

Learning Together Growing Together - Dysgu a Thyfu gyda'n Gilydd

Autumn Term 2020

Overview of School Structure and Operation

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1. Timetables & Organisation

TO ALLOW FOR FINAL PREPERATIONS FOR PUPILS SCHOOL WILL NOT BE OPEN TO PUPILS ON TUESDAY 1st or WEDNESDAY 2nd SEPTEMBER

THE FIRST DAY FOR PUPILS IN YEARS 1 TO YEAR 6 WILL BE THURSDAY 3rd SEPTEMBER

FOR DETAILS OF NURSERY AND RECEPTION PLEASE SEE SECTION 3

Please see timetable below explaining how the school day and week will operate.

- Each class in the school is being treated as a “bubble” the aim of our structures and routines is to minimise the opportunities for these class “bubbles” to mix.
- For the first half term in the Autumn, each class group will have their dedicated class teacher[s] and a Learning Support Assistant
- All classes in the school have been allocated to one of three groups ORANGE / GREY / PURPLE. These groups are non-negotiable
- Each colour set is made up of one class from each year-group from Reception through to Year 6

- In order to minimise the mixing between groups and “bubbles” each of the colour groups have a dedicated drop off and pick up times.
- As has been the system for the last few weeks – **children will only be allowed into school if they arrive for their allocated slots**
- **If you arrive outside of your allocated slot you will not be able to attend**

	Drop off slot	Pick up times
Purple Classes	8.30 to 8.45	2.50
Grey Classes	8.50 to 9.05	3.15
Orange Classes	9.10 to 9.25	3.40

Purple Classes	Grey Classes	Orange Classes
RMK	REM	RRF
1KD	1BP	1JH
2EC	2KM	2DW
3YW	3BC	3LH
4JJ	4JR	4DP
5RM	5SG	5KW
6LL	6FP	6RS

Attendance

- We would encourage ALL parents who are able, to send their children back to school in September

Breakfast Club

- There will be no clubs (**including breakfast and afterschool club**) for the first half term in September

2. Drop off & Collection

Drop off and pick up will be at dedicated school gates.

		
Foundation Phase Main Entry 2KW and 2EC	Main School Gates All Reception classes and 2WD	Entry to Lower Building All Y3 and Y4 Classes
		
Entry to Main Building All Y5 and all Y6 classes	Foundation Phase – Year 1 entry All Year 1 classes	

Routine

To enable us to maintain appropriate staffing, social distancing and efficiency at drop off and collection, please help us by ensuring you adhere to the timings above. Ideally, children should be brought to school by one adult and adults should do their best to avoid congregating on or near the school site.

- Drop off and pick up points will be at the various gates, and there will be markings to help you socially distance.
- **Unfortunately, at the present time no parents will be allowed on site.**

Please refer to the timetable to see your child's arrival and departure time, again these are fixed regardless of the day and week.

For the safety of all staff and children please do not bring children to school if they are unwell. We will assume that as you are bringing your child to school they are well and healthy.

3. Arrangements for Reception and Nursery

Reception

We are aware that all of our children coming in to Reception will have missed the routine of nursery or pre school provision for nearly 6 months. We also appreciate that the transition to full time education can be a challenge for all children. With this in mind we have decided to offer a **phased half day start** for our Reception pupils in September.

This will commence on the week beginning Monday 7th of September

Children will attend a morning or afternoon session with their new class teacher and Learning Support assistant.

Each session will be made up of 15 children.

We are hoping this will allow a period of time for the children to settle before moving to full time sessions on 21st September.

RMK	REM	RRF
Morning Session 8.30 to 11.00	Morning session 8.50 to 11.20	Morning session 9.10 to 11.40
Afternoon Session 12.20 to 2.50	Afternoon session 12.45 to 3.15	Afternoon session 1.10 to 3.40

Details of which session your child is in will be emailed separately before the end of term

In line with current guidance, we will NOT be asking staff to change children if they soil or wet themselves. On your child's first visit please can you provide a change of clothes including underwear which can be used if your child wets or soils

Nursery

A phased intake for nursery children will begin on 21st September.

As part of this, Children and parents will attend a dedicated 'Meet the teacher' visit timetabled during the school day.

Further detailed information will be emailed separately

4. Health & Safety Procedures

Cleaning & Disinfection

Our school cleaners will continue with their daily cleaning routines, each morning before school starts and after pupils leave. During the day, there will be regular cleaning of surfaces, door handles and other high contact areas.

Hand washing

We will ensure all children are sanitising their hands, on arrival at school and regularly throughout their time in school. All classrooms have access to sinks, hand wash and sanitiser facilities.

Sickness identification and collection

Anyone showing COVID symptoms will be kept in a separate room until they can be collected and/or travel home.

Anyone displaying symptoms will need to stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. If anyone in the family is tested positive for COVID19 please contact the school so we can commence a TRACK and TRACE procedure in line with Public Health Wales guidance.

First Aid

Our staff will administer first aid wearing PPE and a telephone call made to inform you if deemed necessary.

PPE

Welsh Government guidance is that PPE is not required when undertaking routine educational activities in classroom or school settings. However, PPE is available for all staff on request. PPE will be used in the event of suspected COVID-19 cases, and emergency first aid.

Signs, Posters & Reminders

There will be signage around the school to remind all those using our site that they must adhere to social distancing and good hygiene. We will also have clear markings, guides and staff available to help for parents/carers who are dropping off and collecting their children.

5. Social Distancing

With social distancing measures still in place, arrangements have been made in school to help children and staff stay at a safe distance. Whilst we know you will appreciate the difficulties of ensuring social distancing with younger learners, we will continue to view social distancing across three distinct levels.

- Adult to Adult
- Adult to Child
- Child to Child

Staff will regularly remind and reinforce the key messages. **However, we cannot guarantee that your child will not come into closer contact with others. We fully understand your**

concerns regarding the safety of your child but it is important that we are realistic about the prospect of younger children maintaining social distancing.

6. Wellbeing & Safeguarding

Children's Wellbeing

We understand that many children may feel anxious regarding returning to school in September. During the last week, all teachers will have shared a video of their classroom and a short message from your child's teacher to help reassure them about returning to school. Please can you re-visit this video closer to the start of the Autumn term

Safeguarding Procedures

Learners will have encountered different experiences and home environments during lockdown. All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings.

We will continue to work closely between school and home, to ensure every child and family has the support needed. Our Local Authority has a range of working practices in place to ensure that safeguarding agencies can help us support our families and keep children safe.

7. Daily School Routines

Uniform

Children are encouraged to wear their school uniform.

We are aware that there potentially will be a big demand for new uniform. In order to manage visitors to the school site we are setting aside the following times for parents to visit the shop **PLEASE DO NOT BRING CHILDREN TO THESE SESSIONS**

Shop times	Tuesday 1 st September	Wednesday 2 nd September
9.00-12.00	Nursery and Reception	Year 3 and Year 4
1.00-4.00	Year 1 and Year 2	Year 5 and Year 6

Lunches

We are currently awaiting an update from Vale catering as to what type of meals will be on offer in September. Due to the restrictions in place children will not be visiting the school canteen for lunch. This means that all lunches will be eaten in the classroom.

With this in mind and in the absence of any further information before the end of term we will be asking ALL children to bring a packed lunch for the first two days back in the Autumn term.

Movement around the school

Movement within the school will be kept to a minimum. There will be no large unnecessary gathering during these times, eg assemblies or communal games.

Resources

In Key Stage 2 Classes [Year 3 to Year 6] we are asking that children bring a pencil case to school which contains all the pens, pencils etc that they will need to use during the school day.

If this is not possible, we will provide your child with the basic equipment needed.

At Foundation Phase [Nursery to Year 2] pupils will be provided with individual equipment which will be cleaned as required.

As cloakrooms will remain out of use, please can children only bring a water bottle and fruit snack which can be easily stored along with a small lunch box as needed.

Outside

During their morning and afternoon sessions all children will have allocated time outside in their dedicated class "Bubble". Please make sure that children have coats / sun cream etc as required.

7. Curriculum & Learning

As we move into the new school year we will continue to focus on the wellbeing of the children as the foundation for learning.

8.Communication

School Office

The school office will not be open to visitors. If you need to contact the school office or speak to a member of staff please do this via phone or email.

School Communication

Please ensure you check your emails and read texts, to ensure you are fully aware of vital school information.

Emergency Procedures

In the event of an emergency school closure we will contact all parents via text and email. We will also post key information on Twitter and our school's website.

8. Frequently Asked Questions (FAQ)

Will my child be required to wear a mask or PPE when they return to school?

At the time of writing there is not the recommendation for children to wear any type of PPE to school. Due to the difficulty in ensuring face masks are used effectively we would recommend that children do not wear face coverings to school.

I am running late and won't make the 15 minute drop off time, what shall I do?

Unfortunately, if you arrive outside of your 15 minute drop off slot, we will be unable to accept your child into school for that day as other children will be arriving. The 15 minute drop off slots are there to protect the children and staff by ensuring we can minimise mixing of children.

I am running late and won't make the pick up time, what shall I do?

Please could you arrange for another person to pick up your child. If there is an unavoidable emergency – telephone the school.

I have more than one child and their drop off slots are the same time, what shall I do?

Take your eldest child to their drop off place first and leave them with the school staff, then take your younger child/children to their drop off. It shouldn't take more than a few minutes to walk from any drop off place to another. If you are having difficulties with this, please give us a ring to discuss.

If my child has an accident in school will staff be able to administer first aid?

Our staff will administer first aid wearing PPE and a telephone call made to inform you if deemed necessary.

If my child wets or soils themselves, what will happen?

We will not be asking staff to change a child as there is a risk of catching Covid 19 from bodily fluids. We will telephone you and ask you to collect your child as soon as possible.

My child receives Free School Meals, what will this mean now?

We know that Vale catering will be making provision for this in September. Currently we are unable to say what this will look like. We hope to be able to update you during the summer.

What will the classrooms look like?

Each classroom will have enough tables and chairs for every child. All soft furnishings have been removed in line with Welsh Government guidance.

What about toilets?

We will continue to monitor pupil toilets. All children will be asked to sanitise their hands before using toilets. Children will be asked **only to use the toilets in their home building** to minimise mixing

Will my child have playtime? What will playtimes look like?

All children will go outside for set periods of time each day, regardless of the weather, so appropriate clothing (coat/sun hat etc) will be needed. We have put spots on the yard, 2m apart. These are to assist children with lining up only. The children will have their outside session with their class “bubble” group only, each group will have a dedicated outside space to use during these sessions.

Will my child stay with the children in their class “Bubble”

During their time in school we will aim to minimise the amount of time during which children will mix with each other HOWEVER we cannot guarantee that children will not mix with any other children.

July 2020