



## Parent Information Booklet



## **Guidance and Expectations**

Dear Parents/Guardians,

The Minister for Education announced on 9 July that all learners would return to school in the autumn term. The Welsh Technical Advisory Group (TAG), which provides scientific and technical advice to the Welsh Government during emergencies, recommends that schools “plan to open in September with 100% of pupils physically present on school sites, subject to a continuing, steady decline in the presence of COVID-19 in the community.”

The autumn term will start on 1 September. Planning and preparation days will take place at the start of term to enable staff to work together reviewing our risk assessments, processes and associated systems. From the second week of term, Ysgol Trelawnyd will maximise the number of learners in attendance through a phased approach focusing on our youngest learners (those children not invited to ‘Check in’ prior to the summer), leading to a full return on the 14 September when school attendance will be compulsory for all learners.

The content of this booklet may be subject to change depending on a number of factors and Welsh Government advice but the common goals of keeping everyone safe and all learners returning to school is our priority.

Should you have any further queries or concerns then please contact school.

01745 570171

[trhead@hwbcymru.net](mailto:trhead@hwbcymru.net)

Kind regards,

Miss Marina Parsons  
Pennaeth / Headteacher

### Access to School and Site

- Learners and parents/carers should attend the school on foot or by using personal mode of transport in preference to public transport
- Learners and parents/carers **should not car share** with other families
- Physical distancing must be observed at the drop off point with adequate space between other people
- Learners travelling by private taxi will be subject to social distancing rules appropriate to the private hire company and Local Authority
- Gates for entry will be clearly identified and all others locked
- A member of staff will be on the playground to guide parents and pupils
- Signage is in place to help remind parents and pupils of school expectations. Yellow spots on floor denote 2m distance
- Staggered drop off and pick up times will continue  
8.45-8.55 / 3.05-3.15 families with more than one child attending Ysgol Trelawynd  
8.55-9.05 / 2.55-3.05 families with only one child attending Ysgol Trelawynd  
9.00 / 11.30 Nursery pupils
- One parent only to access the site with their child/ren if possible and no parent to access unauthorised areas. Parents are only permitted to access the one-way system at the front of school and exit through the rear gate, a video has been shared via SeeSaw to demonstrate the one-way system
- There are designated routes for pupils to follow once pupils are on site, they go to their designated cloakroom to wash their hands (Foundation Phase pupils are supervised by a member of staff, older pupils are greeted by a staff member once inside school) before proceeding to their classroom, where doors remain open until all group members have arrived

### Display of Symptoms in School

- **Any employees, learners or parents/carers who are feeling unwell or displaying Covid-19 symptoms must not attend or visit school under any circumstances**
- If anyone becomes unwell when in school, they must leave school as soon as practical and follow self-isolation guidelines
- Those showing symptoms will be kept separate until they can be collected and taken home. Our isolation room is the library. All windows within the room shall be open to aid with ventilation and the child shall stay in that room until the parent can collect them, exiting through the closest doors (Fun Club entrance). Members of staff will leave school immediately
- Anyone displaying symptoms of COVID-19 should stay at home and begin to self-isolate for the timeframe set out in the guidance and make 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
- No learner with symptoms should be sent to school at all and it is vital that parents/carers support school with this action

- Once someone suspected, confirmed or with symptoms has been identified, all areas where this person will be identified with signage, the doors locked and the area kept clear. A deep clean of the area will be arranged

### **Outbreak in School**

- Building upon the Disease Outbreak Plan for Wales (2020) Public Health Wales has provided specific advice regarding the investigation and management of clusters and incidents of COVID-19 in educational settings. The advice outlines what steps should be taken to protect individuals and communities where clusters and incidents are occurring, as well as reducing spread to other communities
- A potential cluster is defined as two or more cases of COVID-19 among learners or staff in an educational setting within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19.

### **First Aid**

- If attending to any open wounds etc school staff will use Personal Protective Equipment (PPE) at all times. A visor, gloves and aprons are available at designated First Aid points
- Parents/carers will need to give permission for their child to attend a doctor's surgery or hospital during pandemic (a permission slip will be sent for you to complete)
- If school is in any doubt (or if not able to contact a parent/carer) we will contact NHS Direct or the Emergency Services for advice
- In line with school policy and risk assessment, usual procedures will be followed if a learner is seriously injured or someone with a medical condition needs to be admitted to hospital
- Staff are willing to go to hospital if a parent/carer cannot collect the learner and consent has been given
- Any child that has a toileting accident will be dealt with as per school policy with staff wearing PPE

### **Children Arriving at School**

- Adults to follow social distancing rules once on school premises - from the gates onwards
- Children and parents will follow the designated route and all children (except Nursery) will be dropped off at staggered times by the playground
- Key Stage 2 children will proceed to the Junior cloakroom, wash their hands and a member of staff will be supervise them along the route
- Foundation Phase children will be greeted at the door, supported to wash their hands and proceed to class
- Parents/carers follow the one-way system to enter and exit the school grounds

- All learners and staff wash their hands thoroughly prior to / or on entering the class
- All doors (apart from fire, toilet and security doors) are kept open to minimise contamination and classroom windows will be open to improve ventilation
- If possible, only one adult should drop off / collect their child/ren
- Face coverings are not permitted on entry into school. Procedures for the removal of face coverings will be shared with parents, disposable face coverings can be placed in the lidded bins within the cloakrooms. Re-usable masks can be placed in a suitable bag until home time or parents can take their child/children's face masks home
- If parents wish to speak to staff member they can do so via telephone, email or through the digital learning platform. Should parents wish to meet with the class teacher then an agreed time and date can be arranged

### **Whole School Collective Worship**

- There will be no whole school or key stage collective worship or assemblies. Collective worship will be held in individual classrooms

### **Travel Around School**

- Class bubbles will be formed and children will remain in their classes. No child will access anywhere within the building but their class and their designated toilet and outdoor spaces
- Social distancing has been mapped and marked across school using spots/ cones/tape/signs
- Posters reminding of social distancing are clear for all
- One pupil will be admitted to the toilets at any time. An allocated cubicle and sink will be available to each class bubble. A designated staff member will be responsible for disinfecting door handles, taps and flusher once used. Children can access the toilets throughout the day
- All doors apart from fire, toilet and security doors will be kept open
- If the weather is bad the children will undertake classroom-based activities only, unless toilet breaks needed
- All doors / surfaces will be wiped regularly: between circulating activities, before and after snack and lunch
- Each child has a tray to store work, stationary, an ICT device and any personal equipment they require to minimise sharing and cross contamination

### **Foundation Phase**

- Carpet/sitting time will be kept to a minimum and learners will sit on a designated child-friendly mark on floor
- A member of staff is available to deal with toileting, disinfecting of equipment and to remind pupils of good personal hygiene throughout the school day

- Large equipment e.g. bikes, scooters, cars are sanitised after use
- Learners come to school in school uniform, except on specified PE days. Please provide a sunhat / sunscreen if appropriate for the weather conditions. Children will apply their own sunscreen as per the usual school policy
- Outdoor learning is highly encouraged although distancing from other groups is a priority
- Classroom activities will be on a rotation basis whereby equipment can be cleaned regularly

### **Break Times**

- There will be staggered break times for all class bubbles
- Class bubbles will not mix outside
- Each class bubble has a designated route to go outdoors
- There will be an appropriate level of staff supervision during break times
- Common snack areas remain closed at the current time. Children to bring snack with them to eat in class – fruit please
- All learners to wash hands prior to and on return from break
- Wet play times: children will remain in class. Table top games for individuals can be provided or the children will watch a film
- Each class bubble has an assigned box of play resources. Equipment is cleaned after use

### **Lunch Times**

- Staggered lunchtimes will continue to ensure class bubbles do not mix (Foundation Phase - 11.45-12.30 / Key Stage 2 - 12.30-1.15)
- Learners can bring their own packed lunch. School meals will be available, there will be a hot and cold choice each day
- Learners will eat in their classroom and have a staggered play time following eating to ensure class bubbles do not mix and to minimise the risk of transmission
- Children will eat their lunches at their designated desks within their classroom
- No sharing of food is permitted
- Desks will be cleared and disinfected before and after lunchtime
- Pupils will wash their hands before and after eating and dispose of rubbish within the bins provided
- Class bubbles will be supervised outside at all times
- Staff should ensure that they maintain social distancing at mealtimes
- Pupils to bring in their own snack for break time and a water bottle for use throughout the day

### **Cleaning Routines**

- A deep clean of the whole school has already completed
- Staff will clean surfaces, door handles and equipment throughout the day
- Cleaning staff will ensure that all surfaces are deep cleaned at the end of the day
- Handwashing is prioritised over use of hand sanitisers

### **Distance and Continued Learning**

- Teachers are not expected to plan differently for distance and class learning. Both groups will be set the same tasks
- Teachers will remain in contact with distance learners via SeeSaw and by telephone each week, staff will assist the children with their learning as well as provide activities that promote their wellbeing, physical and creative development

### **School Uniform**

- School uniform is to be worn except on PE days when PE kits may be worn to school (class teachers will notify parents)
- Please ensure your child brings a coat to school
- Footwear suitable for outdoor use is encouraged
- The children will also be outdoors for as much as the weather allows

### **Medical needs**

- Please provide any regular medication your child needs e.g. inhaler. It is preferred if this can remain in school to minimise contamination

**Teachers will be sending a 'Class Information sheet' during the phased opening week**

**Information regarding the removal of face coverings worn to school will be shared**