



YGG Parc y Tywyn



Return to school information booklet

September 2020



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A letter of introduction

GOVERNMENT STATEMENT

The Minister for Education in Wales Kirsty Williams has announced that schools will reopen for ALL pupils in September. Since 29 June, schools in Wales have been offering their learners the opportunity to attend sessions to ‘check in, catch up and prepare’. This has been on a reduced basis taking into account the scientific advice available at the time and the measures that needed to be put in place to help reduce the risk of transmission. Things have since moved on and we now have more evidence and information available to us to inform our decisions for the operation of schools in the next academic year. 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 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.”

Taking into account the improved situation we now find ourselves in, the balance of risk is now overwhelmingly in favour of children returning to school. Being out of school is detrimental for children’s cognitive and academic development and their health and well-being, particularly for disadvantaged children; and, can have an impact both in the short and longer term.

The autumn term will start on 1 September and schools that can accommodate all learners from the start of the term should do so. There will be a period of flexibility. This will also allow time, up to a fortnight, for any planning and reorganisation. It is expected that planning and preparation days will take place at the start of term to enable schools and settings to work with their staff on reviewing their risk assessments, processes and associated systems. We will continue to monitor the situation carefully and every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education within a broader framework of local restrictions.

This guidance document provides a framework for school leaders to put in place proportionate protective measures for children and staff but also enables learners to receive an education that offers a broad and balanced curriculum allowing them to thrive and progress. It also recognises that a school’s context will determine how the combination of these measures are used to best effect to help minimise the risk of transmission in each individual setting. The full guidance document can be viewed here : <https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

Dear Parents / Guardians :

We are really looking forward to welcoming your children back to school in September. The school will have two planning and preparation days in September – 01+02/09; the school will be closed to pupils on those days. Classes will return gradually in September as follows :

- ❖ Tuesday and Wednesday September 1st and 2nd (closure days - staff to prepare school for return of pupils) Thursday and Friday September 3rd and 4th - Part time nursery, Full time nursery and reception classes to return
- ❖ Monday September 7th - the above pupils + Years 1,2,3 and 4.
- ❖ Tuesday September 8th - the above pupils + Years 5 a 6. All pupils will now have returned.



Please find below a summary of the key guidelines published by Welsh Government following Kirsty Williams' announcement regarding the reopening of schools in September for ALL pupils.

- Confirm that the Autumn Term in Wales will start on **September 1st**. Pupils will return on a phased basis from Thursday September 3rd.
- **Public Health Wales advice at the time of school opening will always prevail over the aspirational planning assumptions for increasing provision in September 2020.**
- Schools that can accommodate all pupils on that day and first week should do so.
- Recognise that some schools may want a short period to focus on priority year groups.
- Doing so in that first fortnight may also allow time for any planning and reorganisation that can't happen before the end of this term.
- However, in the interests of all of our children and young people, all schools will be open to all pupils by the **14th September at the very latest**.
- Schools will return to full capacity, with only **limited social distancing within contact groups**.
- At full operations, a contact group should consist of around 30 children. Some direct or indirect mixing between children in different contact groups will also be unavoidable, such as on transport, receiving specialist teaching or due to staffing constraints.
- **Social distancing for adults should remain in line with regulations and guidance.**
- Schools will be required to minimise the risk of transmission by taking other mitigating measures using the hierarchy of risk controls.
- Every school should continue to be "Covid Protected" - having carried out risk assessments and mitigated them with a combination of controls such as hand and surface hygiene, one-way systems and so forth.
- If early warning information shows a local incident or outbreak then nearby schools should implement appropriate restriction measures.
- Each school will be provided with a supply of home testing kits.
- **Preparations should always be in place to teach up to 100% of children remotely if needed.**

I would like to take this opportunity in thanking the Local Authority, Governing Body, and staff in all playing a vital role in achieving this 'new normal' at Ysgol Gymraeg Parc y Tywyn, in such a short space of time.

Thank you in advance, for your support and hard work, in adding value to our pupils experiences.

Yours sincerely,

Mr C Davies
Headteacher



School Information

Capacity

All pupils are expected to return to school in September. There will be no expectation for pupils to follow the two meter social distancing rule amongst their peers however we will continue to maintain the 2 meter social distancing measures between the pupils and the staff and between staff. We will implement the measures set out in an encouraging and positive manner, whilst always ensuring children are kept safe and are well cared for.

Drop Off and Collection Arrangements (See appendix 1,2 and 3)

We have established staggered drop off times for different classes to limit numbers coming on to the site at any one time. **Please adhere to your allotted time slot for drop off.**

One parent will be allowed with their child on drop off and collection. Your child will need to be taken safely, following the 2 metre social distancing rules, to the designated drop off / collection point (see appendix 2 and 3). There will now be two entrance drop off points : one for the Foundation Phase (see appendix 2), and one for Key Stage 2 pupils (see appendix 3). Staff will be waiting to meet you and your children at their designated gates upon arrival. Staff members will also be on duty to assist and support and also to ensure that everyone who is on school site is adhering to the 2 metre social distancing law. There are clear signs from the car park to the drop off/collection points. Should you require to speak to a member of staff regarding any issues then we would encourage you do so via email. Staff email addresses can be found on appendix 4. Should you need to speak to myself or Mrs Gower, we kindly ask that you do so via telephone in the first instance. If you need to visit the school office, please note that only one family is allowed in the main office foyer at one time.

It will be the parents responsibility to keep their child safe and following the new rules to ensure everyone is kept safe whilst checking in.

The older pupils will be unable to come in and go by themselves for the time being. We will also not allowed any bicycles to be kept on the school site during the school day for the time being. We are asking you all to play a huge part in the safety of your child and the school community. This will be reviewed in September.

Once you have dropped off your child, parents will then be asked to make their way out of school following the one way sytem. Please note that staff will be on hand to supervise and support where necessary. Please also respect the 2 metre social distancing rules with our staff.

As your child enters the classroom, and checks in with their class teacher, they will be asked to **use the hand sanitiser station**, which is located on each of the classroom doors throughout the school. This is to limit any possible spread of a virus.

A staggered pick up time has been established that mirrors the drop off system. The exit point mirrors the entry point with the exception for fulltime nursery to year 2 pupils where parents will need to follow the one way system through the main gate to their child's class to collect their children. Once



these pupils have been collected, then parents and pupils must make their way back to the main car park immediately following the one way system (see appendix 2).

A parent will not be allowed to collect another pupil, even it is a family relation.

Please ensure that you adhere to the time slot given. A child should not be brought to school outside of the allocated time slot given. This is to reduce the other pupils and staff in class from waiting, and limit the possible spread of the virus onto a different group of children.

WHAT IF I HAVE MORE THAN ONE CHILD IN DIFFERENT YEAR GROUPS?

If a family has more than one child attending, then they are expected to drop all siblings off at the earliest time and collect at the allocated times given to each class ie pick up the siblings at their allocated time from their allocated exit point.

School Uniform and Equipment

Each pupil is expected to wear school uniform in September. Only a small bag, lunchbox, water bottle and coat are needed to be brought into school on a daily basis. The school will provide all necessary writing equipment for each child. PE lessons will be held once a week, weather permitting, as we are unable to hold such sessions in the school hall.

BREAKS & DINNER TIMES

Playtimes

Children will be supervised by their own staff at playtimes. Playtimes and playgrounds will be staggered so that children play with their bubble groups. Staff will always endeavor to ensure appropriate social distancing during playtimes, dependent on the age and understanding of the children.

School meals

Carmarthenshire County Council Catering will NOT be providing school meals during the first 2 weeks of the term - children will be required to bring a packed lunch from home. Once we have more information with regards to the reopening of the kitchen, we will inform you via the School App.



All children will need to bring a packed lunch to school, including children in receipt of Free School Meals (We will be enforcing a strict **NO NUT's** on school site policy as one of or pupils has a severe nut allergy. We ask that everyone adheres to this policy for the health and safety of all our pupils.

Breakfast Clubs, After School Clubs and Extracurricular Activity Clubs

There will be no breakfast and after school club provision for at least September. We shall discuss this provision with the Local Authority during the first two weeks of September and inform you of any changes in due course. Staff will not hold extracurricular activity clubs, such as Choir, Sports Club, Gardening Club



etc to ensure that we follow the Welsh Government's directions on social distancing.

CLASSROOMS

Schools are expected to keep classes of approximately 30 children separate and to refrain from mixing with children from other classes. Each class ie teacher, teaching assistant and the pupils in that class will form a bubble. These bubbles will not be allowed to mix with any other bubbles throughout the school including lunch and play times. Playgrounds will be timetabled for each class and they will use their own resources. Play areas are also zoned off to ensure small bubbles of pupils do not mix.

KS2 pupils will sit in rows facing the front. FPh pupils will follow the usual FPh ethos, but with some changes eg controlling the number in an area, not using confined areas, using the outdoor areas as much as possible etc

MOVEMENT AROUND THE SCHOOL

We have established safer movements around the school building. A strict one way system is in place to ensure that children from different classes do not pass each other within the corridors. Wherever possible, we will be asking staff and pupils not to use the corridors internally. The older pupils previously had independence in taking messages to the office, collecting items at the photocopier, etc. These tasks will no longer be allowed. Corridors are clearly marked to ensure that pupils and staff can visually see the reminders and messages regarding their safe use, taking into account the needs and consideration of others.

HYGIENE & CLEANING

- ✓ The building will be cleaned regularly throughout the day. Hard surfaces will be cleaned with warm soapy water or the required cleaning products. Particular attention will be given to cleaning 'high-touch' areas and surfaces such as tables, equipment and door handles.
- ✓ Each class will have cleaning materials and wipes for cleaning high touch resources/surfaces during the day
- ✓ Hand sanitiser will be provided at key locations. Every classroom has an anti-bacterial station for pupils to use when entering their class from outside.
- ✓ Only one pupil will be permitted in any toilet block at a time
- ✓ Posters to encourage effective hand washing will be displayed. Children will have access to a range of hand washing materials – bars of soap, liquid soap and soft soap dispensers.
- ✓ Hands will be washed with soap and running water for at least 20 seconds at regular intervals throughout the day, including: -
 - on arrival and when leaving school
 - before and after handling food
 - before and after handling objects and equipment that may have been used by other people
- ✓ Appropriate PPE will be provided for intimate care, First Aid etc. A risk assessment for each child who needs heightened personal care will be undertaken and the appropriate PPE utilised accordingly.
- ✓ Learners and staff should use the snuffle stations if needing to cough or sneeze, or into their



elbow. Wipes, anti bacterial hand sanitiser, tissues, and a bin will be supplied in each class. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.

FACE COVERINGS

We are not recommending the wearing of face masks in school. Non-medical face coverings are recommended where social distancing cannot be maintained. They are not a replacement for far more effective measures such as social distancing and hand hygiene. We are organising our environment to ensure that appropriate social distancing can be maintained throughout the day

Furthermore, the wellbeing of learners is critical to any considerations around face coverings and especially the impact on relationships and pupil anxiety. Despite this, if a member of staff wishes to wear a face mask, then they will be allowed to do so.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

There is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

PPE may be required when: -

- **Dealing with suspected coronavirus (COVID-19)**
- **Providing Intimate Care (an individual risk assessment will be carried out for pupils to determine the level of PPE needed)**
- **Some aspects of First Aid**



HEALTH

The Local Authority has updated their guidance on what parents should do if their child is showing symptoms of COVID-19 or needs to self-isolate:

Under no circumstances should you send your child to school if they:

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days.
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.

Track, Trace Protect procedures :

If your child becomes unwell or needs to self-isolate, you MUST report this to the Local Authority by calling 0300 333 2222 or by emailing TTP@deltawellbeing.org.uk (this service will be available 24/7).

The Authority will then notify the school on your behalf. For information on how to apply for a test for yourself or someone in your household with symptoms including children under 5s please visit the Welsh Government website <https://gov.wales/apply-coronavirus-test>.

If you or your child feels unwell and need medical advice, please telephone NHS 111 for advice or visit their website <https://111.wales.nhs.uk/default.aspx?locale=en> or telephone your GP.

I finish by stating that Ysgol Parc y Tywyn provides great warmth, care, support and routine for all of our children and we will continue to do so. We are living in unprecedented times and amid great uncertainty. We look forward to welcoming you all back.

Thank you, in advance for your continued support,

Your sincerely,

C Davies

HEADTEACHER



Atodiad / Appendix 1

Amseroedd yr ysgol : Medi 2020 / School times September 2020



YSGOL GYMRAEG PARC Y TYWYN

'Nid da lle gellir gwelw'

Amseroedd yr ysgol : Medi 2020 School times : September 2020

Lleoliad : Gat wrth y gegin Location : Gate by kitchen	Lleoliad : Gat wrth y prif fynedfa Location : Gate by main office	Amser Cyrraedd /	Amser gadael /
Blwyddyn / Year 6 Mrs E Zych	Blwyddyn / Year 2 Mr D Evans	8:45	2:35
Blwyddyn / Year 5 Mrs S Richards	Blwyddyn / Year 1 Miss C James	8:55	2:45
Blwyddyn / Year 4 Mr P Ford	Derbyn / Reception Mrs J Williams	9:05	2:55
Blwyddyn / Year 3+4 Mrs A Davies	Meithrin Llawn / FT nursery Miss A Davies	9:15	3:05
Blwyddyn / Year 3 Mrs E Evans		9:25	3:15
	* Meithrin bore/ * Morning nursery Mrs S Hughes	* Prif fynedfa / Main entrance 9:25	* Prif fynedfa / Main entrance 11:30

Os oes mwy nag un plentyn yn y teulu, yna bydd disgwyl i rieni i ollwng y plant ar yr amser cynharaf a dychwelyd i nol y plant yn ol yr amseroedd dynodedig i bob dosbarth.

If a family has more than one child attending, then they are expected to drop all siblings off at the earliest time and collect at the allocated times given to each class

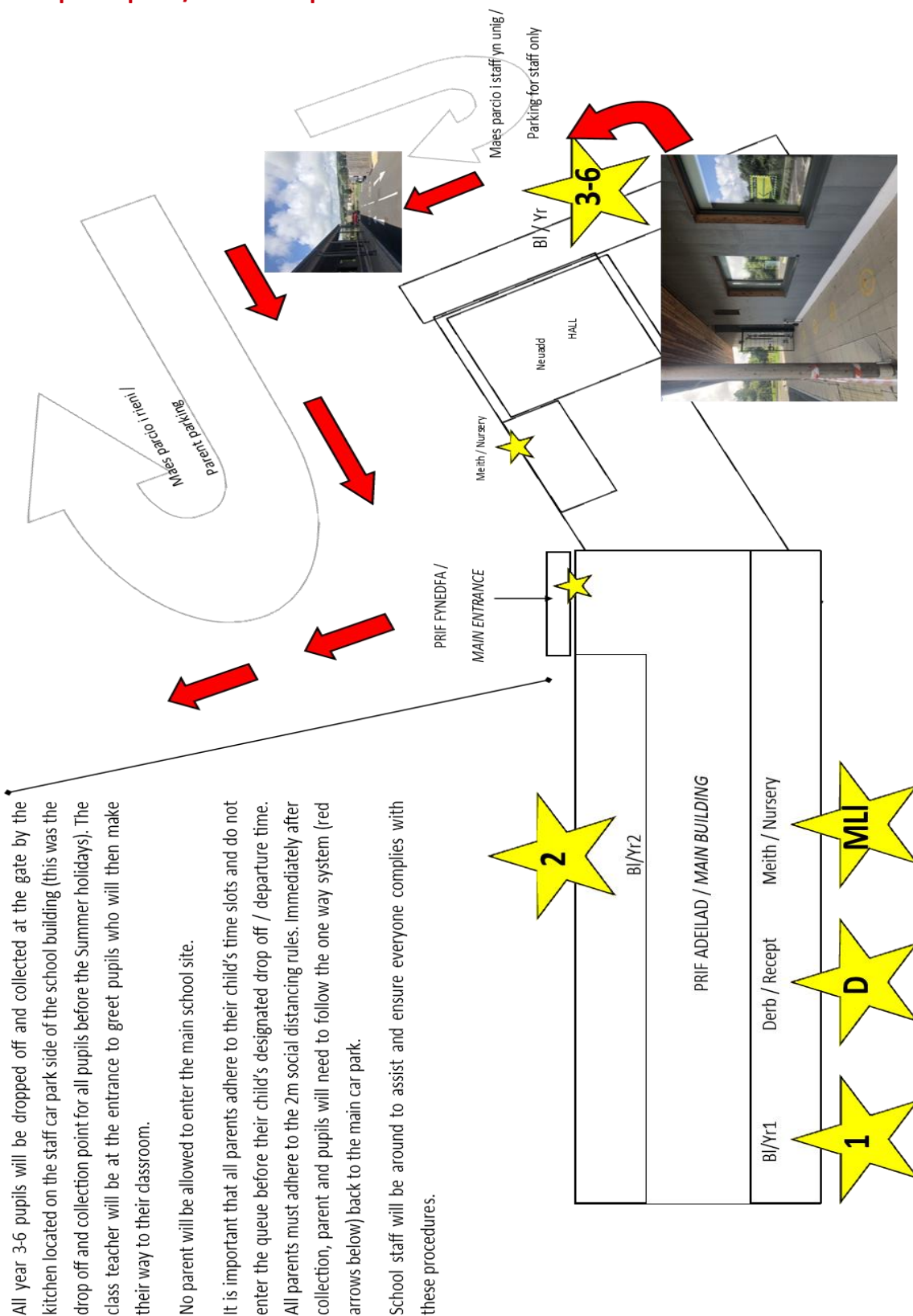
Please adhere to your allotted time slot.



Atodiad / Appendix 3

Cyfnod Allweddol 2 : Trefniadau gollwng / casglu disgyblion

Key Stage 2 : Pupil drop off / collection procedures



All year 3-6 pupils will be dropped off and collected at the gate by the kitchen located on the staff car park side of the school building (this was the drop off and collection point for all pupils before the Summer holidays). The class teacher will be at the entrance to greet pupils who will then make their way to their classroom.

No parent will be allowed to enter the main school site.

It is important that all parents adhere to their child's time slots and do not enter the queue before their child's designated drop off / departure time.

All parents must adhere to the 2m social distancing rules. Immediately after collection, parent and pupils will need to follow the one way system (red arrows below) back to the main car park.

School staff will be around to assist and ensure everyone complies with these procedures.



Atodiad / Appendix 4

Cysylltu a staff / Communicating with staff

Staff	Role	E-mail
Mrs E Gower	Admin officer	admin@parcytywyn.ysgolccc.cymru
Mr C Davies	Headteacher	craig.davies@parcytywyn.ysgolccc.cymru
Miss H Roberts	Deputy Headteacher	helen.roberts1@parcytywyn.ysgolccc.cymru
Mrs E Zych	Year 6	elin.coslett-zych@parcytywyn.ysgolccc.cymru
Mrs S Richards	Year 5	sian.richards@parcytywyn.ysgolccc.cymru
Mr P Ford	Year 4	michael.ford@parcytywyn.ysgolccc.cymru
Mrs A Davies	Year 3/4	anna.davies1@parcytywyn.ysgolccc.cymru
Mrs E Evans	Year 3	elin.gibbon-evans@parcytywyn.ysgolccc.cymru
Mr D Evans	Year 2	dafydd.evans@parcytywyn.ysgolccc.cymru
Miss C James	Year 1	ceri-llian.james@parcytywyn.ysgolccc.cymru
Mrs J Williams	Reception / FT nursery	janet.williams@parcytywyn.ysgolccc.cymru
Mrs S Hughes	PT nursery	susan.hughes@parcytywyn.ysgolccc.cymru
Mrs E Williams	SENCO / SEN	elinor.williams@parcytywyn.ysgolccc.cymru