

GLADSTONE PRIMARY BACK TO SCHOOL!!

“Check in, Catch Up, Prepare for summer and September” - all schools in Wales to enter next phase- Kirsty Williams, Education Minister.

Every decision made at Gladstone Primary follows Welsh Government guidance to ensure safety of staff and children.

What it looks like at Gladstone.

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1. Timetables & Organisation

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

- Classes will be divided into four groups, these will be known as pods
- Each pod will access the school for one morning session per week (3hrs) and then receive online support via Seesaw in the afternoon of the same day they attend school.

- All groups will be taught by their class teacher (Or familiar teacher in case of staff absences) in groups no bigger than 8.
- Each group will have their class teacher and an LSA.
- The groups have been allocated alphabetically. There is no negotiation on these groupings and timetable... we have tried our best to match families together on the same day but friendship groups cannot be guaranteed.
- Unfortunately our Nursery will not be attending until September. We are unable to fit the nursery in now due to space needed to accommodate all of the other year groups. Information regarding September will be sent out at a later date for nursery parents.
- **Each child will access school for 3 hours once a week. This will be in the morning to allow for online teaching and cleaning in the afternoons. You will receive a letter letting you know which day your child can attend and what time we will expect you.**

Hub - Access - Mixing

We will continue to provide for children of key workers. The hub is open to key workers every day and will remain in the canteen building and in one of our nursery rooms. The Vale guidance suggests between 8.30 and 4pm however we will endeavour to continue supporting our key workers so if you need child care out of these hours then please contact Caroline Newman. **The guidance states that children cannot attend the hub and their classroom in the same day.** For this reason, parents have been asked to decide on their pod day if they want them to attend their class for the morning and find alternative provision for child care, or not attend their classroom and access the hub for the day. **PLEASE NOTE that for the families who have been regularly using the hub provision you will be contacted and we will work with you to make sure that your child WILL be able to access their class as we really don't want any children missing out on the chance to spend time with their class teacher.**

- Attendance

Attendance for **all children** is voluntary. There will be no sanctions for those opting to not send children to school. It may not be safe for some children to attend school. Welsh Government guidance states the following if they are shielding.

'Extremely vulnerable' or shielding learners

"Shielding" means protecting those people who are extremely vulnerable to the serious complications of coronavirus because they have a particular existing health condition. This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition. These individuals will have received a shielding letter from the Chief Medical Officer. Learners in this category must not be asked to attend schools or settings but should be supported to work or learn from home.

Living with a shielding or vulnerable person

If a learner lives in a household with someone who is vulnerable or extremely vulnerable, they should only attend a school or setting where they can adhere to social distancing and the learner is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. In those instances, we do not expect those children to attend and they should be supported to learn at home.'

- Wrap around care

There will be no wrap around care or clubs (including breakfast and afterschool club) for the July period. It is likely that this will also be the case in September.

2.Drop off & Collection

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

- 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 for your child to come into school. 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, **no parents** are allowed into the school buildings.

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

- Every class has a 15-minute slot to arrive.
- **If you arrive after this slot your child will not be able to attend school for their allocated morning so please don't be late and PLEASE DO NOT BE LATE COLLECTING**

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.

Please only bring your child to school on their allocated day... if you do bring them on any other days (apart from those in our Hub provision) then we will have to ask you to take them back home.

Class	Times in	Times out	Entrance/Exit	On line learning Between...
G1	9am	12	Gate in front of infant building- access yard via main school gate.	1.30 – 3pm
G2	9.15am	12.15	Gate in front of infant building- access yard via main school gate.	1:30 – 3pm
G3	9am	12	Gate opposite the canteen, please use pedestrian access along side staff carpark	1:30 – 3pm
G4	9.15am	12.15	Gate opposite the canteen. please use pedestrian access along side staff carpark	1.30-3pm
G5	9am	12.00	Gate next to our Gazebo. Please use the Butrills road access at the top of our school field.	1.30-3pm
G6	9.15	12.15	Gate next to our Gazebo. Please use the Butrills road access at the top of our school field.	1.30-3pm
G7	9am	12	Classroom door (at back of junior building). Please use top gate on Southey Street to access (next to double gates of back yard)	1.30-3pm
G8	9.15am	12.15am	Classroom door (at back of junior building). Please use top gate on Southey Street to access (next to double gates of back yard)	1.30-3pm
G9	9-am	12	Door at the back of the junior building – please use top gate on Southey Street to access (next to double gates)	1.30-3pm
G10	9.15am	12.15	Door at the back of the junior building – please use top gate on Southey Street to access (next to double gates)	1:30 – 3pm

G11	9am	12	Junior Building side entrance – please use main yard to access	1.30-3pm
G12	9.15am	12.15	Junior Building side entrance – please use main yard to access	1.30-3pm
G13	9.15	12.15	Side door at the back of the junior building – please use main school gate on Southey Street to access.	1.30-3pm
G14	9.30	12.30	Side door at the back of the junior building – please use main school gate on Southey Street to access.	1.30-3pm

3.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 morning there will be regular cleaning of surfaces, door handles and other high contact areas.

- Hand washing

We will ensure all children are washing their hands on arrival at school and regularly throughout their time in school. All classrooms have 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.

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- **First Aid**

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

- **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, intimate care and serious 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.

4. Social Distancing

With social distancing measures still very much 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 have determined that social distancing will work across three distinct levels.

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

Staff will regularly remind and reinforce the key messages. We have little songs and poems to help your children with this in a fun way. **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.**

Welsh Government guidance acknowledges that *'it is not practicable to expect learners to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between learners. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. Practitioners should recognise that younger learners will not be able to maintain social distancing at all times.'*

5- **Wellbeing & Safeguarding**

- **Check in, Catch up and Prepare**

It is expected that all learners who are able to, have the opportunity to attend their school from the 29th June until 17th July, for a 'check in, catch up and prepare for summer and September'

Check in - with our school, our staff and some of their peers

Catch up - and share experiences with staff and peers

Prepare - for a return to school in September and beginning to understand how it may need different routines to the time before our school closure.

- **Children's Wellbeing**

We understand that many children may feel anxious regarding returning to school. During the week beginning Monday 22nd June, all teachers will share a video of their classroom prior to their return to school. This will also include a short message from your child's teacher to help reassure them about returning to school.

- **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.

6. **Daily School Routines**

- **Uniform**

Children are welcome to wear their school uniform. However, we understand that many may have outgrown their uniform over the past few months. If this is the case, they can either wear their PE kit or clothes that can be washed easily. We do not want parents to buy new uniform for this short period. Those attending the hub do not need to wear school uniform but we ask, if possible, for fresh clothes to be worn each day.

- **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**

- Each child will be allocated a place in the classroom with their own table and chair;
- All children will have a stationery and resource pack provided for them;
- Children may only bring their coat, a water bottle and a single piece of fruit;
- **Strictly no bags;**
- All resources will be cleaned regularly;
- Children are not to bring in their own footballs, sports equipment or toys.

- **Food & Drink**

Children will need to bring their own water bottles into school, for **WATER ONLY**. This can be refilled in school. Children may bring a single item of fruit into school. They will be offered toast on entry to school.

● **Outside**

During their morning session children will have allocated time outside in their dedicated group. They will not mix with other groups. The children will be taught outside as much as we can.

7. Curriculum & Learning

The focus between now and the summer is on wellbeing and emotional health. Alongside being in school with their class teacher in the morning, we will be providing trialling distance learning support in the afternoon. Children will be introduced to a literacy or numeracy activity in school, have it explained and modelled and then we anticipate that the same afternoon they will complete that learning at home.

To support this “blended approach” their teacher will be available to them via Seesaw. This specific activity feedback will be available for the day your child is in school. Eg; if they attend Monday morning, their given task online support from the morning will be available on the Monday afternoon between 1.30pm and 3pm.

Please note that our usual Seesaw activities and teacher support will continue as we have done all the way through the lockdown period.

We contacted all families some time ago to ask if you needed support with accessing devices or internet for home learning so we are hoping that now all our families have access.

Children can then still access learning through the weekly plans that we upload onto our website and on Seesaw.

- **In school**

Our focus will be on the wellbeing of the children as the foundation for learning and supporting children with their understanding and access of online/distance learning.

In order to support our children, all staff have received updated online trauma informed training. As part of this, we would encourage you to take time to go through the poster.

Preparing Your Child For the First Day Back in School

As schools begin to open to more children, parents and children may well be feeling anxious. Here's some ideas of how best to prepare.

Be Calm.

Your child will take their lead from you and be reassured if you are steady and matter of fact.



Be Curious.

These are strange times and their imagination may run away with them. Listen, and try not to dismiss or minimise their fears but validate how they are feeling – "it's completely fine to feel like that at the moment" or "I can really understand why you would feel like that"



Be Positive.

Remind them of all the ways they have learnt to keep themselves safe: washing their hands regularly, sneezing and coughing into their elbow, not hugging others and staying in their own space.



Be Thankful.

Help your child think of things they are looking forward to: being with their friends, seeing their teacher, favourite activities but be mindful some of these may not be available for them



Be Supportive

Younger children particularly may struggle with separation anxiety and may become tearful, clingy or act out. Reassure them that you will miss them too and think of them through out the day. It might be helpful to draw a little heart on their wrist and one on yours too. You can call it the hug button and when they find they are missing you they can press the heart and know that you will be doing the same at home. Sometimes having a little object to remind them of you through the day helps but please check this out with your school first.



Be Prepared.

Support your child to be aware of changes that may have happened to their classroom environment since they were there last and rehearse any new routines that school may have shared. Rehearse and practice your 'goodbye' routine and create a 'hello' greeting for the end of the day for them to look forward to.



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. You also have Caroline Newman's phone number and email address ... you are welcome to continue using these.

- **School Communication**

Please ensure you check your emails and read texts, to ensure you are fully aware of vital school information. we will send out plenty of information so please make sure that you read it.

- **Emergency Procedures**

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

9. Frequently Asked Questions (FAQ)

My child is in a different pod from their friend, can they change pods?

We are so sorry but..No... we have a large number of children at our school and have taken the decision to split classes in alphabetical order.

I am running late and won't make the 10 minute drop off time, what shall I do?

Unfortunately, if you arrive outside of your 10 minute drop off slot, we will be unable to accept your child into school for that day as other children will be arriving. The 10 minute drop off slots are there to protect the children and staff by ensuring we can all keep a distance of 2m from each other.

I am running late and won't make the 10 minute pick up time, what shall I do?

It is vital that all children vacate in their 10-minute slot as the next pod will be leaving shortly after. Please arrange for someone else to pick up your child. However, if an emergency situation arises that you cannot solve please contact the school.

My child did not attend school today, can they still have contact with the teacher during the online learning slot?

Your child may still access the online learning slot, but they will have missed the teacher input from the morning session.

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

Go to the earlier drop off point first and leave them with the school staff, then take your other child/children to their drop off. It shouldn't take more than 15 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.

I am a Key Worker and my child will be going to the childcare hub. Can they also access their learning pod with their teacher?

The guidance states that children cannot attend the hub and their classroom in the same day. For this reason, parents must decide on the class day if they want them to attend their class for the morning and find alternative provision for child care, or not attend their classroom and access the hub for the day. **The school will be in contact with you to discuss this and try and make sure that no child is disadvantaged and misses out.**

Will my child be mixing with children who also attend the childcare hub?

No child will be going to the childcare hub and their classroom on the same day.

What will happen in September?

We have yet to receive any further guidelines regarding schooling from September, but will keep updating you with any updates we receive. At present, it is likely school routines may be similar to the July period.

Kirsty Williams has announced that there will be an extra week's holiday in the Autumn Term, when will this be taken?

We are awaiting confirmation of the exact dates. However, if it happens, it will be attached to the currently planned half term break.

When will we know which class our child is in next year?

As you can appreciate, our focus is on returning to school. Classes and teachers for September are currently being allocated and will be shared in due course.

My child will be attending the childcare hub, do they need to wear school uniform?

No, they do not need to wear uniform. Ideally, they would wear something that is easily washable

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

There will be no meal provision for any pupils. Childcare hub children should bring a packed lunch from home. Free School Meal vouchers will continue to be sent out to families until the end of August.

What will the classrooms look like?

Each teacher will send a short video of the classroom to show the children, so they are prepared for the changes. Each classroom will have a maximum of 8 tables and chairs. Your child will be allocated a specific space which will be theirs each time they attend their pod session. All soft furnishings have been removed in line with Welsh Government guidance.

Will homework be set over the summer holidays?

No. However, like in previous years, if you feel that doing some work like reading, times tables etc would benefit your child then please do.

How will children maintain social distancing in the toilets?

We will have a maximum of 1 child in the toilet blocks at a time. There will be an adult outside the toilets to ensure no more than 1 child enter the toilet at a time.

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

All children will go outside for a period 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 and to remind us all what 2m looks like!! They are not there to allocate a play space! The children will have their outside session with their pod group only, so there will be a maximum of 8 children in each outside area at a time. We will be encouraging children to play games whilst still keeping a distance from the other children in their pod. Any equipment that is used will be cleaned.

Will my child stay with the children in their pod?

During their time in their learning pods, children will not mix with any other children. They will remain in these pods until the summer holidays. We will inform you of arrangements for September once we have received more guidance from Welsh Government.

Written

20th June 2020