

Ysgol Bro Famau



Return to School Handbook

June 2020

Start and End of the Sessions

There will be a member of staff on duty from 8.45am. Each session will start at 9.00am. Pupils should arrive no earlier than 8.45am and should stay on the yard, keeping 2metres apart.

Parents should be mindful when dropping off the children to keep a 2m social distance.

No cars will be allowed on site from 8.45am onwards

Parents may enter the school yard through the pedestrian gate. Parents are not permitted to enter the school building. Whilst on the yard, pupils will stay 2m apart. When the bell rings the pupils will line up on the yard on the allocated marks. They will then walk into school, keeping the 2m distance. They will line up outside the hall on the marked lines.

On entering the hall, pupils will be expected to wash their hands for 20 seconds. They will be then called by the teacher to take their place at their desk.

Pupils should only bring a snack from home and no other possessions. Coats will be kept on the back of their chair.

At the end of the session, Parents should wait on the marked out spots until their child is released to them. They should leave via the vehicle entrance.

If your child is unwell before school, please DO NOT send them to school.

Please take your child's temperature before coming to school. If your child has a raised temperature, please DO NOT send them to school.

Key Workers' children in the Hub

In line with Denbighshire County Council guidance, pupils may only attend the Hub if both parents are Key Workers or if a single parent is a key worker.

The Hub is open from 8.00am until 3.15pm. Breakfast will be available for Hub children only. A packed lunch can be arranged from Denbighshire Catering otherwise a packed lunch should be brought. On arrival, parents and children should wait at main school entrance, where they will be greeted by a member of staff. They will be asked to wash hands on arrival.

Parents need to sign pupils in and out. Sessions need to be booked fortnightly to ensure the correct staffing.

There is no After School Club.

Parents and Carers who have decided not to send their children back to school

If you have decided that you do not wish to send your child back to school we respect your decision. If you change your mind and wish your child to return to school, we will welcome them. You must give the school 3 full working days' notice before they can return. Please contact the school on Elizabeth.knight@denbighshire.gov.uk

Equipment

Children should NOT bring any school bags to school.

The only things they should bring to school are:

- Filled water bottle – on their first day. This is to be left at school and will be cleaned in a solution of Milton at the end of each day.
- Sun hat and sun cream
- Coat if it looks like rain – this will be kept on each child's chair in the hall
- Break time snacks

Children SHOULD NOT bring

- Pencil cases
- PE kits
- Rucksacks
- Toys
- Books

School Uniform

We are not expecting children to wear full school uniform on return to school, but clothing should be of a practical nature. Pupils can wear their PE kit with a school t-shirt and school jumper. We will hopefully be spending a lot more time outdoors, which may include activities that require children to be physical or get dirty. Footwear should be trainers rather than usual school shoes. Footwear should not be open-toed. **Children must wear a fresh set of clothes each day.**

Social Distancing

Foundation Phase

We accept that children of this age will not adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes:

- Specific easy to clean toys put out on a rotation
- Children given "base places"
- Removed soft furnishings and close contact areas (home corner/reading corner)
- Individual sets of resources

Key Stage 2

Children of this age will have a better understanding of how to adhere to social distancing between themselves or adults. We have set up the classroom with control measures to encourage space between the children where possible. This includes:

- Tables spaced out to approx. 2m.
- Each table has an identified seating space and place for resources and possessions

- Resources from around classroom removed
- Resource trays set up for each child

Our new school rules to keep us safe

In order to keep everyone safe we are all going to have to follow some new rules

- We need to try to keep 2m apart
- Look after our own resources
- Moving around the school carefully using the one way system if necessary
- Use the toilets respectfully
- Wash our hand for 20 seconds
- Catch it, bin it, kill it
- Follow the rules at break time too

The 2m rule

You can help your child be ready to come back to school. You can talk about how the class will look. You could do some activities to help children try and get an idea of how far 2m is. You could use a piece of string or metre rule. You could use cones to play games of estimation, see who is closest to a 2m distance from a certain point.

Looking after resources

Every child will get a tray with their own resources. Children are responsible for their resource trays. These trays will be put under the table at break times to allow for quick and easy cleaning of tables. At the end of the session they should be put away.

Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The e-Bug project has a dedicated webpage for learning resources on hand washing and respiratory hygiene. Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home: <https://www.e-bug.eu/>

Toilets

- Each classroom is allocated their own toilets to use.
- Only one child should use the toilet at a time.
- All children MUST follow handwashing procedures after using the toilet.
- This should be monitored whenever possible with younger children.
- Additional signage in toilets to remind children of hand washing routine
- Regular reminders of importance of handwashing and routine
- Toilet checks to be undertaken at regular points throughout the day and check sheets initialled
- All staff to be made aware of location of additional soap and toilet rolls for any refills required during the day.

Moving around the school

Children must not move around the school unless supervised by an adult.

First aid

Each classroom will have its own accident book. There will also be PPE available in the first aid box.

Registers

The register will be taken online using SIMs. Teachers will be given access to the necessary year groups.

Moving around school - Adults

Adults should give way, face the wall, or use a "Covid-19 Layby" when passing others around school.

Cleaning

Hands on resources used by different children

This is more likely to apply to younger children. Any small hands on items that children have used each day will be disinfected overnight and then put somewhere to dry. Resources should be planned for use on a rotation that allows for this. Staff responsible for organising this.

Frequently touched surfaces

Regularly clean frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys, electronic equipment, toilets and shared equipment. Staff cleaning frequently touched surfaces to wear gloves and apron. These should be double bagged and thrown away in the regular rubbish after cleaning is finished.

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. (See DCC policy)

<https://www.youtube.com/watch?v=tTZvXudABCg>

Child or Adult is showing Coronavirus symptoms

- Isolate member of staff/child to old library with windows opened.
- Staff supporting the staff/child need to wear PPE
- Parents/Carers called immediately or staff member sent home immediately
- If they need to use the bathroom –use Staff toilet nearest the old library , after they have left deep clean the bathroom
- In an emergency call 999
- If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly and dispose of PPE and clean visor.

Additional precaution

If your child is unwell before school, please **DO NOT** send them to school.

Please take your child's temperature before coming to school. If your child has a raised temperature, please **DO NOT** send them to school.

All children and adults in the groups with the person showing symptoms to be sent home to self-isolate until the person showing symptoms has been tested. If they receive a negative test results they and the rest of the group can return to school.

Any PPE used in this incident be double bagged and stored in the boiler room for 72 hours.

Where PPE is recommended in this situation, this means that:

- A facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- If contact is necessary, then gloves, an apron and a facemask should be worn
- If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn
- Staff must have read DCC guidance for putting on and taking off PPE and watched the video they use PPE equipment.

Face masks used in this situation must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged

Social distancing in Office

- Keep doors open to reduce contamination of door handles
- Request all Parents/Carers to contact the office by email or phone where possible
- High touch areas in office and reception foyer including phones, photocopier, and school entrance/exit buttons to be cleaned regularly throughout the day
- Phones should only be used by office staff where possible. When this is not possible other staff should disinfect phone before and after use
- Children should not be sent to the office to collect items, photocopies etc.
- No school visitors
- Contractor visits to be minimised and risk assessed when required
- Deliveries may be brought into the reception area provided delivery person remains at a 2m distance
- Available staff will wipe down packages with antibacterial wipes
- Named office equipment such as staplers, hole punches etc. should only be used by the named person.
- Other staff should disinfect shared equipment as necessary

Social Distancing in the Staff Room

Social distancing must be maintained in the staff room. Staff are encouraged to bring their own drinks/snacks/packed lunch which should be consumed in their base room. Staff should not share cutlery/crockery. All equipment used must be washed and dried up immediately and surfaces cleaned with cleaning equipment provided. Items such as microwave should be wiped down with disinfectant after use.