

Ysgol Bro Famau



Return to School Handbook

September 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 who are not in breakfast club should arrive no earlier than 8.40am and should stay on the yard.

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

Llanferres Site

At the start of the day parents may enter the school yard through the pedestrian gate. Parents are not permitted to enter the school building. When the bell rings the pupils will line up on the yard. They will then walk into school.

Nursery and Reception - Parents and children are to use the white gate leading to the steps up to the balcony attached to Mrs Lightfoot's classroom where a member of staff will be in class.

Year 1 and 2 - Parents to use the main entrance – there is a one way system in place and markings on the floor.

A video will be published on Seesaw to show the children how this will work so please check your child's Seesaw account.

On entering the building, pupils will be expected to wash their hands for 20 seconds. They will be then escorted into class.

At the end of the school day please all parents are to gather on the main playground to wait until their child is released to them. They should leave via the vehicle entrance.

Llanarmon Site

In order to maintain the bubbles we ask that children are dropped off at the gates by parents and school buses.

Years 3 and 4 to use the black gates at the side of the building.

Years 5 and 6 to use the gate at the top of the yard (from the car park)

Parents are not permitted to enter the school building. When the bell rings the pupils will line up on the yard. They will then walk into school. A video will be published on Seesaw to show how this will work so please check your child's Seesaw account.

On entering the building, pupils will be expected to wash their hands for 20 seconds. They will be then escorted into class.

At the end of the school day please all parents are to gather on the playground to wait until their child is released to them.

Years 3+4 parents – the playground at the back of the school

Years 5+6 parents – the main playground

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.

Little Ladybirds/Breakfast and After School Club

Telephone Number 07592 125677

Breakfast club - on both sites, 'bubbles' will be maintained where possible.

Little Ladybirds – please book a place for the sessions needed. Please give 24hrs notice if your child is unable to attend or a cancellation fee may be charged.

After School Club

This will be running on a booking only system so please make sure your child has a place booked. Please ring the number to book. Please give 24hrs notice if your child is unable to attend or a cancellation fee may be charged.

When you arrive to pick up your child please could you ring the number above to notify the staff. A member of staff will then bring your child to you.

Please make sure your child has a coat as the outside areas will be used.

Transport

Transport will be provided from home to school for all the children who have their names on the Denbighshire County Council Transport list for Ysgol Bro Famau. As set out in the Guidance unless your child's name is on the list they will not be picked up to be taken to school.

Transport to Llanarmon will also be running from the Llanferres site at the start of the day and also back to Llanferres at the end of the day for those children needing After School Club or those to be picked up at the Llanferres site.

Equipment

Children should NOT bring in anything from home. They can bring a bag from home with their packed lunch in and a drink. Or as listed below

The only things they should bring to school are:

- Filled water bottle
- Coat
- Break time snacks

Further information about reading books will be passed on via the class teachers.

Children SHOULD NOT bring

- Pencil cases
- Toys

School Uniform

We are expecting children to wear full school uniform on return to school. **Children must wear a fresh set of clothes each day.**

Social Distancing

The 2m rule will only apply to adults within school

Foundation Phase

We have been advised that children of this age will not need to social distance between themselves but adults are still advised to keep a distance where possible. When a member of staff is unable to keep a social distance masks will be worn. We have set up the classrooms with control measures where possible. This includes:

- Specific easy to clean toys put out on a rotation
- Removed soft furnishings and close contact areas (home corner/reading corner)
- Individual sets of resources to be kept in their trays

Key Stage 2

Children of this age are not expected to social distance from each other, but adults are expected to keep a distance where possible. When a member of staff is unable to keep a social distance masks will be worn. We have set up the classrooms with control measures.

This includes:

- Tables arranged to face the front of the class (children able to sit side by side but not facing each other)
- Each table has an identified seating space and place for resources and possessions
- Individual resources set up for each child and will be kept in their trays

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

- 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

Looking after resources

Every child will have their own set of resources which they will be responsible for looking after. These will be put in their trays at the end of every session to allow for quick and easy cleaning of tables.

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, where possible.
- 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

Llanarmon Site will have a staggered playtime and dinner time to ensure that not all the children are moving around the school at once and toilet facilities will be used on rotation.

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 in Llanferres and the library in Llanarmon 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, whole 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.

Lunchtimes

All children will wash hands before having their lunch. Hot dinners will be available as a choice, or a packed lunch from home can be brought in. All packaging will be disposed of in a black bin bag.

Lunchtime supervisors will be on duty in the hall and on the yard to ensure the safety of the children.