



Johnstown Primary School Ysgol Gynradd Tre Ioan

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Head Teacher/Prifathro
Mr K McComas

17th July 2020

Dear Parents/Carers

I hope you and your family are well. We have enjoyed being back in school since 29th June and recognise how much pupils have missed their friends, their teachers and the social aspect of school life.

We have received further guidance for arrangements for September that I would like to share with you – this is in line with recommendations from the Local Authority.

Autumn Term Timetable for the Return of Pupils to School

Tuesday 1 st September	Staff operational awareness training and school preparation – based on the latest guidance from Welsh Government and the Local Authority.
Wednesday 2 nd September	
Thursday 3 rd September	Full Time Nursery, Reception, Year 3 and Year 6 pupils return to school.
Friday 4 th September	
Monday 7 th September	Morning Nursery*, Full Time Nursery, Reception, Year 2, Year 3, Year 5 and Year 6 pupils return to school.
Tuesday 8 th September	Morning Nursery*, Full Time Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 pupils return to school.
Wednesday 9 th September	
Thursday 10 th September	
Friday 11 th September	
Monday 14 th September	All pupils return to school, including Afternoon Nursery* pupils.
<i>* Please note, part time Nursery pupils will be contacted individually to confirm commencement dates.</i>	

What will the reopening look like and what protective measures will be in place?

- We will minimise contact between individuals wherever possible. For younger learners, the emphasis will be on separating groups, and for older learners it will be on distancing.
- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Continue enhanced cleaning, including cleaning frequently touched surfaces regularly.
- Where possible ensure appropriate ventilation.

We have prepared a detailed action plan and risk assessment for the new school term. This has been completed with the Local Authority, the Senior Leadership Team and the Governing body.

We have created a timetable which will allow for:

- Staggered break times and lunchtimes
- Designated pick up and drop off times for parents/carers
- Increased cleaning
- A clear protocol in case staff or children show symptoms of Covid-19.

Arrangements for drop off and collection:

As already established over the last three weeks, all parents should maintain appropriate social distancing when waiting to drop off or collect children from school. Please can you ensure you drop off and collect from school on time, limiting any early collections for emergency circumstances only.

Also, if your child is going to be absent from school, please notify us by 9.00am.

We have a large school population with limited road access and spaces in the car park. We will need your full co-operation in order to ensure a safe entry and exit of the school. Staggered start and end of day procedures will continue to be in place in September and the foreseeable future. To assist with this, we will be introducing additional entrance and exit points and as a temporary measure we will be adjusting the timings of the school day. Drop-off times will be from 8.45am to 9.00am and collection times will be from 2.45pm to 3.30pm.

Nursery Pupils

Nursery pupils should be brought to and collected from the nursery playground gate where they will be met by a member of staff. The drop off and collection times will be as follows:

Full time Nursery - 9.00am to 3.00pm

Morning Nursery - 9.15am to 11.15am

Afternoon Nursery 12.45pm to 2.45pm

Reception pupils

Reception pupils should be brought to the reception playground yellow gate. A member of staff will meet them at the gate and they will enter reception class through the reception door. The drop off and collection times will be as follows:

RBE – 8.45am to 3.00pm

RBS – 9.00am to 3.15pm

Year 1/2 pupils

Year 1/2 pupils should be brought to school via the yellow gate in the car park. Pupils will be met by a member of staff on the yard gate where they will then line up in the designated year group area. Parents should leave immediately via the one-way system established this term. When collecting your child you will need to wait on the school yard in the designated year group area. The drop off and collection times will be as follows:

1D – 8.45am to 3.00pm

1H – 9.00am to 3.15pm

2C – 8.45am to 3pm

2G – 9.00am to 3.15pm

Year 3 pupils

Year 3 pupils should be brought to school via the sensory garden gate (near the school office) and collected from the same place. The drop off and collection times will be as follows:

3B – 8.45am to 3.15pm

3M – 9.00am to 3.30pm

Year 4/5/6 pupils

Year 4/5/6 pupils should be brought to school via the yellow gate in the car park. Pupils will be met by a member of staff on the yard gate where they will then line up in the designated year group area. Parents should leave immediately via the one-way system established this term. When collecting your child you will need to wait on the school yard in the designated year group area. The drop off and collection times will be as follows:

4H – 8.45am to 3.15pm

4P – 9.00am to 3.30pm

5C – 8.45am to 3.15pm

5CC – 9.00am to 3.30pm

6D – 8.45am to 3.15pm

6L – 9.00am to 3.30pm

School Lunches, Breakfast Club and Shared spaces

Our main aim at all times will be to keep pupils in their own class group throughout the day.

School lunches will not be available until either the 7th or 14th September, therefore pupils **will be required to bring in a packed lunch** to be consumed in their class. Catering Services will provide an update on the date of commencement early in the term. From the 14th September, pupils receiving a school lunch will remain seated in the hall as opposed to collecting their meals from the servery. This approach has been successful in the emergency care hub over the last few months. Pupils who have a packed lunch will continue to consume their meal in their classes. Families in receipt of free school meals will receive payments until Friday 11th September and will therefore be required to bring in a packed lunch until then.

Breakfast club will resume from Thursday 3rd September, however, there will **be no provision for breakfasts – it will be for childcare purposes only**. Only previously registered families who have used the Breakfast Club can attend. In breakfast club, pupils will sit at a table where only pupils from their own class will be able to share the table. We believe that from the 14th September a limited food provision will be supplied by Catering Services – you will be updated on this in the new term.

Playtimes will be staggered in the morning. Pupils will be able to play outside with those from their class.

Hygiene

On entry to school, and at key points during the day, all pupils will wash their hands supervised by staff. We will also provide hand sanitiser. We will provide all necessary equipment for the classroom and we ask that children only bring a named clear water bottle to school, a small bag with their lunch/snacks. Pupils must be able to put their own belongings on their peg/in their locker so please do not send in large bags which will be difficult to fit in their own space. Toilets will be designated for particular phase groups and there will be systems in school to avoid congestion in corridors. Frequent touch points will be cleaned throughout the day.

PE

We will inform you of PE days and until October half term, we are asking that pupils come to school dressed in their PE kit on their designated PE day.

Clubs and activities

Unfortunately, we will be unable to run any extra-curricular clubs or activities until further notice. We will be planning our school calendar on the preparation days which will include further details relevant to each year group. This will be sent home with your child during the first two weeks of term.

We want to bring as much normality to the school day as we can, within the constraints we have in place. By maintaining good hygiene and social distancing, we will provide the safest environment for our school. **We must reinforce that if your child or anyone in your household is unwell with the symptoms of Covid 19, children must not come into school.** All non-essential visits to school continue to be restricted, but we encourage you to contact us via email or telephone, if you wish to speak with the school leadership team or your child's teacher.

Please rest assured that, as a school, we will ensure that we will work as safely as possible as we return fully in September.

Yours sincerely

Kevin McComas
Head Teacher