



# Johnstown Primary School Ysgol Gynradd Tre Ioan

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Head Teacher/Prifathro  
Mr K McComas

2<sup>nd</sup> September 2020

Dear Parents/Carers

I hope you and your family are well and you enjoyed the Summer break together. Staff have been busy preparing for our return to school for all pupils over the next two weeks.

Please see below a reminder of the days that pupils are returning and arrangements for drop-off and collection.

## Autumn Term Timetable for the Return of Pupils to School

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

### Arrangements for drop off and collection:

As established over the last three weeks of the Summer Term, 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 for 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

## **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 and is on our website to view under Information/Policies.

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.

## **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 at least the 14<sup>th</sup> 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 14<sup>th</sup> 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. 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 11<sup>th</sup> September and will therefore be required to bring in a packed lunch until then.

**Breakfast club** will resume from Thursday 3<sup>rd</sup> 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 year group will be able to share the table. We believe that from the 14<sup>th</sup> September a limited food provision will be supplied by Catering Services – I will update you on this next week.

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 resources 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. Local Authority cleaners will be on site to continually clean frequent touch points and toilets.

## Equipment

Pupils will be provided pens/pencils and stationery in their individual folders.

## Face Coverings

If a pupil wears a face covering to school, this will need to be hygienically removed on arrival.

## PE

We will inform you of PE days in due course 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. The school calendar is being prepared which will include further details relevant to each year group.

This will be sent home with your child/ren during the first two weeks of term.

### **Glenholme After School Club**

The private after school club will be running as normal from Thursday 3<sup>rd</sup> September. If you require this service, please contact Sian Kavanagh on 01267 232830.

As previously stated, 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.

We look forward to seeing you all over the next week. Please contact the school if you require any further information.

Yours sincerely

**Kevin McComas**  
Head Teacher