

## **Information for Coming Back into School Sep 2020**

Dear Parents and Carers,

We have been busy this last week getting the School ready for the return to a new School year. We are excited to welcome you all back, and hope you are too.

### **What is different about this school year?**

A full risk assessment has been drawn up following the *'Welsh Government Operational Guidance for Schools and Settings'* from the autumn term. This guidance sets out the public health advice schools and settings **must** follow to minimise the risks of COVID-19 transmission. It also includes the process that should be followed if anyone develops COVID-19 symptoms while at school. The guidance provides a set of principles to help schools and settings do this, and in turn minimise risks.

The guidance provides a framework for school leaders to put in place proportionate protective measures for children and staff but also enables learners to receive their education. It recognises that a school's context will determine how the combination of these measures are used to best effect to help minimise the risk of transmission in each individual setting. We have made judgments based on our particular school context about how to balance and minimise any risks from COVID-19 with providing a full educational experience for your children.

The guidance will be kept under constant review and will always follow the latest scientific advice. We will continue to follow the latest guidance as it is published.

### **What you need to know**

#### **Drop off and Pick Up**

**Classes will use separate entrances for arrivals and leaving.**

- **Kindergarten** – through the willow arch
- **Class Ty Haul** – through the front playground and office entrance
- **Class 3/4** – through the rear playground and Staff Room entrance door
- **Class 5/6** – through the rear playground and Games cupboard entrance door
- **Class 7/8** – through the front playground and annex door
- **Class 9/10** – through the rear playground and Classroom door
- **Class 11/12** – through the rear playground and Glass Corridor doors

## **Drop off**

It is **vital that pupils arrive on time** so that we are able to effectively manage social distancing, so please allow plenty of time for parking etc. Please come to your designated Class entrance gate (maintaining a 2 metre distance from other pupils, families and passers-by). You will be greeted by a member of staff on the gate who will let pupils in through the gate one at a time and direct them to their waiting teacher. Parents are not able to come through the gate. The teachers will take the pupils into School where they will be asked to wash their hands and get ready to start the day.

Class 9/10 and 11 /12 pupils can come straight into the rear playground (maintaining 2m distance from waiting pupils and families) and go directly to their classroom.

## **Pick up**

Parents will be able to enter the front and rear playgrounds at pick up but are asked to ensure they stand 2 metres apart. The pupils will be lined up in the playground, or inside in inclement weather, prior to parents arriving and a member of staff will direct pupils to leave one at a time from their line to greet their parents and leave. It is important that parents/carers leave the playground as soon as they have picked up their child/ren and observe the 2 metre distancing with other families as, and after, they leave.

Pupils leaving the premises unaccompanied will be released one by one by their teacher.

## **Travelling to School**

If pupils need to take public transport, they **must follow government guidance and wear a facemask**. Walking and cycling to school is to be encouraged. The normal bike racks are available but pupils should ensure social distancing when locking up their bikes.

## **Parking**

As many local residents are still off work, parking around the School is extremely limited at the moment. We therefore encourage you to use Hailey Park Car Park or Llandaff train station to leave your car when dropping off and picking up. Because pupils and families will be spacing themselves around the gates in the mornings, we ask you **not to stop and drop your child on the single yellow lines** around the School to ensure the safety of our families and the local community.

## **Keeping you safe and informed**

**If your child is feeling unwell for whatever reason, then they should not come into School.**

This is even more important if your child is showing COVID-19 symptoms. It is essential that children and young people do not attend if they or a member of their household has symptoms of

coronavirus (COVID-19). Please see the latest government COVID-19: guidance for households with possible coronavirus infection This Includes advice for households with grandparents, parents and children living together where someone is at increased risk. The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

## **Arrangements in School**

The following measures will be adhered to, to lessen the opportunity for Covid-19 transmission

- **Thorough frequent hand washing.** All classrooms in the main building have a hand washing sink in situ and all staff and pupils will wash hands thoroughly with soap and water before they do anything else after arrival. Pupils in the annex will be directed to the hand washing facilities they should use – Class 7/8 Belfast sink, Class 9/10 the sink in their registration room or science lab (based on current Main Lesson), Class 11/12 the sink in 9/10 registration room or science lab. Hands will be washed at regular and necessary intervals during the School day. This will be overseen by Class and Guardian Teachers.
- All desks will have a packet of tissues for ‘**catch it, kill it, bin it**’ and then wash your hands facilitation.
- The **touching of face**, especially nose, eyes and mouth, will be gently discouraged
- On arrival in their classroom teachers will open all windows and doors will be kept open wherever possible to ensure **maximum ventilation**.
- **Staff will maintain social distancing from each other**
- **Staff will maintain social distancing from pupils** wherever possible
- **Pupils from Class 7 up will maintain social distancing from each other** wherever possible
- **Classes 6 down will be encouraged to avoid physical contact**
- **Classroom furniture will be arranged to allow maximum social distancing**
- Desks and tables will face forward and pupils will not be seated facing each other or side on to each other.
- **Disinfection of frequently touched surfaces**, desks, chairs, door handles will take place daily and desks after eating
- **Sports equipment will be disinfected** before and after use.
- **Risk assessments will be conducted for specific subjects and lessons** where there may be increased possibility of covid-19 transmission – Games, Handwork, Music, use of the Science Lab and equipment.

- As required by the Welsh Government we have risk assessed the wearing of masks for secondary age pupils in communal areas of the school. We conclude that with our relatively small numbers of pupils, and lack of a dining hall, and ability for all classes to enter and exit the School via different doors, **there is not a need to stipulate that these pupils should wear masks**. However, any child is welcome to wear a mask should they wish to. Each classroom will have a “how to wear you mask and take it off safely” demonstration on the first day of term.
- **Staff will be asked to wear masks in communal areas** (corridors, toilets) when they are in movement.
- **Classes will have designated toilets. Each Kindergarten group will use a designated kindergarten toilet.**
  - Class 1/2 and 3/4 will share the erstwhile boys toilets. The urinals will be blocked off.
  - Class 5/6 and 7/8 will share the erstwhile girls toilets.
  - Class 9/10 will use the disabled accessible toilet in the annex.
  - Class 11/12 will use the smaller bathroom in the annex.
- **Any child or adult developing Covid-19 symptoms whilst in school will be kindly isolated and parents informed and asked to pick up. Staff will be sent home.**
- **Any confirmed case of Covid-19 will be communicated as necessary and the Health Board informed.**
- **Increased disinfection and the wearing of PPE in the Kindergarten kitchen** for the preparation of food will take place.
- In the School, where children bring their own food, **all food will be eaten sitting at desks and desks will be disinfected before and after eating.** Walking around the school eating will not be permissible.
- **Increased disinfection and cleaning of communal areas and toilets** will be undertaken.
- **Frequently touched surfaces will be disinfected daily.**

### **What to Bring to School**

- **A healthy snack and lunch with own utensils and bowls** etc. No sweets, chocolate, crisps, or fizzy drinks as specified in our Health Eating Policy in the Parents Handbook.
- **Plenty of drinking water in their own bottle**
- **Freshly laundered clothes each day.** Warm comfortable clothes when the weather gets cooler as ventilation will mean cooler air flow.
- **Long hair must be tied back** to minimise hand to face movements
- If the weather is cold or raining, please bring in **wellies and coats. This is Essential** as we will not be having inside wet-break times.


- If the weather is hot, please ensure your child comes into School with sun hats, sun cream already applied and wearing suitable loose clothing
- **Pupils are not allowed to bring in toys or unnecessary items from home.** Each classroom will have a limited and controlled selection of materials, equipment, books etc. which will be available to the pupils and these will be disinfected before being put away at the end of a day

These measures have to be sustainable in the long term and many of the measures will become habit over time. We will work sensitively with encouraging these habits in ourselves and in your children and have measures in place to support any children who are finding the measures difficult.

Measures will be continually assessed and may change as we experience how they are working, and/or in line with changing guidance.

If you have any questions or particular concerns please email [miranda.knight@cardiffsteiner.org.uk](mailto:miranda.knight@cardiffsteiner.org.uk) and I will respond as best I am able.

Kind regards

A handwritten signature in dark ink, appearing to read 'M. Knight', on a light background.

Miranda Knight

School Administrative Manager /Designated Safeguarding Lead