**Guidelines for parents, pupils and staff of Ysgol Penybryn and Gwynedd Education Department - September 2020**

**Frequently Asked Questions**

The following is a list of frequently asked questions and answers for parents/guardians when preparing to send their children back to school from 1st September 2020.

**If I decide not to send my child to school, will I be penalised or fined?**

Parents/guardians were not be fined or penalised for not sending their child to school during the final three weeks of last term. This is not the case this term and it is an authority mater.

From 1st September 2020 it is expected that all pupils are back at school following the school timetime. On 14.9.2020 All pupils will be back full time the first two weeks will follow a staggered timetable beginning on 3.9.20 for yr reception and Yr 6 only

It is possible that some families are shielding and others may not be ready to return to school. This should be discussed with the GP and headteacher.

**Do I have to be invited to send my child to school?**

Yes. During this period, no child can go to school without the school's advance agreement.

**Is there provision for every school year?**

Yes. A Time table will be sent to all parents for each child . The school will update you

**What will my child need to bring with them to school?**

Your child will need to bring the following:

**•** Their own packed lunch if they are not on school dinners;

• Their own water bottle;

• Clothes for PE

* Clothes for outside learning e. coats and wellingtons or old trainers .
* They will not be able to share their resources with other children or the staff.

**What should I do if my child has received a shielding letter?**

The child should not attend school a copy of the letter must be submitted to school

**What should I do if my child lives with a member of the family who has received a shielding letter?**

Your child can attend school but it is crucial that you discuss the matter with the school in order for them to consider measures to mitigate risk.

**What should I do if my child has a medical condition which makes them vulnerable?**

Your child can attend school but it is crucial that you discuss the matter with the school in order for them to consider measures to mitigate risk.

**What should I do if my child lives with someone who has a medical condition which makes them vulnerable?**

Your child can attend school but it is crucial that you discuss the matter with the school in order for them to consider measures to mitigate risk.

**Will my child require personal protective equipment (PPE) to attend school?**

It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.

Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

Your child can wear a mask to travel to and from school but iy must be placed in a clean plastic bag during the day safely for their return. The mask must be disposed of or cleaned daily. Medical profession tell us that children are at less of a risk to have the virus.

**Education**

**What sort of education will primary, special and secondary schools be offering?**

The local authority understands that schools will be required to offer different experiences to learners returning to school for the first weeks and that the curriculum will be introduced as soon as possible wherever possible.The summer term was used to give learners and staff an opportunity to readjust and familiarise themselves with being in the company of their peers once more and being in the school environment. This will also be relevant to the pupils attending school for the first time in September.

The main focus should be on promoting the well-being of learners and staff. The local authority strongly recommends that schools should focus on emotional health and well-being at the start of the term The ALN&I Service has provided advice on this, which is available on the Service website. The Service has also arranged training by 'Trauma Informed Schools' to prepare for re-integration. The curriculum will be introduced as soon as possible in order to sustain normality some aspects of the curriculum may not be possible to develop fully but if it is safe to do so it will be introduced as soon as possible.

**Will the school continue to educate children in the year groups that are meant to return to school but are being kept at home by their parents on health/safety grounds?**

No. The teachers will prepare work for children who are attending school only in very serious and extreme cases will the school be able to provide home schooling. Children that are at home must be able to attend lessons on line. Each class will be tought with mixed age groups of 2 years , This will reduce the numbers in some of our very large year classes to 30 where possible.It will also mean that the teachers will be provide team teaching for leessons on line if ever we had to shut the school down again due to a virus outbreak. It also ensures that there is more than one teacher responsible for a class of pupils if they were to become ill themselves.

**Will pupils who are moving to another school in September be able to take part in bridging activities?**

The secondary school will provide bridging activities for the pupils in yr6/7 in September. Ysgol Penybryn will provide the same for new pupils and nursry pupils will attend as a smaller group to begin with.

**Cleaning**

**How will the school be cleaned once it is re-opened?**

The school will be cleaned during the day by cleaners who will have been purposefully trained. The cleaners will give particular attention to places where the children and staff touch regularly while always following the cleaning protocols.

Cleaning staff will recommence their cleaning duties during the Summer holidays.

The authority will provide additional resources to the schools in response to the additional cleaning requirements.

**Do we expect pupils to clean their workspace?**

Pupils are expected to take reasonable steps to ensure that the work environment is kept as clean as possible. When appropriate (and according to their age/development), pupils may be encouraged to clean their personal spaces themselves, for example, by giving them wipes to use in their part of the room.

The wipes/suitable cleaning equipment will be provided to the classrooms along with brief guidelines.

**Will my child have musical instrumental lessons?**

Some aspects will be possible but it is still being discussed with Gwynedd education Service

**If I need to discuss a mater about my child will I still be able to have face to face meetings?**

No this is not possible see a member of staff The LEA suggests that telephone or virtual meetings can been arranged following contacting the school to make an appointment. This is in order to reduce the number of adults on the school campus.

**Toilets**

**How often will the school toilets be cleaned?**

The toilets will be cleaned after break time and lunchtime and at the end of every day. No more than 3 at a time

**How should the use of toilets be managed?**

The local authority recommends that schools adhere to the following protocols, if possible:

• The pupils should use the toilets between 2-3 pupils at a time.

**•** The school will ensure that water and liquid soap are readily available, in every toilet/bathroom for pupils and staff.

**Social Distancing**

**How will the school make sure that everybody adheres to social distancing measures of two metres in the classroom, communal areas, toilets, schoolyard and similar places?**

Every individual school will give particular attention to social distancing. The authority has prepared a general risk assessment framework for schools to adapt according to their own circumstances, recognising that every school is different.

As part of the risk assessment process, the school will need to decide how pupils can be accommodated on the site safely, considering how much room is available to educate the children and to allow them to move in the corridors, and how much room there is in the canteen and toilets etc.

Every individual school will need to decide what is appropriate, based on the advice of the local authority, and giving appropriate attention to the detailed guidelines by Welsh Government.

Every school's situation will be different due to their unique circumstances.

**What measures will be in place to safeguard my child?**

There are many measures in place to safeguard your child. Some of the measures are as follows:

**•** Every school will have a specified isolating room, should a child or member of staff start to feel ill during the day.

**•** Every school has calculated the maximum number of pupils that can be accommodated in a classroom at any one time, if social distancing of 2 metres is adhered to.

• Everyone may not have break and lunch times at the same time.

* Each child will stay within their “bubble” as best we can.

**•** Classrooms and communal areas will be cleaned regularly.

**•** Schools will be cleaned thoroughly every night.

**•** There will be clear signs around the school emphasising the importance of hand washing, hygiene and social distancing.

Bear in mind that every school site is different and every school will be implementing different measures e.g. the drop-off location will vary from school to school / some schools will have one-way systems etc.

Every school will have its own gradual re-opening scheme; every school will have held site meetings and they will be recognised by the Local Authority. In addition, every school will have its own Risk Assessment.

**How many pupils should be in one classroom?**

It is recommended where possible that classrooms are 30 pupils or less. To accommodate this we have had to split most year groups into two classes of 2 age groups. So there will be two classes for years reception and nursery, two for Yr 1&2, two for year 3&4 and 3 classes of pupils for year 5&6.

**Who ensures that risk assessments are suitable and up to standard?**

Gwynedd Council's Corporate Health and Safety Team and Education Department will check the quality of the risk assessments. The risk assessment will be created following the guidelines by the Headteacher staff and governors.

**If I am not a key worker, will by child be able to attend before/after school clubs?**

No. The local authority recommends that before/after school clubs be suspended for the time being.

**General**

**Do pupils have to wear a school uniform?**

Yes . Generally pupils are encouraged to wear appropriate school uniform and shoes that are easy to wash/clean. This will need to be done regularly to lessen the risk of infection.

**Will there be different arrangements at the start and end of the day when children enter the school building?**

Yes. The school will have clearly marked out the waiting areas (e.g. by using signs, bollards or tape) to safeguard pupils who are waiting to enter the building. Parents are NOT allowed on site without an appointment.

The marks will indicate how the pupils and their parents/carers can maintain safe social distancing. All parents to wait by the school railings the teachers will collect pupils

**Is there any restriction regarding who can accompany a child to school / collect a child from school?**

Yes, only one parent/guardian.

**If I wanted to discuss a specific matter with the school could I have a face to face meeting with school staff?**

No. The local authority recommends that you should contact the school initially by telephone. If you wish to have a further meeting we suggest for now that this should be a virtual or telephone meeting. Appointments will be made when necessary at specific times. This will reduce the number of adults on site.

**How should schools manage break times?**

Staff will be available to supervise your child every break and lunchtime. Children will be expected to social distance. Every break time and lunch hour will be timetabled to reduce the number of pupils on the playground at any one time.

Hand sanitiser will be available at each entrance to ensure that pupils can sanitise their hands when they exit and re-enter the school building.

Equipment on the schoolyard will be cleaned before different groups use it.

**Will teachers mark my child's books?**

The local authority advises staff not to mark pupils' books during this period.

However, we realise that it is important to give pupils meaningful feedback. Therefore, schools are encouraged to use various methods (e.g. ask pupils to mark their own work under teacher guidance , give oral feedback, and digital/on-line comments) to give feedback about pupils' work.

**What if my child requires first aid during the day?**

School staff will provide first aid in the usual way. However, they will wear specific protective equipment.

Specific guidance regarding First Aid has already been shared with each school.

If a child becomes ill during the day parents are expected to collect their child immediately. If there is confirmation or CV19 virus in a class the Track &Trace system will be fully implemented and it may mean the whole class will be sent home and lessons would continue on Google classrooms or Purple Mash. As parents it is essential that you are equipped to support this as the children must not fall back again with their education.

**School Lunch**

**Will school meals be available?**

Yes. The new Gwynedd school menu will be on the school website. Every child is required to bring suitable packed lunch to school if they are on packed lunches.

**Are there rules regarding what should be placed in a packed lunch?**

Yes. A packed lunch should be prepared for which a member of staff will not be required to assist children to open it or to help them to open its contents. Plastic packets should be avoided that children, especially young children, cannot open by themselves.

In accordance with general school guidance a nutritious packed lunch should be prepared avoiding items that my lead to children choking, such as grapes and nuts.

**How will the school manage breaktime?**

All staff will monitor children during breaktimes .

Children will be expected to follow social distancing where possible

Break times are timetabled to reduce the number of pupils on the yard at the same time .

Hand sanitizer and hand washing will happen before and after break time.

Play equipment will be cleaned between groups each time.

Lunch Hour and canteen time will be staggered and cleaned between each sitting.

**Will there be breakfast clubs?**

Yes from 8:10 to 8:40. A place for your child to attend must be booked via School gateway. The cost is £1 per day per child. If you have more than 2 children there is no cost for any more than 2 children. This MUST be booked in advance.

The local authority will review the situation over the summer holidays and you will receive further information at that time.

**Will children who are eligible for free school meals continue to receive direct payments**

NO . They will be expected to bring a packed lunch with them to school or have a school dinner that will be provided.

**Will the local authority continue to provide lunch for pupils who receive childcare.**

No, this arrangement is ending. Children who attend childcare will need to bring a packed lunch with them.

**Care of Key Workers’ Children**

**When schools re-open, will the care provision for vulnerable children and the children of key workers continue?**

No.

**Will the care provision for vulnerable children and children of key workers be open over the summer?**

Yes.

**Transport**

**How will the learners travel to school when they return?**

At the moment transport mater are still under discussion with the LEA. Parents are expected to transport/accompany their children to school in the first place; however, if this is not possible learners who are eligible to receive school transport will continue to get this service. If the demand for transport is higher than the capacity, priority will be given to pupils who cannot attend without it.

If transport has been arranged for a pupil, he/she will receive a specified seat number for transport.

The local authority will provide a specific question and answer sheet on transport for schools to send to parents/carers and learners.

**What will be the arrangements for pupils waiting for buses to be transported to school?**

Neither the local authority (nor the transport providers) will be able to mark the bus stops and they will not be able to monitor them.

The authority has adapted the code of conduct to reflect that we will expect pupils from different households to stay 2m apart near bus stops.

**Will escorts travel with the pupils?**

Generally, no, they will not.

However, escorts for pupils with additional learning needs will receive priority depending on the agreement between the school, parents and transport operators.

**What if pupils do not adhere to the rules to maintain social distancing on school transport?**

Every pupil will receive a specific seat on the transport; this will have been approved beforehand.

The parents of children who cannot adhere to the rules will receive a warning letter and if they continue not to comply with instructions, they will face exclusion from the transport. In these circumstances, it will be the responsibility of the parents to arrange how their child gets to school.

**Will the transport be regularly cleaned?**

Transport to and from school will be cleaned prior to the collection of pupils.

**Will pupils from the same household be required to sit together on the school bus?**

No.

In order to assist us to plan for social distancing we have ensured that pupils sit on their own on the seat nearest to the window. On the return journey, pupils will be set apart (2m apart) and will fill the bus from the back forward.

**Will there be different school times for each class when arriving and leaving school?**

Various yellow /white marks have been placed on the yard so that children Know where to stand. Therer will be bollards and signs placed to remind pupils in school this will encourage social distancing.

**Is there a restriction who brings and collects the child?**

Yes. Only one adult is allowed. They must wait by the school railings and when leaving cross the road and walk on the opposite side of the road when leaving.

**Will it be possible to have hand sanitisers on the bus for children to use when they arrive?**

Yes. The bus operators will organise this.

**Will it be the same driver on the bus each time?**

Where practicable the same driver will be used on the same bus.

**Will it be possible for children to continue to travel to school on a public bus?**

Yes. We will ask operators to give priority to children at usual school transport times.

**Will children continue to receive transport via the empty seat scheme?**

We will not currently operate the empty seat scheme as only a small number of children can travel on our transport due to social distancing.

**What if a child gets ill during the school day?**

Parents will be expected to collect their child from school immediately, we will not provide transport.

**If a child has COVID-19 Symptoms, will they continue to be transported?**

No.

It is essential that parents ensure that children do not travel if they have any COVID symptoms. If a transport operator is aware of a symptom prior to travel, then transport will be refused.

*The above information is sent to you following guidelines from Gwynedd LEA. To ensure everyone’s safety and the nature of this virus this information may need to change subject to any changes following government guidelines..*