

COVID-19 - PREPARATION TO RE-OPEN SCHOOL **JAN 2021** – PARK C.P. LLAY RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Logistics	Accommodation	<ul style="list-style-type: none"> School capacity calculation 	5	4	20	<p>SCHOOL AT CAPACITY</p> <p>5th Jan – 11th Jan: Online learning provided via website.</p> <p>School open to children of critical workers only 7th and 8th Jan 2021. All children to attend normal classes.</p> <p>4th Jan 2021, one member of staff (TA) informed by letter to shield.</p> <p>All staff and children must follow WG guidance on isolating.</p>	3	3	9	<p>Contact is minimised between staff; staff and children; children and children (where appropriate).</p> <p>Staff responsible for younger learners remain with set groups as far as possible.</p> <p>Classes do not mix throughout the day.</p> <p>Individual Return to School Programmes agreed with one parent - child in Resourced Provision who struggles with a full time placement following lockdown.</p> <p>Individual Phased Return for one Year 6 pupil struggling to deal with anxiety following lockdown. (CAMHS involvement)</p> <p>High number of cases reported locally.</p> <p>WG Guidance remains unchanged with regard to those with symptoms. Isolation period has changed from 14 days to 10 days.</p>	HT	YES

Accommodation Function	<ul style="list-style-type: none"> Health and safety requirements related to school classroom and use of space within the school. 	4	4	16	<p>MEASURES FOR HAND WASHING AND SANITISING IN PLACE – ALL STAFF AWARE. STAFF COMPLETE DAILY CHECKS OF SOAP AND SANTISER LEVELS AND REPORT TO CARETAKER BEFORE STOCKS RUN LOW CHILDREN HAND SANITISE BEFORE ENTERING THE TOILET AREAS. CLASSES DO NOT MIX THROUGHOUT THE DAY. START/FINISH, BREAK AND LUNCH TIMES ARE STAGGERED. DESIGNATED AREAS FOR EACH CLASS IN THE HALL AT LUNCHTIME EACH AREA IS CLEANED BEFORE THE NEXT CLASS ENTERS CHILDREN TO REMAIN IN CLASSES TO EAT TO MINIMISE MOVEMENT THROUGHOUT SCHOOL. DESKS TO BE WIPED DOWN BEFORE AND AFTER EATING. HAND WASHING REMAINS IN PLACE. TAs TO CONTINUE TO SUPERVISE LUNCH. INCREASED SPACE AVAILABLE IN HALL FOR STAFF LUNCHES TO ALLOW FOR FURTHER SOCIAL DISTANCING WINDOWS AND DOORS ARE OPENED IN CLASSES THROUGHOUT THE DAY TO ENSURE GOOD VENTILATION CLEANING OF FREQUENTLY TOUCHED SURFACES IN CLASSES COMPLETED BY TEACHERS & TAs. MIDDAY CLEAN OF DOOR HANDLES, RAILS AND OTHER SURFACES BY A CLEANER. LITTLE/REDUCED CLUTTER IN CLASSES AND FURNITURE REMOVED IN KS2 TO ALLOW FOR FORWARD FACING TABLES BINS WITH LIDS FOR TISSUES AND PAPER TOWELS AVAILABLE IN EACH CLASS AND EMPTIED DAILY. ROBUST CLEANING PLAN IN PLACE NURSERY CHILDREN ATTEND MORNING OR AFTERNOON TO REDUCE NUMBERS IN THE EY CLASS TABLES REARRANGED IN FOUNDATION PHASE AND KS2 RP FOR GROUPS OF CHILDREN TO WORK TOGETHER, MAINTAINING FACE TO FACE DISTANCE OF MORE THAN 2M WHERE STAFF REQUEST, FLOOR MARKINGS SHOWING 2M BOUNDARIES WILL BE PLACED IN CLASSROOMS</p>	3	3	9	<ul style="list-style-type: none"> Schools need to ensure that all the necessary health and safety checks have been undertaken after period of closedown such as Legionnaires' disease, sprinkler and fire alarm testing, dust extraction, etc. All relevant checks have been carried out at appropriate times-see Caretakers charts. WG GUIDANCE AUG 2020 – Ideally adults should maintain a 2m distance from each other and learners. This is not always possible when working with younger learners. Learners should be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest learners and those with complex needs. When staff or learners cannot maintain social distancing, particularly with younger learners, reduce class sized groups. Schools should make adaptations to the classroom to support distancing where possible. That should include seating learners side by side and facing forwards rather than face-to-face or side on and might involve moving unnecessary furniture out of classrooms. Staff advised to wear a face mask when moving through the corridors and a face shield when in class if working in close proximity to children. No unnecessary movement of children or staff through school Continued use of regular, staggered breaks. 	HT	YES
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Logistics	Transport, Access to Site and Car Park	<ul style="list-style-type: none"> • Very school specific, ranging from minimal requirements with the majority living within 3 miles with safe travel to school to schools that require the majority of their learners to be transported to school. • In addition, consideration needs to be given to vulnerable learners requiring bespoke arrangements. 	3	4	<p>12</p> <ul style="list-style-type: none"> • Employees should attend the workplace on foot or by using personal mode of transport in preference to public transport. • Employees should not car share (unless in same household). • Physical distancing must be observed in the car park. • Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport. • Learners and parents / carers should not car share with other families. • Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles. <p>STAGGERED START AND FINISH TIMES ALONG WITH DESIGNATED ENTRANCES/EXITS TO EASE CONGESTION ARE IN PLACE</p> <p>LA Update: Wherever capacity allows social distancing should be implemented between learners or groups of learners, between drivers/passenger assistants. Where it is not possible, other measures should be put in place. If face coverings are adopted LAs should ensure that attention is made to their safe use, e.g. hand washing before and after putting on and removing face coverings, safe disposal or storage and that these are not a substitute for other control measures.</p> <p>All parents, carers and visitors to school instructed to wear a face mask on school premises. Staff to wear face masks when greeting parents during drop off and collection times. TAs to wear masks upon opening the gates and then stand well back.</p>	2	2	4	<ul style="list-style-type: none"> • Gates for entry will be clearly identified and all others locked. • All relevant persons will be made aware of these considerations via letters and electronic forms of communication. There will also be signs directing staff, parents and children in the correct direction This will also be the case inside the building with staff dedicate to supporting this system and reminding the children of directions and paths to follow. <i>Specific guidance will be allocated to ALN children arriving by LA taxi. Clear directions on arrival and collection will be communicated to parents and relevant signage displayed around school. Double gates to be opened to prevent congestion and allow for social distancing. TAs and teachers on playground gates at start and finish times to greet parents and give gentle reminders of social distancing and pathways around school.</i> 	All Staff	YES
Learners & Staff	Identification of learners to reintegrate	<ul style="list-style-type: none"> • Currently working on Welsh Government (WG) definition of vulnerable and key workers - current numbers requiring support increasing. 	5	4	<p>20</p> <ul style="list-style-type: none"> • Individual risk assessments of all learners with care plans. Completed for children in the RPU's as necessary. • Unless managed very carefully this could cause the school to be closed for a long period. <p>A PHASED RETURN WAS OFFERED TO INDIVIDUALS AND AGREED WITH PARENTS FOR LEARNERS WHO ARE PARTICULARLY VULNERABLE OR EXTREMELY ANXIOUS. INDIVIDUAL CASES DISCUSSED WITH HT IN CLOSE CONFERENCE WITH PARENTS, TEACHERS AND ANY OTHER AGENCIES INVOLVED (E.G. SOCIAL SERVICES) NEW GUIDANCE ON SUPPORTING VULNERABLE AND DISADVANTAGED LEARNERS RECEIVED – ALL LEARNERS ARE BACK IN SCHOOL FULL TIME, Online learning provided week beginning 4th Jan with children of critical workers and those considered vulnerable in school 7th & 8th Jan. All children to return to school 11th Jan</p>	3	3	9	<p>WG Guidance: Vulnerable & Disadvantaged learners includes: learners with SEN; EAL; LAC; Refugees or asylum seekers, Gypsy, Roma or Traveller children, eFSM, young carers, under social services (at risk of harm, abuse or neglect). Learners from these groups will face barriers to learning and may require different solutions and support targeted towards meeting their individual needs.</p> <p>14th December updated list produced by WG to identify children of critical workers.</p>	HT	YES

Learners & Staff	Clarifying purpose of educational attendance on school sites	<ul style="list-style-type: none"> Standard attendance demands will be difficult to enforce as the wishes of parents / carers will vary significantly in relation to their expectations about the safety and security of their children under a re-engagement programme. 	3	4	<p>12</p> <p>ALL CHILDREN EXPECTED TO ATTEND FOLLOWING COVID GUIDELINES.</p> <p>THOSE CHILDREN WILL MEDICAL NEEDS I.E. ASTHMA, A DISCUSSION WITH PARENTS ON ANY EXTRA MEASURES WILL TAKE PLACE. ALL LEARNERS WITH A DIAGNOSIS OF ASTHMA HAVE COMPLETED FORMS FOR THE USE OF THE EMERGENCY INHALER.</p> <p>NEW TIMETABLES INTRODUCED ACROSS ALL YEAR GROUPS TO ENSURE REGULAR BREAKS AND TO EASE LEARNERS BACK INTO THE SCHOOL ENVIRONMENT AND ROUTINE.</p> <p>CONSISTENT REMINDERS TO PARENTS IN REGARD TO THE EXPECTATION OF ATTENDANCE.</p> <p>NO LEARNER OR STAFF MEMBER SHOULD ATTEND IF THEY OR A MEMBER OF THEIR HOUSEHOLD DISPLAYS SYMPTOMS OF COVID-19.</p> <p>ATTENDANCE IS COMPULSORY FOR ALL CHILDREN. CHILDREN MAY BE TOLD TO ISOLATE DUE TO COVID AND AS SUCH WILL BE CODED ON SIMS APPROPRIATELY. CHILDREN RETURNING FROM HOLIDAYS IN THOSE COUNTRIES IDENTIFIED BY THE WG AS BEING HIGH RISK WILL HAVE TO ISOLATE ON RETURN FOR 14DAYS. SHOULD THE TRIP HAVE BEEN TAKEN WITH PARENTS IN FULL KNOWLEDGE OF THE QUARATINE THE ABSENCE IS THEREFORE UNAUTHORISED.</p> <p>STAFF WHO MUST ISOLATE ON THE DIRECTION OF TTP WILL WORK FROM HOME UNLESS THEY HAVE SYMPTOMS AND ARE UNWELL.</p> <p>STAFF WHO HAVE CHILDCARE ISSUES DUE TO COVID SHOULD DISCUSS THE CIRCUMSTANCES AND ARRANGEMENTS FOR WORKING FROM HOME WITH THE HT.</p>	3	4	<p>12</p> <ul style="list-style-type: none"> This should be a process of encouragement rather than enforcement, unless it falls under a safeguarding concern. No-one with Covid-19 symptoms should attend a setting for any reason. Constant reminders given to parents on newsletters and CoVid-19 specific information letter. Schools and settings should keep a record of attendance and families should notify their school if their child is unable to attend. This will help schools, settings and local authorities understand any barriers to learners returning to school and identify any further support needed. At this stage we would not expect parents to be fined for non-attendance. <i>WG to "monitor situation over first half term."</i> Schools should continue to inform social workers where children with a social worker do not attend. Monitoring of children known to SS is in place <p>The Well-Being of our staff and learners remains our top priority as children attend school.</p> <p>New codes for registration and attendance in place.</p>	HT	YES

Learners & Staff	Staff Availability	<p>▲ Around 10 members of staff are shielding and 2 are unavailable for work for other reasons.</p> <ul style="list-style-type: none"> • 23 members of staff have school aged children. <p>1 TA shielding</p>	3	3	<p>9</p> <p>ALL STAFF ARE IN WORK AND HAVE RECEIVED THE SEPT RISK ASSESSMENT.</p> <p>NEW PROCEDURES AND ARRANGEMENTS HAVE EASED STAFF ANXIETY</p> <p>ONE STAFF MEMBER IS ON EXTENDED MATERNITY LEAVE DUE TO COVID RESTRICTIONS</p> <ul style="list-style-type: none"> • School to consider redeployment of staff to ensure equity and balance. <p>LA: All school based employees are required to return to the workplace unless they are self isolating due to CoVid-19 or 28 weeks pregnant.</p> <p>The following groups of staff have potentially not been able to attend work since the beginning of the pandemic:</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable “Shielding Group” • Clinically Vulnerable • BAME employees • Pregnant employees • Parents/Carers with childcare responsibility <p>Each of these groups will have concerns about returning to the workplace which Headteachers will need to work with them individually to address and support as per HR Guidance.</p> <p>INDIVIDUAL MEETINGS WITH HT FOR THOSE WHO HAVE CONCERNS/NOT BEEN AT SCHOOL WITH EXTRA MEASURES PUT IN PLACE. HR FORMS TO BE COMPLETED AS A RECORD ANY STAFF OR CHILDREN WHO RECEIVE A SHIELDING LETTER MUST FOLLOW THE WG GUIDANCE AND ISOLATE. THIS DOES NOT APPLY TO HOUSEHOLD MEMBERS WHO SHOULD CONTINUE TO WORK.</p>	3	3	<p>9</p> <p><i>‘From 16th August the advice is that shielding will be paused for everyone (children and adults) subject to the number of CoVid-19 cases. Children and adults who were shielding can go to work as long as the workplace in COVID-Secure. Working from home will not be possible for the majority of school based posts.’</i> North Wales Region HR Guidance</p> <p>One member of staff will be 28 weeks pregnant on 14th September 2020 and therefore is not expected to return to the workplace (See LA guidance adjacent)</p> <p>LA: We are asking schools/settings and LAs to:</p> <ul style="list-style-type: none"> • Communicate clear and consistent expectations around attendance to parents/carers throughout the summer ahead of the new school year. • Identify learners who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. • Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child’s social worker, if they have one, of non-attendance. <p>Staff with other underlying conditions are advised to work with 2m boundary lines and wear face shields whilst working in close proximity to children. They must remain 2m away from other adults.</p>	HT	YES

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Learners & Staff

<p>Risk assessing vulnerable staff and learners (vulnerable to catching Covid-19 and/or due to lack of school contact)</p>	<ul style="list-style-type: none"> Schools know the staff and learners who are defined as 'vulnerable' under the prevailing demands and have safety measures in place. 	2	4	<p>8</p> <ul style="list-style-type: none"> Create a register of staff and learners who are defined as 'vulnerable'. This will need to be updated as this dynamic situation changes and any adjustment to status will need to be communicated in advance of the new status taking effect. Groups or individuals defined as 'vulnerable' to have bespoke risk assessments in place if regular Covid-19 risk assessments not appropriate for their situations. If any learners or staff use medication, make sure that it is kept at school and not sent home to avoid possible contamination. <p>LA: The All Wales CoVid-19 Workforce Risk Assessment Tool was developed for use in health and social care workplaces and has been adapted for use in education, youth work, childcare and playwork settings. It is intended to be used to assess if staff are at a higher risk of developing more serious symptoms if they come into contact with the CoVid-19 virus. This RA should be completed for all employees who have not been able to attend work during the early stages of the CoVid-19 pandemic.</p> <p>ALL STAFF PREVIOUSLY SHIELDING OR IN A HIGH RISK CATEGORY TO COMPLETE A WG WORKFORCE RISK ASSESSMENT TOOL ON 1ST SEPTEMBER COMPLETED</p> <p>CONSTANT REMINDERS TO SOCIALLY DISTANCE GIVEN TO STAFF, CHILDREN (AS APPROPRIATE) AND PARENTS</p> <p>NO MONEY IS BROUGHT INTO SCHOOL TO BE HANDLED BY STAFF</p> <p>READING BOOKS/BOOK BAGS NO LONGER GO BETWEEN HOME AND SCHOOL TO REDUCE RISK AS CASES OF COVID INCREASE.</p> <p>STAFF TOLD THEY CAN WEAR FACE SHIELDS IF IN CLOSE CONTACT WITH CHILDREN IF THEY SO WISH</p> <p>'IN CASE OF ISOLATION' WORK PACKS SENT HOME IN ADVANCE TO ALL LEARNERS SO THAT THOSE CONSIDERED VULNERABLE OR HAVE NO ACCESS TO TECHNOLOGY HAVE WORK TO COMPLETE.</p> <p>REGULAR CONTACT BETWEEN SCHOOL AND SOCIAL WORKERS.</p> <p>LIST OF VULNERABLE LEARNERS UPDATED</p> <p>STAFF WITH UNDERLYING HEALTH CONDITIONS – RA DISCUSSED INDIVIDUALLY WITH HT</p>	2	3	<p>6</p> <ul style="list-style-type: none"> This should be done in partnership with the LA to ensure consistency and appropriate consultation with all stakeholders. <p>Individual discussions with HT and any staff at medium to high risk following Workforce RA tool being completed. Individual cases to be discussed and further RA to be agreed.</p> <p>One staff member will be 28weeks pregnant as of 14th September.</p> <p>LA: Rapid Deployment of PCR Antigen Testing</p> <p>The rapid deployment of testing will be made available to support outbreaks in schools/settings by the NHS Wales TTP Programme and Local Health Boards will facilitate PCR antigen testing for everybody in the school/setting 'bubbles' (small, consistent group of no more than 8) that are affected by the outbreak and everyone in the school/setting if it has been established that the setting has not followed WG guidelines for schools and/or infection Prevention and Control measures.</p> <p>The method for delivery and sampling of rapid antigen tests can be executed in a range of ways such as the deployment of Mobile Testing Units, Temporary testing satellites and drop off and collection routes. The most appropriate testing channel will be discussed and agreed with all stakeholders.</p> <p>WG Guidance received defining vulnerable learners.</p> <p>Regular contact with SS/ESW over any concerns regarding children.</p> <p>Core Group and Child Protection meetings held via telephone conference</p> <p>ALN Meetings held over Zoom or Teams</p> <p>Plan for Annual Reviews to be held over Zoom</p> <p>PCP Training (Virtual) arranged for PH and CP</p> <p>Counselling session for a group of 8 Yr 6 learners arranged in school. Full visitor protocol followed.</p> <p>Essential visitors – i.e. SaLT, Ed-Pysch etc. allowed access to site if strict protocol in place.</p>	HT	From 1 st Sept 20
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Display of symptoms in school – Employees, Learners, Parents /Carers	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. 	2	4	8	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. <i>Ensure that all staff and families of children are aware of this- communicate clearly.</i> If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines. School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA. <p>TEST, TRACK & PROTECT STRATEGY TO BE ENFORCED FOLLOWING WG GUIDANCE.</p> <p>LATEST WG PROTOCOL TO BE FOLLOWED AT ALL TIMES.</p> <p>NEW FASTER TESTING ARRANGEMENTS FOR KEY WORKERS SHARED WITH ALL STAFF</p> <p>CONSTANT REMINDERS GIVEN TO PARENTS AND STAFF ABOUT SOCIAL DISTANCING AND WHAT TO DO IF THEY SHOW SYMPTOMS.</p> <p>LA GUIDANCE USED TO GIVE ADVICE ON DIFFERENT SCENARIOS OF COVID SYMPTOMS. SHARED WITH DHT AND ADMIN</p> <p>MOBILE TELEPHONE PURCHASED AND NUMBER SHARED WITH PARENTS – TO BE USED IF ANY CHILD TESTS POSITIVE OUT OF SCHOOL HOURS. THE SOONER THE HT HAS THE INFORMATION THE SOONER ARRANGEMENTS CAN BE MADE.</p> <p>TESTING KITS AVAILABLE IN SCHOOL FOR STAFF.</p> <p>ACCESS FOR STAFF TO PRIORITY TESTING SHARED.</p> <p>ISOLATION GUIDANCE SHARED WITH PARENTS AND STAFF – ISOLATION PERIOD NOW 10DAYS</p> <p>LA GUIDANCE STATES THAT CHILDREN WHO HAVE A TEMPERATURE/FEVER MUST CONTINUE TO ISOLATE FOR 48HRS AFTER THE TEMPERATURE HAS RETURNED TO NORMAL EVEN IF TESTED NEGATIVE</p>	2	4	8	<ul style="list-style-type: none"> Schools and settings should have clear procedures if learners or staff begin to show symptoms on site. These need to be fully understood by both staff and parents / carers. <i>This will be clearly communicated in the Staff Handbook and through various media to families.</i> Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres. <i>The procedure for this occurrence is detailed in the Staff Handbook. The library will be kept free for isolation purposes.</i> Anyone displaying symptoms should stay at home for seven days. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. <i>Any child displaying symptoms will be isolated in an area with good ventilation and 2m distance from anyone else (Studio Hall). Parents must make every effort to collect promptly from school. Staff should remain 2m distanced and wear full PPE. Deep cleaning is required once the child/staff member has left of the isolation area and class. See Cleaning RA.</i> <p><i>Letter sent to parents informing them of the number to contact if a child tests positive. HT has the telephone on at home in the evenings and at weekends.</i></p> <p><i>Children with symptoms now isolated in main entrance with HT 2m away and door open for ventilation. Full PPE worn and parents contacted immediately to collect.</i></p>	All Staff	YES
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Learners & Staff	Injury to learners on site	<ul style="list-style-type: none"> If learner is injured in school, DESIGNATED staff would attend to injury or arrange for learner to see doctor or visit hospital. 	2	4	8	<ul style="list-style-type: none"> If attending to any wounds, etc. school staff to use Personal Protective Equipment (PPE) at all times. Ask parent / carer permission for learner to attend doctors surgery or hospital during pandemic. If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice. <p>PPE AVAILABLE TO ALL FIRST AIDERS. WHERE STAFF ARE CONSIDERED MORE VULNERABLE ANOTHER FIRST AIDER WILL ATTEND.</p> <p>FIRST AIDERS CONFIDENT WITH NEW PROCEDURES SHOULD A CHILD WHO HAS RECEIVED FIRST AID DISPLAY SYMPTOMS OF COVID ANY RUBBISH WILL BE DISPOSED OF AS PER THE GUIDANCE. STORAGE IS IN THE SPRINKLER ROOM IN A LIDDED BIN AWAY FROM ANY EXITS.</p>	2	4	8	<ul style="list-style-type: none"> Consideration is needed on what would happen if a learner was seriously injured or someone with a medical condition needed to be admitted to hospital. <i>Every effort will be made to seek parental advice/consent in this situation</i> Of course an emergency service could be called for some serious incidents or incidents, but not always. Are staff willing to go to hospital if parent / carer could not collect the learner? <i>Headteacher would attend hospital if necessary</i> Would the parent / carer be happy for the learner to go to hospital in the first place bearing in mind that some may be reluctant to visit the hospital at present? <i>Ensure that up to date contact details are available for families should this situation arise. Seek their consent first. If this is not possible school will act in best interest of the individual based on medical advice received at the time.</i> 	All Staff	YES
	Access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Limited PPE equipment available to schools. 	5	4	20	<ul style="list-style-type: none"> School requires access to PPE stocks to support staff and ease anxiety. PPE required for close personal care until regulations relax. <i>School will purchase relevant PPE-gloves, aprons and face masks if available. These may be required if an individual develops COVID-19 symptoms or for intimate personal care.</i> <p>PPE IS AVAILABLE IN SCHOOL INCLUDING GLOVES, FACE SHIELDS, APRONS AND FACE MASKS.</p> <p>ALL STAFF/CHILDREN MUST FOLLOW CORRECT PROCEDURES WHEN REMOVING FACE MASKS.</p> <p>SCHOOL TO MONITOR STOCK LEVELS TO ENSURE WE ALWAYS HAVE A GOOD SUPPLY AVAILABLE. PARTICULARLY AS WINTER MONTHS APPROACH.</p> <p>ORDERS TO REPLENISH PPE MADE WHEN STOCKS ARE LOW – PRICES HAVE RISEN. ALL BUDGETED TO COVID.</p> <p>SUFFICIENT STOCKS IN SCHOOL – PROCEDURE TO REPLENISH AND REORDER IN PLACE</p> <p>GLOVES AND EXTRA CLEANING MATERIALS TO BE MADE AVAILABLE IN CLASSES FOR CLEANING BEFORE AND AFTER LUNCH</p>	2	3	6	<ul style="list-style-type: none"> WG guidance states the use of PPE by staff within education settings must be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual learner. Schools, settings and local authorities already have risk assessments processes in place which should be used for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it should be readily available and provided. Where the use of PPE is risk assessed as being required, all staff should be trained in how to put on and take off PPE (as required by Health and Safety Regulations) and to ensure staff limit the spread of Covid-19. <p><i>“No PPE is required when undertaking routine educational activities in classrooms.”</i></p> <p><i>WG Guidance on appropriate use of PPE to be followed at all times.</i></p> <p><i>Marigold gloves supplied to individuals for the purpose of cleaning</i></p> <p><i>Food tongs supplied to Foundation Phase for snack times.</i></p> <p><i>New cleaning regimes in classes for midday lunch time</i></p>	HT	Not Yet

School Uniform	<ul style="list-style-type: none"> Learners wear school uniform during normal school day. 	3	3	9	<p>Children will not be asked to wear school uniform during this time. It has been requested the they wear fresh clothes every day.</p> <p>ALL CHILDREN WILL BE REQUIRED TO WEAR SCHOOL UNIFORM FROM SEPTEMBER</p> <p>PARENTS ENCOURAGED TO ENSURE THAT THE UNIFORM IS REGULARLY WASHED</p> <p>REQUEST FROM PARENTS FOR ADDITIONAL ITEMS OF UNIFORM TO BE MADE AVAILABLE AS THE CHILDREN ARE OUTDOORS MORE – DISCUSSION FOR GOVERNORS AND STAFF.</p> <p>CHILDREN COME TO SCHOOL WEARING PE KITS ONE DAY A WEEK RATHER THAN BRING A KIT TO CHANGE INTO.</p> <p>PARENTS REMINDED THAT WARM/WATERPROOF COATS WILL BE NEEDED AS CHILDREN WILL GO FOR OUTSIDE BREAKS REGARDLESS OF WEATHER. SHOULD CLASSES BECOME COLDER DUE TO VENTILATION CHILDREN ARE PERMITTED TO WEAR WARMER CLOTHES – FLEECES FOR EXAMPLE WHEN IN CLASS.</p>	3	3	9	<ul style="list-style-type: none"> School uniform for primary learners is not statutory. It is important that this message is shared with all parents. Wearing suitable clothing could make working outdoors easier and also have a beneficial effect on learner wellbeing - easing transition into the 'new normal'. <p><i>WG "encourages all schools to return to their usual uniform policies in the autumn term."</i></p>	Parents	YES
Staff Dress Code	<ul style="list-style-type: none"> Current dress codes may not be practical. 	4	3	12	<p>Staff can wear casual clothes and again, a request for fresh clothes for each day will be made.</p> <p>STAFF WILL BE EXPECTED TO DRESS PROFESSIONALLY AND APPROPRIATELY FOR THE DAYS ACTIVITIES</p>	3	3	9	<ul style="list-style-type: none"> Schools may wish to consider that a less formal dress code might be more appropriate - especially as learners could be encouraged to work outdoors. <p><i>Usual staff dress code will apply.</i></p>	All staff	YES

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"The School Day"

Arrival at School

- All transport (public and private) arrive at school and park in car park or on main road.
- Cars may use drop off for older learners.
- Younger learners (and some older learners) will be brought into school by parents / carers.
- This can be a busy period outside the main building - dependent on context of school.

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- Clear established routines on entering the school - possible use of different gates / entrances for parents / learners walking to school to establish a one way system
 - Consider use of local car parks to avoid unnecessary congestion. **Parents will be encouraged to walk to school with their children.**
 - Social distancing rules established once on school premises - from the gates onwards. **Staff and signage will remind parents of this.**
 - Establish routes from gates to individual classes ~~There will be a clearly indicated one way system around the outside of the school.~~
 - Consider benefits and disadvantages of staggered times - works for families but maybe not year groups - possible waiting around at the start / end of the day ~~Requests will be made for staggered starts and pick ups and for Key Worker children to be in school by 8.30am.~~
 - On entering the school, consider different access points for different learners - can they access the class directly from the outside? ~~FP children can enter directly into their classes. KS 2 children will enter the doors closest to their classrooms.~~
 - All learners to wash their hands thoroughly prior to / or on entering the class. **Each classroom has its own sink- hand washing facilities will be available here.**
 - Can doors (apart from fire, toilet and security doors) be kept open to minimise contamination?
- CLEAR ENTRY POINTS AND MOVEMENT AROUND SCHOOL PROCEDURES IN PLACE.**
- HAND SANITIZER TO BE PLACED OUTSIDE OF ALL SHARED TOILET FACILITIES.**
- IN CASE OF FIRE ALL FIRE DOORS MUST BE CLOSED AND FREQUENTLY TOUCHED HANDLES WIPED THROUGHOUT THE DAY WITH ANTIBACTERIAL SPRAY**
- FREQUENT, TIMETABLED HAND WASHING THROUGHOUT THE DAY FOR ALL CHILDREN AND STAFF.**
- FIRE DRILL 7/10/20 SUCCESSFUL ALL CHILDREN AND STAFF MAINTAINED SOCIAL DISTANCING AT ASSEMBLY POINTS CLEANER EMPLOYED 1PM TO 1;30PM TO WIPE DOWN ALL FREQUENTLY TOUCHED SURFACES OUTSIDE OF CLASSROOMS FOLLOWING LUNCH TIME MOVEMENTS.**
- TAXI'S ARRIVE AT 9.10AM WHEN THE MAJORITY OF PARENTS HAVE LEFT THE PREMISES. TAs MONITOR GATES TO ENSURE SAFETY OF PARENTS AND CHILDREN ARRIVING. AS THE WEATHER WORSENS CHILDREN ARRIVING AT SCHOOL GO STRAIGHT INTO CLASS FROM 8.45AM AND LESSONS START AT 9.15AM. CLASSES ARE ALL STAFFED FROM 8.45AM.**
- ALL PARENTS, CARERS AND VISITORS MUST WEAR A FACE COVERING WHEN ENTERING SCHOOL GATES. TAs AND**

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3

9

- Clear guidance for all on required social distancing on school premises.
 - ~~• Staff on rota for duty to supervise arrival. Staggered arrival times for children will be as follows: Key Worker children before 8.30am, KS 2 at 8.40am, FP at 8.50am. Home times will also be staggered: FP AT 3.00pm, KS 2 at 3.15pm. Key Worker children as necessary but to avoid these times.~~
- Arrival & Collection Times:**
- Morning Nursery: 9am - 11.30am**
Afternoon Nursery: 12.30pm – 3pm
Reception: 8.45am – 2.45pm
Emerald: 8.45am – 2.45pm
Sapphire: 8.50am – 2.55pm
Ruby: 9am – 3.05pm
Diamond: 8.45am – 3pm
Celyn: 8.45am – 2.55pm
Idwal: 8.50am – 3.05pm
Dyfrdwy: 9.am – 3.15pm
Alun: 8.45am – 2.55pm
Eryri: 8.50am – 3.05pm
Tegid: 9.am – 3.15pm
Tryfan: 8.45am – 3.15pm
- Staff will be on a rota to open and greet the children as they arrive/leave at the school gates.
 Parents will be reminded to stay 2m away from other adults.
 Gates will be wiped with antibacterial spray once arrival and collection times have finished.
 As far as possible gates will be held open to prevent frequent touching.
 Gates to the car park will close between 8.45am to 9.10am and 2.45pm to 3.20pm to ensure the safety of parents and children. Entry and exit to Taxi's only at specified times.
 Teachers and TAs report the relaxing start to the morning between 8.45 and 9.15am is having a positive effect on the children's well-being.
 Sufficient time to wash hands and greet everyone.

HT
Parents

YES

**TEACHERS TO REMAIN AT LEAST 2M DISTANCED FROM PARENTS DURING DROP OFF AND COLLECTION TIMES.
FIRE DOORS MUST REMAIN CLOSED THROUGHOUT THE DAY WITH THE EXCEPTION OF THE AUTOMATED FIRE DOORS IN THE MAIN ENTRANCE.
DOORS TO TOILETS MUST REMAIN CLOSED**

	Arrival in Class	<p>A smaller number of learners means that very few learners are in each class.</p> <p>Classes will have up to 30 learners.</p> <p>Early Years class will be larger (67 am & 54pm)</p>	5	4	20	<ul style="list-style-type: none"> All learners to wash their hands prior to / on entering the classroom. Then regular hand washing throughout the day. Desks / furniture to be moved to ensure social distancing if necessary. Each learner to have a designated workspace / area and equipment. Establish clear routine for entering classroom to their allocated space - to include a one way system of moving around the classroom. Allocated resources for each learner - can they bring their own? ALL RESOURCES WILL PROVIDED AND STORED IN INDIVIDUAL BAGS (NAMED) Toilet breaks to be monitored. HAND SANITISER TO BE USED BEFORE ENTERING TOILETS Regular reminders of rules / guidelines throughout the day. <p>SCHOOL PURCHASED INDIVIDUAL RESOURCES FOR ALL CHILDREN FROM YEAR 1 TO YEAR 6 TO PREVENT SHARING OF EVERYDAY STATIONARY.</p> <p>NO PERSONAL ITEMS TO BE BROUGHT INTO SCHOOL WITH THE EXCEPTION OF CLOTHING AND LUNCH BOXES.</p> <p>FURTHER EQUIPMENT MAY BE REQUIRED IN FOUNDATION PHASE TO ENSURE CHILDREN HAVE RICH ENVIRONMENT IN WHICH TO LEARN WITHOUT SHARING RESOURCES ACROSS CLASSES</p> <p>HAND WASHING GUIDELINES GIVEN TO ALL STAFF</p> <p>BOOK BAGS NO LONGER SENT HOME – DESIGNATED READING TIME IN SCHOOL.</p>	2	4	8	<ul style="list-style-type: none"> Schools and settings should ensure that all staff and learners regularly wash their hands and that these facilities are in place. They should be washed with soap and water for at least 20 seconds. Staff should also ensure learners are reminded of effective handwashing techniques. Regular handwashing should include: <ul style="list-style-type: none"> - on arrival at and when leaving the school or setting - before and after handling food - before and after handling objects and equipment that may have been used by others - where there has been any physical contact - after people blow their nose, sneeze or cough. <p>Catch it, Bin it, Kill it strategy to be used across the school.</p> <p>Tissues readily available to all.</p> <p>Designated bins with lids in all classes.</p>	All Staff	YES
“The School Day”	Collective Worship and Assemblies	<ul style="list-style-type: none"> Daily collective worship/ assemblies as per school timetable. 	4	4	16	<ul style="list-style-type: none"> No whole school/key stage collective worship or assemblies. Collective worship to be held in individual classes. <p>VIRTUAL ASSEMBLIES TO BE STARTED IN NOVEMBER ALONG WITH CELEBRATION CERTIFICATES ON A FRIDAY</p> <p>HEADTEACHER AWARDS TO CONTINUE ON A FRIDAY.</p> <p>VIRTUAL ASSEMBLIES DID NOT WORK DUE TO TECHNICAL DIFFICULTIES. RECORDED ASSEMBLY MESSAGES TO BE TRIALLED INCLUDING FROM THE LOCAL CHURCH.</p>	2	2	4	<p>To minimise contact between classes and staff, daily worship is timetabled. HT to take class assemblies at designated times.</p> <p>HT spends minimal time in each class awarding certificates. Hands are sanitised before certificates are written and handed out.</p> <p>HT to wear face shield when entering classes</p>	All Staff	YES



	Travel around School	<ul style="list-style-type: none"> Learners are supported by adults and reminded of social distancing expectations. Travel is minimal due to low numbers. due to staggered breaks and lunchtimes. 	4	3	<p>12</p> <ul style="list-style-type: none"> No more than 30% of school population admitted at the same time, focus on WG priority groups for admission. Social distancing mapped and marked across school. Posters reminding of social distancing evident for all. Minimise travel around the school by staying in the same classroom throughout the day. Children will take all of their belongings into their classrooms - they will eat their lunch in their classrooms. Establish routine / window for toilet breaks. All doors apart from fire, toilet and security doors to be kept open. Establish one way system throughout the school (possible use of inside and outside routes) and/or corridors clearly marked for left side walking only. Ensure public areas are as clear and free from restrictions as possible. If weather is bad, reduce travel to classroom based activities only, unless toilet breaks needed. All doors / surfaces to be wiped regularly. <p>LUNCH TIME ROTA ESTABLISHED WITH STAFF AND CLASSES IN DESIGNATED AREAS</p> <p>TRAVEL AROUND SCHOOL TO BE MINIMAL, ONE WAY SYSTEM TO BE USED AT BUSY TIMES ONLY</p> <p>ONE WAY SYSTEM UNECESSARY AS TRAVEL THROUGH CORRIDORS IS MINIMAL AND STAFF USE A COMMON SENSE APPROACH. CORRIDORS ARE WIDE ENOUGH TO PASS WITH SUFFICIENT SPACE.</p> <p>NO LOITERING IN CORRIDORS IS ALLOWED</p> <p>CONSTANT REMINDERS GIVEN IN STAFF BRIEFING AND VIA MEMOS ABOUT SOCIALLY DISTANCING</p> <p>STAFF ASKED TO WEAR FACE COVERINGS WHEN TRAVELLING THROUGH CORRIDORS</p> <p>NO UNNECESSARY LEAVING OF CLASSES BY STAFF OR CHILDREN. STAFF ONLY AT THE PHOTOCOPIER.</p> <p>CHILDREN TO REMAIN IN CLASSES FOR LUNCH TO PREVENT MOVEMENT THROUGH SCHOOL.</p> <p>HAND SANTIZER PLACED AT KEY POINTS INCLUDING OUTSIDE TOILETS.</p>	3	3	<p>9</p> <ul style="list-style-type: none"> Clear guidance on social distancing requirements. Gentle reminders to children (and staff) on social distancing measures in place. Posters displayed around school to remind about social distancing. Path at front of school marked with 2m lines to allow for social distancing when the Early Years parents drop off/collect their children. 	All Staff	YES
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	Foundation Phase (FP)	<ul style="list-style-type: none"> • Potentially some learners may already be attending hubs if parents are key workers / vulnerable. • Distance Learning (DL) currently in place for all FP learners. <p>Foundation Phase philosophies and learning experiences in place.</p>	5	4	<p>20</p> <ul style="list-style-type: none"> • Visual timetable for both staff and learners with designated areas including outdoors being used at specific times. • Carpet / sitting time to be kept to a minimum. • Learners should sit on a designated child-friendly mark on floor and at tables. • Availability of one member of staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day / session in accordance with WG guidance. An allocated member of staff to monitor corridors and use of toilets. Ensure children follow social distancing and one-way system. • Learners could be given a bag of resources for their use throughout the day and a tray of items to use in practical experiential learning activities. Items to be sanitised after use. • Large equipment e.g. bikes, scooters, cars, to be sanitised after use. • Learners to come to school in clothing suitable for outdoor learning i.e. relaxation of school uniform – including hats and sunscreen. <p>CHILDREN HAVE INDIVIDUAL EQUIPMENT TO USE IN FOUNDATION PHASE. CLASS BUBBLES DO NOT MIX IN THE EARLY YEARS BASE BUT DO SHARE EQUIPMENT. THIS IS REGULARLY WIPED DOWN AND CHILDREN HAND SANITISE BEFORE PLAYING. DUE TO THE NATURE OF PLAY AND THE AREA OF THE CLASS, STAFF WORKING TOGETHER ETC. EARLY YEARS FORM ONE CLASS BUBBLE.</p> <p>GwE AND LA FOUNDATION PHASE GUIDANCE FOLLOWED IN RELATION TO SAND AND WATER PLAY. FURTHER GUIDANCE GIVEN ON SINGING WHICH ALL STAFF ARE AWARE OF – FACE SHIELDS MUST BE WORN; ALL SURFACES NEARBY WIPED CLEAN FOLLOWING SONG TIME; STAFF MUST BE AT LEAST 2M DISTANCED; CHILDREN MUST BE SPACED OUT AND ALL FORWARD FACING; OUTDOORS IS ENCOURAGED.</p>	4	3	<p>12</p> <ul style="list-style-type: none"> • Consideration on classroom activities to be in place to take into consideration the learner:adult ratio. • Consideration of handover procedures to FP parents at start and end of school day - how this will work to ensure social distancing of adults and children. <p>Reduced numbers will support social distancing- parents will be reminded of this.</p> <p>Designated areas on the infant yard for parents from each class.</p> <p>Staggered arrival and collection times.</p> <p>All KS2 classes have a full time TA allocated.</p> <p>Appropriate staff in both Resourced Provisions</p> <p>Tables rearranged in Years 1 and 2 and in our Key Stage 2 Resourced Provision to allow the children to sit in groups. Children facing each other are 2m apart in their group. Due to the ages and abilities of these groups of children, forward facing seats was detrimental to their emotional well-being and learning. Now seated in groups the children are happier, more settled and learning is more successful. Tables are regularly wiped and individual pencils etc. still provided.</p> <p>Guidance received and shared with staff RE: singing and it was decided to stop all singing whilst the virus is so prominent locally.</p>	All Staff	YES
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"The School Day"

	Break Times	<ul style="list-style-type: none"> Break times are currently as and when needed, with fruit snacks for children in common shared areas or classrooms. 	4	4	16	<ul style="list-style-type: none"> Introduce staggered break times for all classes and reduce in time if appropriate. Use of outdoors, if appropriate, through outside class doors to minimise travel around the school. Ensure appropriate level of staff supervision during break times. Common snack areas to remain closed and learners to bring snack with them to eat in class – snacks such as fruit to be provided in class. All learners to wash hands on return from break. Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section. <p>STAGGERED BREAK TIMES FOR ALL CLASSES SNACK TIMES IN FOUNDATION PHASE – ALL HYGIENE MEASURES TO BE FOLLOWED REGULAR HANDWASHING IN PLACE ALONG WITH READILY AVAILABLE HAND SANITISER. EQUIPMENT USED DURING BREAK TIMES IS FOR INDIVIDUAL CLASS USE ONLY AND CLEANED BETWEEN USES.</p>	2	3	6	<p>-Breaks will be as follows: Morning break Key Workers (KWs) at 10.00-10.25am, KS 2 at 10.35-11.00am, FP at 10.15-10.45am. Lunch.FP will eat at 11.30am, KWs at 12.00pm, KS 2 at 12.30pm. Outside play: FP at 12.00pm, KWs at 12.30-1.00pm, KS 2 at 1.05-1.35pm. Afternoon break – KWs at 2.00-2.20pm, KS 2 at 2.25-2.45pm, FP at 1.30-1.50pm. Gates will be opening for parents at 2.50pm</p> <p>See separate sheet for class timetables More regular breaks will be needed in KS2 as children are re-introduced back to school.</p>	All Staff	YES
	Lunch Time	<ul style="list-style-type: none"> Lunch time is currently around midday with one or two sittings dependent on size of school. This limits social distancing. 	3	4	12	<ul style="list-style-type: none"> Introduce staggered lunchtimes to ensure social distancing in the canteen. This may increase the amount of sittings. Learners encouraged to bring in their own packed lunch and eat in classroom. Children will eat their lunch in their own classrooms. Consider unstructured times of play following eating to ensure social distancing where possible e.g. zoning of playground. Consider possibilities of having half day sessions for different groups / classes of learners, therefore avoiding need for lunchtimes. <p>ALL CHILDREN TO EAT IN THE HALL – TIMETABLE IN PLACE FROM 11:30AM DESIGNATED AREAS OF PLAY ASSIGNED TO CLASSES CLEANING UNDERTAKEN BETWEEN SITTINGS HANDS WASHED BY ALL CHILDREN BEFORE ENTERING HALL STAFF HAND SANITISE BEFORE TAKING FOOD FROM THE KITCHEN CHILDREN TO EAT LUNCH IN CLASSES TO LIMIT MOVEMENT AROUND SCHOOL. CLEANING REGIMES IN PLACE. TAs SUPERVISE LUNCHTIMES STAFF HAND SANITISE WHEN COLLECTING FOOD FROM THE CANTEEN AND WEAR A FACE MASK</p>	2	3	6	<p>Breaks will be as follows: Morning break Key Workers (KWs) at 10.00-10.25am, KS 2 at 10.35-11.00am, FP at 10.15-10.45am. Lunch.FP will eat at 11.30am, KWs at 12.00pm, KS 2 at 12.30pm. Outside play: FP at 12.00pm, KWs at 12.30-1.00pm, KS 2 at 1.05-1.35pm. Afternoon break – KWs at 2.00-2.20pm, KS 2 at 2.25-2.45pm, FP at 1.30-1.50pm. Gates will be opening for parents at 2.50pm</p> <p>See separate arrangements for Lunchtime Rota Staff who supervise children are TAs from their classes as far as possible. High number of cases locally hence the tighter restrictions on movement around school at lunch times.</p>	All Staff	YES

	Use of Staff Room	<ul style="list-style-type: none"> • Current practice in staff rooms will vary depending on how many staff are present. • Social distancing practice already in place in most cases. 	2	4	<p>8</p> <ul style="list-style-type: none"> • Social distancing to be practised at all times. • One person to access food / drinks area at a time. • Reduce capacity of staff room seating to enable social distancing. • Food / drinks only to be prepared by individuals for own consumption. • No shared cutlery / crockery to be used. Individuals to wash / store own materials. • Any touch points on shared kitchen equipment e.g. microwaves to be cleaned before and after use. • Use of open waste bins / recycling containers only. <p>GUIDANCE TO BE DISPLAYED CLEARLY</p> <p>STAGGERED LUNCH AND BREAK TIMES FOR STAFF TO EASE CONGESTION</p> <p>STAFF CLEAN THEIR OWN EQUIPMENT.</p> <p>REDUCED SEATING AREAS AND A MAXIMUM OF 4 STAFF AT ANY GIVEN TIME.</p> <p>HANDWASHING/HAND SANITISE BEFORE ENTERING STAFF ROOM</p> <p>MAXIMUM NUMBERS DISPLAYED ON ALL STAFFROOM AND OFFICE DOORS.</p> <p>STAFF MAY USE THE HALL (INCREASED SPACE TO ALLOW FOR SOCIAL DISTANCING) AT LUNCH TIMES. ANY HOT BEVERAGES/FOOD MUST BE CARRIED IN A SUITABLE LIDDED CONTAINER FROM THE STAFF ROOM TO THE HALL.</p> <p>STAFF SHOULD WEAR MASKS WHEN TRAVELLING THROUGH CORRIDORS.</p> <p>HAND HYGIENE MUST BE ADHERED TO.</p>	2	3	<p>6</p> <p>Chairs to be removed from staff room to ensure social distancing.</p> <p>4 people maximum can access the staff room at once ensuring social distancing. When more space is required the library can be used however staff must wipe their area clean before leaving.</p> <p>Cleaning products to be readily available.</p> <p>Hand Sanitiser readily available throughout school</p>	All Staff	YES
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Domestic Arrangements	Catering	<ul style="list-style-type: none"> Learners able to receive meals at lunch time in school. 	3	4	12	<ul style="list-style-type: none"> Learners should eat in their own classrooms where possible. Children will remain in their classrooms for their lunch and snacks. Children's lunch boxes/bags will remain in the room with them. School lunches will be brought to the classrooms Will learners be encouraged to bring their own lunch?— Check with LA Catering Department. <p>DETAILED ROTA OF CHILDREN'S DEIGNATED LUNCH TIME TO BE SHARED WITH CATERING STAFF. LUNCH TO BE SERVED FROM 11:30AM TO ENSURE EVERYONE HAS APPROPRIATE TIME TO EAT (25 MINS IN HALL FOLLOWED BY 15/20MINS OF PLAY) TIME FOR CLEANING BETWEEN GROUPS ALLOWED IN ROTA BREAKFAST CLUB TO OPEN FROM 3RD SEPT WITH DIFFERENT GROUPS (FPH, KS2) ALLOCATED DIFFERENT AREAS IF POSSIBLE. EY, FPH & KS2 SEATED SEPERATELY</p> <p>FOUNDATION PHASE: SNACK TO BE PROVIDED AT THE USUAL COST TO PARENTS (PAID IN ADVANCED AND ELECTRONICALLY WHERE POSSIBLE) ANY PARENT WISHING TO PAY CASH MUST USE A CLEARLY LABELLED ENVELOPE. ALL PAYMENTS TO BE UNTOUCHED FOR 48HOURS AND HANDS WASHED/SANITISED AFTER HANDLING MONEY.</p> <p>SNACK TO BE PREPARED IN CLASS BY SUITABLY QUALIFIED STAFF. CLEANING ROUTINES TO BE FOLLOWED. FOOD TONGS SUPPLIED TO REDUCE HANDLING OF FOOD. CHOICE OF FRUIT REDUCED SO ONLY ONE SERVING PER CHILD.</p> <p>IN KS2 CHILDREN ARE ASKED TO BRING THEIR OWN SNACK FOLLOWING HEALTHY SCHOOL GUIDANCE. TO BE REVIEWED BY OCTOBER. DISCUSSIONS CONTINUE OVER KS2 ARRANGEMENTS CHILDREN TO EAT LUNCH IN CLASS SUPERVISED BY TAS. CLEANING AND HYGIENE ROUTINES IN PLACE. STAFF TO HAND SANITISE AND WEAR MASKS WHEN COLLECTING FOOD FROM THE KITCHEN</p>	3	3	9	<ul style="list-style-type: none"> Provision should consider whether to include breakfast, lunch and possibly dinner as the length of care requires. Snacks may also be required. School will continue to provide free breakfast for as long as this service is available. If possible, food should be served in the rooms where learners are undertaking activity. This minimises the risk of transmission of infection. The area should be cleaned according to guidelines after eating. Children will eat lunch and snacks in their classroom. Staff should ensure that social distancing is maintained at mealtimes and learners should be sat two metres from each other. Classes kept apart in allocated areas. In this case, tables should be removed of clutter, disinfected, and visually clean before providing the meal/ snack. If there are any concerns, schools and settings should seek the advice of their local Environmental Health team for advice. Learners should also wash their hands before and after eating and staff should also wash their hands before and after serving food. The school or setting may wish to consider providing meals for staff also in order to minimise objects being transferred from and to the building. Staff are able to order a school meal if they so wish. Local authorities and headteachers should work with food providers and suppliers to ensure the utmost rigour in hygiene, including preparation, consumption and disposal. Food must not be shared. Any snacks should be separated clearly to avoid this Lunch and break times could be staggered to support social distancing. See above. <p>Increased cases locally, further action required to limit movement around the school.</p>	All Staff	YES



Domestic Arrangements	Catching/ Spreading. Unable to maintain social distancing whilst carrying out personal care.	• Schools are currently following Public Health Wales (PHW) guidance around gloves and aprons. • Face masks may also available for staff.	3	4	12	<ul style="list-style-type: none"> Follow guidance re PPE, including face masks, aprons and gloves. Relevant PPE (gloves, aprons, and a small number of masks have been ordered and will be available for staff when necessary. Double bagging for waste. Ensure that waste bins are emptied daily by caretaking team. <p>“NO PPE IS REQUIRED WHEN UNDERTAKING ROUTINE EDUCATIONAL ACTIVITIES.”</p> <p>“SUSPECTED COVID-19: GLOVES, APRONS FACE SHIELD SHOULD BE WORN. EYE PROTECTION SHOULD BE WORN IF THERE IS A RISK OF SPLASHING TO THE EYES FROM COUGHING, SPITTING OR VOMITING. GLOVES AND APRONS SHOULD BE USED WHEN CLEANING THE AREAS WHERE A PERSON SUSPECTED OF HAVING COVID-19 HAS BEEN”</p> <p>“INTIMATE CARE – GLOVES AND APRONS SHOULD BE USED. FACE MASKS/SHIELDS/EYE PROTECTION IF THERE IS A RISK OF SPLASHING. GLOVES AND APRONS SHOULD BE USED WHEN CLEANING SURFACES AND EQUIPMENT.”</p> <p>IF NON-SYMPTOMATIC CHILDREN PRESENT BEHAVIOURS WHICH MAY INCREASE THE RISK OF DROPLET TRANSMISSION (SUCH AS BITING, LICKING, KISSING OR SPITTING) OR REQUIRE CARE IN CLOSE CONTACT, ROUTINE USE OF PPE CAN BE USED.</p> <p>USE OF PPE SHARED WITH STAFF REGULARLY TO ENSURE SAFETY WHERE STAFF FEEL IT IS NECESSARY FACE SHIELDS ARE SUPPLIED STAFF ASKED TO WEAR FACE COVERINGS WHEN MOVING AROUND SCHOOL AND WHEN WORKING IN CLOSE PROXIMITY TO CHILDREN</p>	3	3	9	<ul style="list-style-type: none"> The present advice is that it is not necessary to screen temperatures. The learner’s parents / carers will be able to check their temperature. In any case, screening will not identify all cases of Covid-19 and the means of checking temperature may put staff at greater risk of transmission. This will be kept under review. Staff should of course be vigilant for changes to children’s temperatures and signs of fever. No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific ‘shielding’ measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. Schools should not expect these learners to attend schools or settings at this time, and they should continue to be supported at home as much as possible. Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation should take place following the Covid-19: cleaning in non-healthcare settings guidance. Other clinically vulnerable children and young people (who are not shielding) will need to be considered case by case, but of course we would only expect these to attend where parents / carers are satisfied that this is safe for them. 	All Staff	YES



	Visitors at School	<ul style="list-style-type: none"> • Only essential visitors present at main reception and wait for staff to meet them. • No visitors allowed in school unless pre-arranged. 	2	4	<p>8</p> <ul style="list-style-type: none"> • All visitors will be pre-arranged. • No external visitors other than key visitors e.g. school nurse, child protection social workers. • All non-statutory visits / contact to be cancelled or done through virtual meetings. <p>Hand sanitizer and guidance on school procedures available to all visitors.</p> <ul style="list-style-type: none"> • Post left at reception. • Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. • Post / parcels collected by nominated person and wiped with sanitiser. <p>LA: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and learners. Specialists, therapists, clinicians and other support staff for learners with SEN should provide interventions as usual. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers/staff and agree a minimum number of hours across the school year. This advice for supply teachers also applies to other temporary staff working on a supply basis, peripatetic teachers such as sports coaches and those engaged to deliver before and after school clubs.</p> <p>FULL VISITOR PROTOCOL PUBLISHED AND SHARED. ESSENTIAL VISITORS KEPT TO A MINIMUM: PC STU DELIVERING VITAL LESSONS TO INDIVIDUAL CLASSES; HEAD OF YBA & DARLAND VISITING YR5/6 ALL PROCEDURES FOLLOWED</p> <p>DANCE CLASS & TAE KWONDO CLASSES STARTED – FULL RA COMPLETED AND STRINGENT MEASURES IN PLACE – LESS THAN 15 PEOPLE IN THE CLASS</p> <p>ANNUAL REVIEWS HELD VIRTUALLY AS ALL MEETINGS ARE – VIA ZOOM OR TEAMS</p> <p>WHILST CASES ARE HIGH LOCALLY, DANCE AND TAE KWONDO ARE SUSPENDED</p> <p>LIMITED NUMBER OF SUPPLY AGENCY STAFF USED TO REDUCE TRANSMISSION.</p>	2	4	<p>8</p> <ul style="list-style-type: none"> • LA support to manage external agencies and parental expectations of schools running ‘as normal’ immediately. <p>LA: Schools and settings should consider how to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours they should.</p> <p>A record should be kept of all visitors.</p> <p>School will as far as possible hold meetings virtually or out of school hours in a room large enough to accommodate visitors ensuring social distancing measures are adhered to e.g. Main or Studio Hall. All visitors must use Hand Sanitiser on entry. All rooms and equipment will be cleaned before and after use including any handrails or door handles.</p> <p>Parents wishing to look around school will be given an appointment out of hours.</p> <p>Dance and Tae Kwon do class risk assessments available at school. No parents enter the building. Visitor protocol includes signing in with own pen, hand sanitising, wearing a mask and socially distancing. Zoom is the LA preferred platform for meetings. Teams used regularly for GB meetings and other agency meetings/training. Telephone conferencing used for meetings with Social Services.</p>	HT	YES
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Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> Cleaning routines changed to focus on surfaces, doors and communal areas. All staff requested to be mindful of supporting cleaning routines. 	2	4	8	<ul style="list-style-type: none"> Increase hours of cleaning until further notice with focus on surfaces, doors and communal areas. Increase cleaning hours to ensure that all surfaces are deep cleaned at the end of the day / shift. Along with normal cleaning procedures there will be at least one day a week allocated to deep cleaning. Cleaning staff will clean all hard surfaces in areas of school used. Other staff will be responsible for cleaning resources used by the children. This means increase in caretaking time. ENSURE CLEANING STAFF ARE UP TO DATE WITH CLEANING ROUTINES. VACANCY FOR 1 PERSON TO COVER MATERNITY LEAVE. INCREASE IN CLEANING HOURS ON A FRIDAY TO ENSURE A DEEP CLEAN CAN BE MAINTAINED. CLEANER WORKS 1-1:30PM WIPING ALL FREQUENTLY TOUCHED SURFACES AFTER THE LUNCH TIME MOVEMENT. INCLUDES HAND RAILS, DOOR HANDLES, LOCKS, PHOTOCOPIER, AND OTHER SURFACES. ALL CLEANING STAFF IN PLACE. THOROUGH CLEANING OF FREQUENTLY TOUCHED SURFACES IN ALL CLASSES 	2	3	6	<ul style="list-style-type: none"> Associated costs due to risk assessment response. Use of fob doors where possible as opposed to keypads. Cleaning schedule in place and reviewed regularly. School is now cleaned thoroughly each evening and a top up clean is done in the morning before school opens. A deeper clean is undertaken every Friday. 	HT Caretaker	YES
	Guidance & Docs	Review of Key Policies	<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	2	2	4	<ul style="list-style-type: none"> Set a policy review structure to ensure scrutiny and approval of Governing body. ALL OUT OF DATE POLICIES UPDATED AND AWAITING GOVERNOR/STAFF APPROVAL POLICY UPDATES AGREED DURING FULL GB MEETING IN AUTUMN TERM 	2	2	4	<ul style="list-style-type: none"> Liaise with LA to share best practice and compliance. 	HT
Create New School Guidance		<ul style="list-style-type: none"> Current working practices have evolved during the school re-purposing period. Schools should consider new guidance for this next phase of re-engagement. 	2	2	4	<ul style="list-style-type: none"> Develop a set of expectations and guidance principles for all school stakeholders. Risk Assessment and Staff handbook available for all staff. All staff to sign to say they have read and understood the altered procedures. UPDATED HANDBOOKS, RISK ASSESSMENT AND PROCEEDURES TO BE SHARED WITH STAFF 1ST AND 2ND SEPTEMBER (OPERATIONAL DAYS). UPDATES SHARED WITH STAFF VIA MEMOS WEEKLY RA UPDATED IN LINE WITH NEW GUIDANCE FROM WG 	2	2	4	<ul style="list-style-type: none"> Check with HR that any revised guidance complies with agreements reached with Unions and Associations. School may wish to consider developing a handbook (hard copy and/or online) to act as an easy reference point for the new operating procedures. 	HT	YES

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Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> It is possible that no fire drills, alarm tests, etc have been held during lockdown period. Usual school measures could not be appropriate during this period due to social distancing and possible changes to corridors/ routes out of school building. 	3	4	<p>12</p> <ul style="list-style-type: none"> Review Fire Risk Assessment. Weekly fire alarm tests as normal. Fire evacuation drills suspended (review situation every 6 weeks). Social distancing during evacuation if practicable. Social distancing to be practised at fire assembly point. <p>REVIEW OF CURRENT EVACUATION PROCEDURES AND ASSEMBLY POINTS TO ENSURE A SMOOTH AND EFFICIENT EVACUATION MAINTAINING SOCIAL DISTANCING AND MINIMISING CONTACT BETWEEN GROUPS WHERE POSSIBLE.</p> <p>ASSEMBLY POINTS TO BE SPACED OUT AROUND SCHOOL TO MINIMISE CONTACT BETWEEN OF CLASSES.</p> <p>INFORMATION TO BE SHARED WITH STAFF 2ND SEPT (ROLES & RESPONSIBILITIES) AND WITH CHILDREN FROM 14TH SEPTEMBER. FIRE DRILL WILL TAKE PLACE WEEK BEGINNING 21ST SEPT</p> <p>FIRE DRILL COMPLETED WITH ANY ISSUES ADDRESSED (SEE FIRE DRILL RECORD)</p> <p>ALL FIRE DOORS REMAIN CLOSED THROUGHOUT THE DAY AND HANDLES ARE CLEANED REGULARLY. FIRE DOORS IN RECEPTION AREA REMAIN OPEN AS THESE CLOSE AUTOMATICALLY WHEN THE ALARM SOUNDS.</p> <p>FIRE DRILL PLANNED FOR SPRING TERM 2021</p>	2	2	4	<p>Evacuation procedures may change to ensure all classes can exit and assemble with minimum contact between classes.</p> <p>Any changes will ensure the safety of all learners and staff and follow WG Guidance 'Fire Safety in Educational Premises'</p>	HT	YES
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<p style="text-align: center;">Continuity of Learning</p>	<p style="text-align: center;">Review distance learning approach to include more learners having school contact</p>	<ul style="list-style-type: none"> Distance learning established for most learners – mixture of web based, menu based, thematic tasks and routines. 	2	4	8	<ul style="list-style-type: none"> Current DL provision to continue for learners in and out of school. Staff to work in teams to deliver this provision. Good practice identified and established during DL should be built upon. One main focus of current DL has been wellbeing—this needs to continue and possibly be enhanced as learners return to the ‘new normal’. However this need to be balanced with a range of ‘academic’ tasks to bring about some form of normality and education for learners. This will ensure equity of provision for all learners. Teacher introductions in class could be filmed and uploaded on to ‘Seesaw’ / Google Classroom so not to duplicate work. Time in school is a ‘touch base’ with regard to DL and opportunity for social interaction (from distance) with peers. Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with learners’ independence and social distancing. Possible difference will be a more structured routine/ timetable for learners attending school. Rotas – will they be a day a week, 2 / 3 days or a week at a time – dependent on priority and therefore numbers in each school? <p style="text-align: center;">IN THE EVENT OF CLASS/SCHOOL CLOSURE DISTANCE LEARNING WILL BE PROVIDED AS PER WG GUIDANCE ‘IN CASE OF ISOLATION’ LEARNING PACKS SENT HOME WITH ALL CHILDREN.</p> <p style="text-align: center;">KS2 CHILDREN TAUGHT HOW TO ACCESS GOOGLE CLASSROOM</p> <p style="text-align: center;">NEW WEBSITE COMMISSIONED TO IMPROVE COMMUNICATION WITH PARENTS AND TO PROVIDE A PLATFORM FOR ONLINE LEARNING ACTIVITIES TO BE SHARED IN THE EVENT OF SCHOOL CLOSURE</p> <p style="text-align: center;">WEBSITE IS LIVE WITH A DEDICATED HOME LEARNING AREA</p>	2	4	8	<ul style="list-style-type: none"> Provision could be developed and revised as learner numbers increase over time – models developed to reflect various options. There will be, at least, 3 groups of learners: <ul style="list-style-type: none"> 1 – Those coming back to school but into a different and possible stressful environment 2 – Those who cannot return to school due to their own or a family member’s ‘outside’ity 3 – Those who won’t return to school due to fear (suggested link with low socio-economic status) OECD strongly suggest that no-one should be forced into school. All these learners need to have equity of provision as per principles of distance learning strategy. Staff to be given time to plan in advance for distance learning in the event of a class/school closure. Packs containing resources for distance learning to be prepared and stored in school and given out in the event of closure. All children to be given reminders of their Hwb Logins and details of how to access online resources shared with parents in advance. Blended learning resources from GwE shared with staff. 	All Staff	NOT YET



Continuity of Learning	Induction day for staff to new processes	<ul style="list-style-type: none"> Staff are currently working to support learners in a variety of ways – keeping contact with all / vulnerable learners, supporting distance learning, attending Hubs on a rota basis. Some staff are self-isolating and shielding and are therefore working at home. Schools have set up a range of methods for communicating with staff and working in teams as appropriate. 	2	4	8	<ul style="list-style-type: none"> Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. Staff to be invited to induction sessions in small groups where social distancing can be followed. Reassurance of staff to reduce anxiety and stress that return to work may induce. Review staffroom practice to ensure adherence with social distancing and hygiene procedures. Understand the profile of the staffing able to return to school to work and curriculum on offer to support any staff presenting anxieties of return. Ensure that all staff have had a chance to take some holiday since schools re-purposed on 23 March 2020. Consider staff induction as a priority and reviewing of staff handbook to offer guidance and expectations for this next phase. Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions. Support from HR for staff working conditions. <p>STAFF HANDBOOK UPDATED AND THE LATEST INFORMATION PROVIDED.</p> <p>STAFF UPDATES PROVIDED DURING MONDAY BRIEFINGS REGARDING ANY NEW PROCEDURES</p>	2	3	6	<ul style="list-style-type: none"> Support in place for all staff with wellbeing and safety as priority throughout all phases to include staff PPE. Regular communication and contact to identify coaching and/or counselling for those identified. Regular review points built in for ensuring staff wellbeing – use of newsletters / intranet to ensure all are kept up to date. Opportunities for staff to work collaboratively within school and within phases / clusters to consider support for distance learning / developing curriculum offer. Professional learning on how to support learners on return with potential increased anxieties / trauma and continued ICT skills as part of distance learning. Advice for schools on status of staff training days. 	HT	YES
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Continuity of Learning	Learner Welfare	<ul style="list-style-type: none"> Schools have a range of support available to learners 	3	4	12	<ul style="list-style-type: none"> Once schools restart, consideration for learners to return to previous class and teacher for short period of time. Keeping social distancing, etc would be easier for learners in familiar setting with familiar staff. <p>LA support and welfare services should liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services.</p> <p>Where year groups are returning to school, school leaders should consider:</p> <ul style="list-style-type: none"> consider their learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn; assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks; identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners. <p>GOOD COMMUNICATION BETWEEN SCHOOL AND SOCIAL SERVICES.</p> <p>TEACHERS KNOW THE CHILDREN IN THEIR CLASSES CONSIDERED VULNERABLE AND OFFER SUPPORT. NEW TA ARRANGEMENTS FOR KS2 PROVIDE FURTHER IN CLASS SUPPORT FOR ALL LEARNERS.</p> <p>DAILY WELL-BEING SESSIONS ACROSS THE SCHOOL</p> <p>DESIGNATED READING TIME IN YEARS 3 TO 6</p>	2	2	4	<ul style="list-style-type: none"> Ensuring schools have effective systems for exchanging knowledge between staff – identification of learners who could now be vulnerable post lockdown and Covid-19. <p>Dedicated TA support in all classes</p> <p>Timetables to ensure regular breaks</p> <p>Systems in place to identify any children who may be struggling and resources easily accessible to ensure staff can offer the support needed within the classroom base.</p> <p>Good communication between home/school essential and possible phased return may be required for some learners.</p> <p>Gentle reminders of social distancing will be given in an age appropriate manner with reasons explained in child-friendly language.</p> <p>Regular Circle Times and a range of ways in which children can share any worries, concerns or anxieties to be implemented.</p>	All Staff	YES
	Physical Activity	<ul style="list-style-type: none"> Formal PE lessons not part of learning offer but field area and play surfaces/ outside area to be used to support exercise and well-being. 	3	4	12	<p>As per continuation of learning offer, all PE lessons re-evaluated and any field / outside area used to support exercise.</p> <ul style="list-style-type: none"> No invasion games individual / non-contact sports only. Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga. All sports equipment to wiped down prior to next lesson. Outside sports offered if weather permits. <p>ALL EQUIPMENT TO BE WIPED CLEAN OR ISOLATED BETWEEN CLASS USE.</p> <p>ALL CHILDREN ASKED TO HAVE OUTDOOR SPORTS KIT IN SCHOOL.</p> <p>PE IN THE MAIN HALL NOT TO START STRAIGHT AWAY – OUTDOOR PE AVAILABLE</p> <p>NO SCHOOL SWIMMING SESSIONS FOR THE FIRST HALF TERM- AWAITNG LA GUIDANCE.</p> <p>YOGA SESSIONS – MATS CLEANED BETWEEN USE</p> <p>DESIGNATED HALL TIME FOR PE WITH ONLY ONE CLASS USING THE SPACE EACH DAY – MOST CLASSES CHOOSING TO ACCESS OUTDOORS FOR PE SESSIONS</p> <p>OUTDOOR PE SESSIONS REMAIN THE PREFERENCE</p>	3	4	12	<p>Further guidance needed on PE Kits.</p> <p>Are PE Kits to be washed frequently and sent into school or kept in school?</p> <p>Where are older children to get changed? Areas will need to be cleaned after use.</p> <p>Younger children will need support getting changed meaning staff must break the 2m distance for short periods. Handwashing or sanitising before and after helping each child will be necessary and will prolong the process.</p> <p>Careful timetabling of Hall for indoor PE is required to allow time for cleaning of frequently touched surfaces and equipment used.</p> <p>No ball games are permitted where a distance cannot be maintained between learners (i.e. football at break times). Ball skills can be practised where a distance greater than 2m is easy to maintain.</p>	All Staff	YES

	Adult Support	<ul style="list-style-type: none"> Currently, all staff are on rota to ensure equity and reduction of numbers on site at one time. Rotas are based on learner need and numbers. Further support/ advice required to ensure safe social distancing. 	3	4	12	<ul style="list-style-type: none"> Adult support to be shared between classes, ensuring that ratios are appropriate to need. Staff may need to work with learners not in their own classes for some of the time. <p>TEACHERS AND TAS ALLOCATED TO SPECIFIC CLASSES WITHIN THE SCHOOL WITH MINIMAL MOVEMENT BETWEEN CLASSES.</p> <p>SUPPLY TEACHERS AND TAS USED ONLY WHEN ESSENTIAL. WHERE ADULTS DO SPEND TIME IN DIFFERENT CLASSES PER DAY, THE CLASSES FORM ONE BUBBLE.</p> <p>MINIMUM MOVEMENT OF STAFF BETWEEN CLASSES</p>	3	4	12	<p>1 Teacher covering PPA in KS2 moving between classes. Some TAs supporting different classes over lunchtime in the hall or on the yard but able to maintain 2m distance from other adults.</p> <p>1 TA in Foundation Phase working across the classes to cover PPA.</p> <p>1 part time TA in KS2 working afternoons only who may have been in another school during the morning session. Strict social distancing measures in place with other adults.</p>	All Staff	YES
Continuity of Learning	Equipment for learners with special needs	<ul style="list-style-type: none"> Many learners will use the same equipment at school and also at home. 	3	4	12	<ul style="list-style-type: none"> Co-ordinate with Health Board to evaluate what is possible in terms of having extra equipment to be kept at school. 	3	4	12	<ul style="list-style-type: none"> There is a need to consider the risk of cross infection. Transport arrangements also need to be considered in this as taxi drivers, etc also need to touch the equipment. 	HT	YES

	Transition to school - New Learners	<ul style="list-style-type: none"> Some secondary schools have made contact with Yr 6 learners and parents for admissions forms, transport, getting to know learners through Google Classrooms. 	2	4	8	<ul style="list-style-type: none"> Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. Dependant on the size of the school, the staffing capacity and maximum capacity of learners allowed to be in the building at any one time whilst maintaining social distancing. Consideration to Yr 6 returning to primary schools for allocated time in Autumn Term to allow closure of primary experience and reduce anxieties e.g. 2 weeks. Group induction either by school or selected groups. Responsibility shared by all staff. If staffing numbers at the primary school allow, explore possibility of current year 6 teacher in secondary school. <p>FIRST DAY BACK PREVIOUS TEACHERS WILL GREET LEARNERS AND ESCORT THEM TO THEIR NEW CLASS. NURSERY PARENTS TO VISIT SCHOOL IN SMALL GROUPS WEEK BEGINNING 7TH SEPT NURSERY CHILDREN TO START FROM 14TH SEPTEMBER. NEW CHILDREN TO SCHOOL – DISCUSSION BETWEEN PARENTS AND HT TO ARRANGE A VISIT AND START DATE FOR THE CHILDREN. SMOOTH ENTRY TO SCHOOL – START TIMES ALTERED TO 5MIN INTERVALS</p>	2	4	8	<ul style="list-style-type: none"> More likely to be a secondary/cluster organised task. 	HT	YES
Ensuring Expectations	Non-compliance with Rules	<ul style="list-style-type: none"> Site rules are communicated to all school employees, learners, parents/ carers through informal discussions, letters, emails, etc. Staff monitor site rules as and when needed. 	2	4	8	<ul style="list-style-type: none"> Site rules to be communicated to all school employees, learners, and parents / carers. Signage displayed to reinforce site rules and Covid-19 guidance. Head Teacher / nominated Teachers will monitor and enforce site rules and social distancing requirements. Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules. 	2	3	6		All	YES

Ensuring Expectations	Communication with parents/ carers	• It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, schools are currently using a range of methods for communicating with parents/ carers to include phone calls, use of social media, email, text, use of Hwb and engaging with partners to support families with resources.	3	4	12	<ul style="list-style-type: none"> • Clear rationale of purpose of schools opening helps offer parents / carers transparency and information on which learners are prioritised and why. • Schools supported with models / templates of what to include in communication with parents / carers to clarify the roles and expectations that they, learners and school will have in this next phase of returning to school. • Explanations and models of the school day to be shared, as well as understanding of social distancing requirements within the school building, hand over at start and end of day. <p>CONTACT WITH PARENTS TO BE VIA HWB EMAIL, CLASS DOJO, TELEPHONE OR SEESAW.</p> <p>ALL PARENTS WILL BE INFORMED OF THE MOST APPROPRIATE WAY & TIMES TO COMMUNICATE WITH TEACHERS.</p> <p>NO PARENTS WILL BE ALLOWED INTO SCHOOL/CLASSROOMS UNLESS OUT OF NORMAL HOURS AND WITH A PRIOR APPOINTMENT. SOCIAL DISTANCING MUST BE MAINTAINED IN THIS INSTANCE.</p> <p>NEW WEBSITE COMMISSIONED TO IMPROVE COMMUNICATION WITH PARENTS INCLUDING AN EMAIL NOTIFICATION OPTION</p> <p>SUBSCRIBED TO INCERTS SYSTEM WHICH INCLUDES REPORTAL GIVING PARENTS THE OPTION TO VIEW CHILDREN'S PROGRESS AND WORK.</p> <p>NO AUTUMN TERM PARENTS MEETINGS – WRITTEN REPORTS PRODUCED INSTEAD.</p> <p>WEBSITE IS LIVE AND ALL COMMUNICATIONS TO PARENTS ARE POSTED QUICKLY</p>	3	4	12	<ul style="list-style-type: none"> • Schools and settings should provide clear communications to ensure parents / carers understand expectations. This could include: <ul style="list-style-type: none"> • Advance notice from parents on whether they will be sending their children. • Advise parents to declare that their children haven't shown symptoms of Covid-19. • Clarity on transport arrangements to and from schools site, this will also include drop off and pick up. • Timing of school day – particularly if school is staggering start times. • School entrance and exit points – this may be different to "normal" arrangements. • Eating arrangements and hygiene policy • Procedures if child falls ill during time in school. • Arrangements for groups of learners throughout the school day. • Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell. • Schools to consider approach to support whole families with more than one child returning at the same time- • Schools to consider how parents can feedback to schools - questionnaire on views on returning, feedback on distance learning and support needed by children. • Consideration of how schools will communicate with parents of new learners at key transition points e.g. Nursery / Yr 2 / Yr 6. All relevant information to be communicated to parents through usual communication methods. <p>Regular contact with parents (verbally and online) to gauge views and address any issues/concerns.</p>	HT Parents	YES

SCHOOL UPDATES SEPTEMBER 2020

FURTHER UPDATES FROM LA SEPTEMBER 2020

~~NO LONGER RELEVANT SEPT 2020~~

STILL RELEVANT FROM JUNE RISK ASSESSMENT FROM LA & FROM SCHOOL

UPDATES MADE OCTOBER & NOVEMBER JANUARY 2021



