



Ysgol Y Ddraig: Return to School Guidance 29.6.20 - 24.7.20

This guidance document has been developed by our senior leadership team, in conjunction with our staff and governing body. The processes and procedures within are led by both Welsh Government and Vale of Glamorgan Local Authority guidance whilst also meeting the specific requirements of our school. We appreciate that there will be some procedures and routines that do not suit the requirements of every single individual but I want to take this opportunity to assure you that at each stage of development, they have been driven by the best of intentions in supporting the needs of our children, our staff and our families. I have made no secret of my admiration for our parents/carers, particularly for your *commitment to* and unwavering *support for* our school in these unprecedented times. It is with this in mind, at this juncture in our re-opening of school, that I ask for your commitment and support once again. Our duty of care for children, team members and our families is our number one priority. However, with the additional pressures and measures that are now needed, this has become an ever increasingly difficult balancing act. I sincerely hope you are all safe and that you are in some way able to take advantage of the imminent opportunities that your children will have to spend some time in school, alongside some of their peers and our team. This is an opportunity that may not be preferential for all and we will continue to support all of those families, attending school or not, so that we can all begin to move forward and allow our Ysgol y Ddraig children to thrive.

Kind regards,

*Ty Golding
Headteacher*



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1. Timetables & Organisation

- School

All parents will receive an email later this week explaining the days and times that their child has been allocated from our timetable.

Please see below timetable explaining how the school day and week will operate. Classes will be divided into four groups (commonly referred to in the media as bubbles or pods), each accessing the school for one session per week (3hrs). The groups have been allocated by our staff to enable siblings to attend on the same day, to allow for any additional support learners may need and to ensure we continue to support children of key workers. Whilst we fully appreciate that attending school in small groups under such stressful circumstances isn't ideal, we are unable to move children between groups at this stage due to a number of organisational and guidance requirements.

Children will be with their class teacher where possible. However, as we have developed our approach as being 'sibling friendly', some children may find themselves in a group with the alternate teacher from the same year group.

Monday 29th June - Friday 24th July	
Monday	Group 1
Tuesday	Group 2
Wednesday	Group 3
Thursday	Group 4
Friday	School closed for deep clean, staff planning, preparation, professional learning & team meetings.



Return to School: June 29 - July 24 2020



	Monday	Tuesday	Wednesday	Thursday	Friday
Hub - Lounge & Spare Classroom (0830 - 1630hrs)					
Nursery x10 - over 2 weeks. Time TBC					
8.30 - 11.30hrs	Ogwr Gp 1 Rheidal Gp1 Taf Gp1 Cleddau Gp1 Teifi Gp1 Hafren Gp1	Ogwr Gp 2 Rheidal Gp 2 Taf Gp 2 Cleddau Gp 2 Teifi Gp 2 Hafren Gp 2	Ogwr Gp 3 Rheidal Gp 3 Taf Gp 3 Cleddau Gp 3 Teifi Gp 3 Hafren Gp 3	Ogwr Gp 4 Rheidal Gp 4 Taf Gp 4 Cleddau Gp 4 Teifi Gp 4 Hafren Gp 4	<ul style="list-style-type: none"> • Cleandown • PLD • SLT • Planning & Prep
12.30 - 15.30hrs	Fonmon Gp1 Coch Gp1 Caernarfon Gp1 Penfro Gp1 Caerdydd Gp1 Caerffili Gp1	Fonmon Gp 2 Coch Gp 2 Caernarfon Gp 2 Penfro Gp 2 Caerdydd Gp 2 Caerffili Gp 2	Fonmon Gp 3 Coch Gp 3 Caernarfon Gp 3 Penfro Gp 3 Caerdydd Gp 3 Caerffili Gp 3	Fonmon Gp 4 Coch Gp 4 Caernarfon Gp 4 Penfro Gp 4 Caerdydd Gp 4 Caerffili Gp 4	

- **Hub childcare provision 0830 -1630hrs**

We will continue to provide for children of key workers. The hub will run as a continuation of the current provision provided as Hub12. At this stage it is unlikely that we will be able to grow our hub provision beyond the current provision. Those families that use our hub provision will be given further details in due course.

Those parents using our hub child care provision will be able to use our Ham Lane East pedestrian gate (**see point D on Site Plan below**). This pedestrian gate and path will be marked out to support those using the hub facility.

Children **will not** be able to attend the hub child care provision and class sessions on the same day. We ask that the parents of children who are using the hub to decide between hub childcare or attending class on the days that they are timetabled to do so.

- **Nursery**

Our Nursery provision will commence on Monday 6th July. Further details regarding our Nursery groups and timings will be shared directly with Nursery parents.

We are unable to currently cater for any new Nursery starters including those that were due to start in April this year. Parents of these children, along with those



Nursery children due to start in September will be given more information about the start dates, timings and routines prior to the Autumn term.

Our Nursery children will be divided into two groups ie A & B. Group A will be able to attend daily between Monday 6th July and Thursday 9th July. Group B will attend between Monday 13th July and Thursday 16th July. (the allocation of groups will be shared week commencing Monday 22nd June).

Nursery timings will be 0930 - 1100 each day. Nursery parents will need to follow the same drop off and collection routines as the rest of our school (see **Drop off & Collection**).

- **Attendance**

Attendance for **all children** is voluntary. There will be no sanctions for those opting to not send children to school. However, we will continue with our Keeping in Touch (KiT) calls for those children. Distance Learning will also continue for those children

not attending but the current timetable will change slightly (See Curriculum & Learning below).

It may not be safe for some children to attend school. Welsh Government guidance states the following if they are shielding. Welsh Government guidance says the following:

'Extremely vulnerable' or shielding learners

"Shielding" means protecting those people who are extremely vulnerable to the serious complications of coronavirus because they have a particular existing health condition. This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition. These individuals will have received a [shielding letter](#) from the Chief Medical Officer. Learners in this category must not be asked to attend schools or settings but should be supported to work or learn from home.



Living with a shielding or vulnerable person

If a learner lives in a household with someone who is vulnerable or extremely vulnerable, they should only attend a school or setting where they can adhere to social distancing and the learner is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. In those instances, we do not expect those children to attend and they should be supported to learn at home.'

- **Wrap around care**

There will be no wrap around care or clubs (including breakfast and afterschool club) for the July period. It is likely that this will also be the case in September.

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2. Drop off & Collection

- Routine

All parents are to drop off and collect their child via *the access road* that runs alongside the school, through the secondary school grounds. (See site plan below). The entrance for this road is above our main pedestrian gate on Ham Lane East. There will be no access via our main pedestrian gate and *the boulevard* access between the secondary school carpark and our site will also be closed for use. To enable us to maintain appropriate staffing, social distancing and efficiency at drop off and collection, please help us by ensuring you adhere to the timings below.

Ideally, children should be brought to school by one adult and adults should do their best to avoid congregating on or near the school site. Please avoid arriving outside of the below timings.

Morning Sessions

Drop off gates open 0820 - 0840
Collection gates open 1115 - 1130

Afternoon Sessions

Drop off gates open 1220 - 1240
Collection gates open 1315 - 1330

Late Arrivals

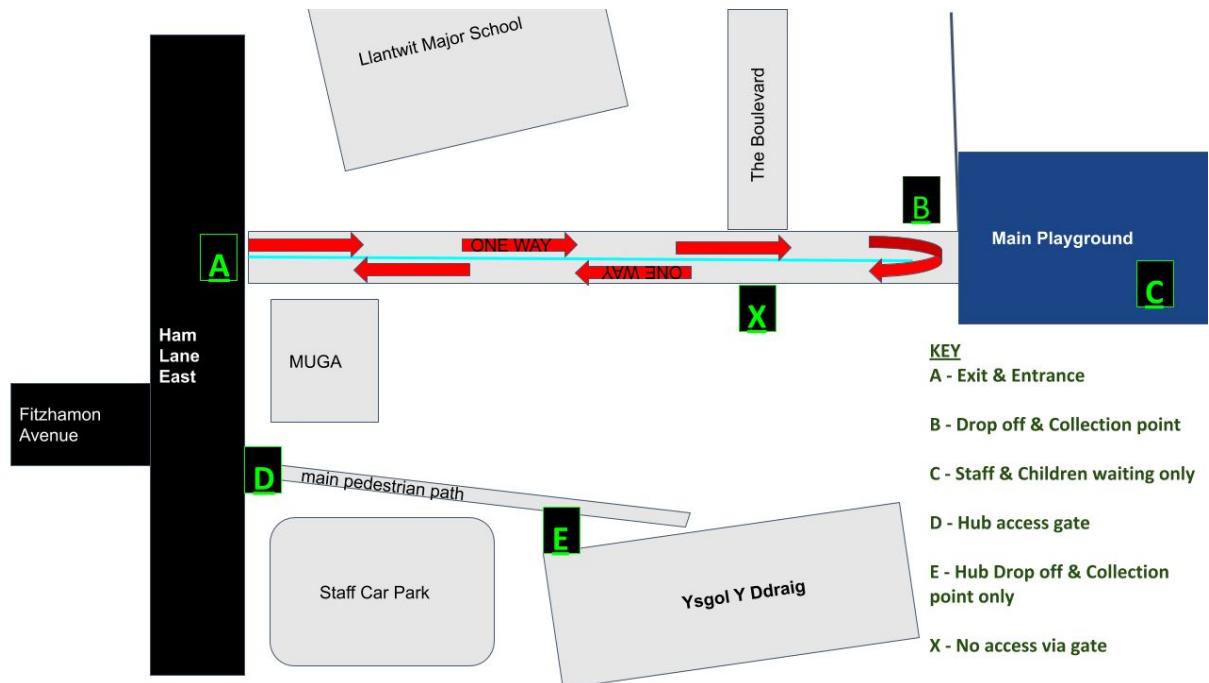
The entrance gates will close each day at 0845 & 1245. Any late arrivals will require parents to phone the school office, whereby a member of staff will come to collect the children via our main pedestrian gate (adjacent to our staff car park).

- Active Travel

Children will be able to bring their bikes/scooters to school and leave them in the main playground (see FAQ below). Our school car park is strictly for staff only.



- Site Plan



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3. Health & Safety Procedures

- Cleaning & Disinfection

Our school cleaners will continue with their daily cleaning routines, each morning before school starts. During the day there will be regular cleaning of surfaces, door handles and other high contact areas. The communal areas, including the toilets, will be cleaned between the morning and afternoon sessions each day. Cleaning staff should maintain social distancing from each other and from staff and learners at all times.

- Hand washing

We will ensure all children are washing their hands on both school arrival and departure and regularly throughout their time in school. All classrooms have sinks, hand wash and sanitiser facilities. There is no need for children to bring their own hand sanitiser - there are sufficient facilities in school and we would like to minimise the items children carry into and out of school.

- Sickness identification and collection

Anyone showing symptoms will be kept separate until they can be collected and/or travel home. This will be in a separate room (our nurture room in the main reception area), supervised at a distance of two metres.

If parents/carers (or a member of staff during school time) you can go online to [111 Wales](#) (or call 111 if there is no internet access).

Anyone displaying symptoms will need to stay at home for 7 days and should arrange to be tested. 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.

The present advice is that it is not necessary to screen temperatures. It is the responsibility of parents/carers to check for signs of a high 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. Staff should of course be vigilant for changes to children's temperatures and signs of fever.



- **First Aid**

There will be qualified first aiders on site at all times. They will address any first aid needs and use appropriate PPE.

- **PPE**

PPE will be used in the event of suspected COVID-19 cases, intimate care and serious emergency first aid. No PPE is required when undertaking routine educational activities in classroom or school settings. However, PPE is available for all staff on request.

The Chief Medical Officer has been clear that there is no evidence to support the widespread wearing of non-medical face coverings in the community. Non-medical face coverings are recommended where social distancing cannot be maintained. They are not a replacement for far more effective measures such as social distancing and hand hygiene.

It is not compulsory for anyone to wear face coverings. PPE is available for staff only. If older children are wearing face coverings but once they have been removed they must be disposed of safely. If you have any questions please contact the school office in advance. No one who may not be able to handle face coverings as directed (e.g. young children, or those with special educational needs or disabilities) should wear them as it may inadvertently increase the risk of transmission.

- **Signs, Posters & Reminders**

There will be signage around the school to remind all those using our site that they must adhere to social distancing and good hygiene. We will also have clear markings, guides and staff available to help for parents/carers who are dropping off and collecting their children.

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4. Social Distancing

With social distancing measures still very much in place, arrangements have been made in school to help children and staff stay at a safe distance. Whilst we know you will appreciate the difficulties of ensuring social distancing with younger learners, we have determined that social distancing will work across three distinct levels.

- Adult to Adult
- Adult to Child
- Child to Child

Adult to Adult - All adults accessing our school site are expected to demonstrate social distancing of 2 metres. Please support us in adhering to this.

Adult to Child - There will be social distancing where appropriate. Due to the nature of our building, individual needs and to support and care for children, it may not always be possible to adhere to social distancing.

Child to Child - Staff will regularly remind and reinforce the key messages. However, we cannot guarantee that your child will not come into closer contact with others. We fully understand your concerns regarding the safety of your child but it is important that we are realistic about the prospect of younger children maintaining social distancing.

Welsh Government guidance acknowledges that '*it is not practicable to expect learners to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between learners. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. Practitioners should recognise that younger learners will not be able to maintain social distancing at all times.*'

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5. Wellbeing & Safeguarding

- **Check in, Catch up and Prepare**

On 3 June, the Minister for Education announced that schools would increase operations from the 29 June until the 24 July, so all learners have the opportunity to 'check in, catch up and prepare for summer and September'. It is expected that all learners who are able to, have the opportunity to attend their school or setting for face to face time over the remainder of the summer term.

Check in - with our school, our staff and some of their peers

Catch up - and share experiences with staff and peers

Prepare - for a return to school in September and beginning to understand how it may need different routines to the time before our school closure.

- **Children's Wellbeing**

We understand that many children may feel anxious regarding returning to school. It would help the children if you were able to begin preparing them for their return by reinforcing our messages about drop off, physical contact and school routines.

To help with reducing any anxiety they may feel before returning, teachers are preparing a short welcome video for their classes. This will also include a short message from your child's teacher to help reassure them about returning to school. Whilst we appreciate your child may have anxieties related to a return to school and we will no doubt do our very best to support them with this, it will be difficult for us to have the flexibility to do this in the same way as we may have done previously.

- **Safeguarding Procedures**

Learners will have encountered different experiences and home environments during lockdown and all staff should be reminded of their safeguarding duties within the statutory safeguarding guidance for education settings [Keeping learners safe](#) and with the [Wales Safeguarding Procedures](#).

The role of the designated safeguarding person (DSP Ty Golding) and deputy designated safeguarding person (dDSP R Cadman) will be vital. All staff are aware of this and learners will be reminded of who the DSP is and how to contact them.



Accessing a trusted adult, or the DSP, may be more difficult with social distancing and so it is vital children are aware of who they are able to talk to.

At Ysgol Y Ddraig we will continue to work closely between school and home, to ensure every child and family has the support needed. Our Local Authority has a range of working practices in place to ensure that safeguarding agencies can help us support our families and keep children safe.

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6. Daily School Routines

- **Uniform**

Children are welcome to wear their school uniform. However we understand that many may have outgrown their uniform over the past few months. If this is the case, they can either wear their PE kit or school colours. We do not want parents to buy new uniform for this short period.

- **Movement around the school**

Movement within the school will be kept to a minimum. There will be no large unnecessary gathering during these times, eg assemblies or communal games. It isn't practical to operate a genuine one way system around our building and as such we will operate the use of different entrances and staircases for different year groups.

Y5 & Y6 - enter and exit through the fire door adjacent to the staff car park. They will use the nearest staircase for ascending and descending between the ground and first floors. Y5 & Y6 will use the individual toilets next to their classrooms.

Y3 & Y4 - enter and exit the through the fire door facing the main playground, towards the rear of the school site. They will use the nearby staircase for ascending and descending between the ground and first floors. Y3 & Y4 will use the main KS2 toilets with each year group having an allocated set of toilets.

Foundation Phase - enter and exit the building via their outdoor areas. They will use the toilets located between the classrooms with half the cubicles being allocated to each of the classes.

Reminder: We will be operating one entrance/ exit to the school site (see **Drop off and Collection**)



- **Resources**
 - Each child in Key Stage 2 will be allocated a place in the classroom with their own table and chair
 - Foundation Phase classrooms will still support play provision but the furniture and resources will be minimised to aid effective cleaning at the end of every session
 - KS2 children will have a stationary and resource pack provided for them. Children must not bring their own pencil cases to school
 - Children may only bring their coat, a water bottle and a single piece of healthy snack. Strictly no bags - parents will be asked to take these away with them at drop off. Children who make their own way to school, with a bag, will be asked to leave it in the storage area under the stairs
 - Children will be able to use school digital devices to access distance learning resources
 - Children will be encouraged to not share resources, where appropriate
 - All resources will be cleaned regularly
 - Children are not to bring in their own footballs, sports equipment or toys
- **Food & Drink**

Children will need to bring their own water bottles into school, for **WATER ONLY**. This can be refilled in school.

Children may bring a single item of snack into school.

There will be no school lunch provision.

- **The Outdoors & Local Area**

Children will be spending time outside both within our school grounds and within our locality eg the beach, the secondary school 4G sports area. Please ensure they have the appropriate clothing which is suitable for the weather eg practical shoes, coat and hat. Please apply suntan lotion to children before coming to school, *when required*.



Welsh Government guidance states:

The physical, mental and educational benefits of outdoor learning approaches are clear as:

- *learning 'in' the outdoors has been shown to support both physical and mental health and well-being*
- *learning 'about' the outdoors provides a context to develop ambitious, capable learners (particularly through science and humanities)*
- *learning 'for' the outdoors can be about understanding the climate emergency and environmental sustainability, leading to the development of ethical, informed citizens.*

It also has important benefits during the COVID-19 outbreak as:

- *evidence indicates that the risk of infection is reduced outdoors*
- *evidence suggests that the virus suffers in sunlight*
- *social distancing is easier to observe and maintain outside, which practically, it may be easier for practitioners to manage larger groups of learners outdoors.*

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7. Curriculum & Learning

As you will all be aware, we have always looked to refine and evolve our distance learning over the school closure period. Due to the return to school and the organisation of staffing we will need to make changes to the current weekly learning timetable. We have had three phases of learning since our school closure (Phase 1 - pre Easter, Phase 2 - Easter period & Phase 3 post Easter). We have also included some of the feedback suggestions from our recent parent survey. We will be looking to further develop our online learning and address more of our parental feedback in the Autumn term.

Phase 4 of our approach will run from Mon 29th June until Friday 24th July, which covers the period of the July reopening. Alongside being in school with their class teacher, we will be providing directed distance learning and independent learning tasks (via the *9Grid*) for all children. As online learning will become an increasingly integral part of all children's learning for the foreseeable future, please contact the school if you need access to a device or support with getting internet connection at home. We have already supported over 60 families with this and are able to support more. All children should now be able to engage in online learning in readiness for our return in July and then again in September.

Teachers will be online to support learning each Monday and Wednesday.

- Mondays & Wednesdays - **ALL** class teachers will be online either before or after their *in school* session eg Y6 Mr Oldfield, Dosbarth Hafren, will be in school with his children each morning and then online Monday & Wednesday afternoons (see **In Online timetables** below), whereas Mrs Davies, Dosbarth Caerffili, will be online Monday & Wednesday mornings because she is in school in the afternoons with his children.
- Tuesday, Thursdays & Fridays - learners will have independent learning activities through the *9Grid*.



am - In School & pm - Online

	Monday	Tuesday	Wednesday	Thursday	Friday
IN SCHOOL 8.30 - 11.30	Ogwr Rheidal Taf Cleddau Teifi Hafren	Ogwr Rheidal Taf Cleddau Teifi Hafren	Ogwr Rheidal Taf Cleddau Teifi Hafren	Ogwr Rheidal Taf Cleddau Teifi Hafren	INDEPENDENT LEARNING
ONLINE INDEPENDENT 12.30 - 15.30	ONLINE LEARNING	INDEPENDENT LEARNING	ONLINE LEARNING	INDEPENDENT LEARNING	



am - Online & pm - In School

	Monday	Tuesday	Wednesday	Thursday	Friday
ONLINE INDEPENDENT 0830 - 1130	ONLINE LEARNING	INDEPENDENT LEARNING	ONLINE LEARNING	INDEPENDENT LEARNING	INDEPENDENT LEARNING
IN SCHOOL 12.30 - 15.30	Fonmon Coch Caernarfon Penfro Caerdydd Caerffili	Fonmon Coch Caernarfon Penfro Caerdydd Caerffili	Fonmon Coch Caernarfon Penfro Caerdydd Caerffili	Fonmon Coch Caernarfon Penfro Caerdydd Caerffili	

- In school

There will be no formal teaching of curriculum content during this period but we will be looking to make the links between children's current wellbeing and their learning. Our focus will primarily be on the wellbeing of the children so that we are able to establish firm foundations for re-engaging with learning and teaching. We will also use this as an opportunity to support children with their understanding and access of distance/online learning.



All staff will be focusing on reconnecting with children and reminding them of what it means to be a part of our Ysgol Y Ddraig community. They will be refocusing on our Ysgol y Ddraig aims, providing space and time for children to reform relationships and above all creating the conditions for all of our children to succeed. We will not be attempting to 'catch up' on any activities that would have been undertaken during the time they were away from school. Instead we will be helping *achieve* a successful transition from being at home every day for the past 14 weeks. Children may find this a *challenge* and so teachers will look to support children's readiness for learning, address any anxieties and help them to focus upon their next steps. The sessions will allow children to settle in, *enjoy* group and individual activities in the classroom, the school grounds and even the local area. Even though there will not be 'lessons' in the traditional sense, it is important that we do not underestimate the importance of a supportive re-introduction into school life.

At Ysgol y Ddraig we will be using the RESTORE model to support our planning and as a focus for professional learning and development. We intend to prioritise social, emotional & physical wellbeing for all of our children and staff, through a consistent whole school approach. It is important that we do not simply frontload wellbeing & safeguarding support for our children. It is vital that our curriculum provision takes into account children's immediate and longer term emerging wellbeing / learning needs. The RESTORE Further details and resources can be found at

- ❖ Recognition
- ❖ Empathy
- ❖ Safety
- ❖ Trauma
- ❖ Opportunity
- ❖ Relationships
- ❖ Engagement

'This model highlights seven key areas which, alongside learning, are where we need to stimulate thinking and make decisions in order to collectively move forward into a healthy 'new normal'. The areas intersect, interconnect and affect each other, as we all do. RESTORE is a lens through which staff, children and parents can look at the strategy and plans that are



needed for everyone's well-being in a fast changing environment and for a safe and healthy return to school.'

As the return to school extends into the Autumn term, we will ensure that our blended learning approach grows to include supported online/distance learning, in school learning and independent learning experiences.

- **Distance Learning**

Distance learning will continue to be set and supported by class teachers. This will be further supported by teachers during the limited face to face contact time children receive during their time in school.

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8. Communication

- **School Office**

The school office will **not** be open to visitors without a prior appointment. If you need to contact the school office or speak to a member of staff please do this via phone or email.

Class teachers remain the first point of contact to answer questions regarding distance learning. This can be done either via SeeSaw or Google Classroom.

- **School Comms Updates**

Please ensure you check your emails, read texts, check your class newsletter and our weekly ACE NewsFlash to ensure you are fully aware of vital school information.

Please ensure you inform us of any changes to your contact details.

- **Emergency Procedures**

In the event of an emergency school closure we will contact all parents via email and text. We will also post key information on Twitter and our school's website

www.ysgolyddraig.co.uk

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9. Frequently Asked Questions (FAQ)

When do the Summer holidays start and end?

The first day of the holidays will be Monday 27th July and school is due to restart on Thursday September 3rd.

What will school be like in September?

We have yet to receive any further guidelines regarding schooling from September, but will keep updating you with any updates we receive. At present, it is likely school routines may be similar to the July period. One certainty is the increasing role that online learning will play in education. As such we are refining our curriculum and approaches to learning in readiness for the Autumn term and beyond. It is important that your child is able to work in this way and that you are able to support them. To ensure everyone is able to do this, we are keen to support families with advice, loaning of mobile devices and assistance in gaining internet access at home. Please contact us if you would like assistance with any of the above.

The Welsh Government Minister for Education, Kirsty Williams, has announced that there will be an extra week's holiday in the Autumn Term, when will this be taken?

We are awaiting confirmation of the exact dates. However, it will be attached to the currently planned half term break.

When will we know which class our child is in next year?

As you can appreciate, our focus is on returning to school. Classes and teachers for September are currently being allocated and will be shared before we break for the Summer holidays. Due to our current numbers on roll, new arrivals and year group organisation, we may need to make adjustments and restructure some of our classes. We will inform parents of any changes before the end of the Summer term.

Will we receive an end of year report?

All children will receive an end of year report to celebrate their progress in learning and successes during the year. We have requested that children and parents contribute comments towards the reports. If you haven't done this, please contact the school office.



What happens if my child receives transport from the Local Authority?

Where possible, parents and carers should transport their children to and from school. Children should be encouraged to walk or bike/scooter to and from school. As parents are not permitted onto the school site, children must be able to manoeuvre their own bike/scooter on school grounds. Children will not be able to use the bike storage shelter for the July period and as such, all bikes/scooters are to be kept on the main playground. We have ordered additional bike/scooter storage and hope to have it in place asap.

Where school transport is provided, the providers will ensure safety and social distancing measures are maintained in accordance with the latest guidelines.

The Local Authority are currently liaising with transport providers regarding the measures they are taking and the potential for additional transport, if required. The Council will contact parents to determine transport requirements following the completion of the current parental preference survey being undertaken.

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