



# Ysgol Ffordd Dyffryn Covid-19 Staff Handbook June 2020



## Information for Staff



## 'Checking in, Catching up, Preparing for summer and September'



This has been an extremely unusual end to our school year and has demonstrated the strength we have as a team to work together, making a difference in our community.

We are now ready to welcome some learners back each day and ensure our school will continue to be a happy place.

In the staff handbook, we have outlined how each day will run and how we will work together to make sure our school is safe. If you have any questions that are not answered in this handbook, please speak to Sue Roberts or a member of our SLT.

In the handbook you will find the following sections:

- Logistics
- Learners & Staff
- The School Day
- Domestic Arrangements
- Guidance Documents
- Continuity of Learning
- Ensuring Expectations



## Logistics

### Grouping the pupils:

From Monday 29<sup>th</sup> June pupils will be in small groups until Friday 24<sup>th</sup> July. Classes will be split into three groups of no more than 7 pupils.

### Teulu'r Haul



### Teulu'r Sêr



### Teulu'r Lleuad



Our Keyworker provision, Teulu'r Enfys, will arrive 8:10–8:45am and finish at 3:30pm.

### Teulu'r Enfys

Infants will be using the Foundation Phase Resource Base and juniors will be using the hall.

The keyworker children will get to see their teacher once a week in their small group.



Each Teulu will have the opportunity to attend 5 days in their small group over the course of the 'Checking in, Catching up, Preparing for the summer and September' period.

All of the Resource Base pupils will be attending at the ASD Resource Base. They will have the opportunity to attend 4 days in small groups of 3 or 4 pupils.






Siblings will attend on the same days.

Parents / carers will be informed individually, to avoid GDPR issues, about when their child will attend.

Each group will remain as a 'Teulu' throughout the day with the same Teacher and Teaching Assistant in the same classroom. Pupils in each 'Teulu' will be in their year group class and will not mix with pupils from other year groups to avoid cross contamination.
















Pupils in the ASD Resource and F Ph Resource will be based in the ASD Resource Base classroom with one teacher and three teaching assistants. Daily attendance for pupils will be based on individual ALN risk assessments.

## Staffing:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Teulu'r Enfys - Dosbarth Lliwedd</b> Mr Astbury, Mrs Montgomery, Mrs Fellows, Mrs Abbott, Mrs Jones 	<b>Teulu'r Enfys - Dosbarth Lliwedd</b> Mr Astbury, Mrs Montgomery, Mrs Abbott, Mrs Jones (pm) 	<b>Teulu'r Enfys - Dosbarth Lliwedd</b> Mrs Montgomery, Miss Montgomery, Mrs Abbott, Mrs Jones 	<b>Teulu'r Enfys - Dosbarth Lliwedd</b> Mr Astbury, Mrs Montgomery, Mrs Fellows, Miss Montgomery, Mrs Jones (pm) 	<b>Teulu'r Enfys - Dosbarth Lliwedd</b> Mr Astbury, Mrs Fellows, Miss Montgomery, Miss Abbott, Mrs Jones (pm) 
Year 6 – Mrs Catherall, Miss Marisa Dosbarth Yr Wyddfa				PPA / Distance Learning
Year 5 – Mr Morris, Ms Owen Dosbarth Glyder				PPA / Distance Learning
Year 4 – Miss Tilbury, Mrs Seanor Dosbarth Carneddau				PPA / Distance Learning
Year 3 – Mrs Morgan, Mrs Blackwood Dosbarth Elidir				PPA / Distance Learning
Year 2 - Mr Lindquist, Mrs Jones Dosbarth Tryfan				PPA / Distance Learning
Year 1- Mrs C Roberts, Mrs H Roberts Dosbarth Y Garn				PPA / Distance Learning
Reception – Miss Daniels, Auntie Einwen Dosbarth Aran				PPA / Distance Learning
Resource Base Pupils – Mr Hywel, Mrs S. Colville, Mr Donellan, Mrs Pugh Dosbarth Siabod				PPA / Distance Learning

## Learners and Staff

### Pattern of attendance:

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
<b>29<sup>th</sup> June</b>	Teulu'r Haul 	Teulu'r Lleuad 	Teulu'r Sêr 	Teulu'r Haul 	Distance Learning Day
<b>6<sup>th</sup> July</b>	Teulu'r Lleuad 	Teulu'r Sêr 	Teulu'r Haul 	Teulu'r Lleuad 	Distance Learning Day
<b>13<sup>th</sup> July</b>	Teulu'r Sêr 	Teulu'r Haul 	Teulu'r Lleuad 	Teulu'r Sêr 	Distance Learning Day
<b>20<sup>th</sup> July</b>	Teulu'r Haul 	Teulu'r Lleuad 	Teulu'r Sêr 	Distance Learning Day	Distance Learning Day

**Arrival:**

	Gate	Drop off time	Pick up time		Gate	Drop off time	Pick up time
Reception	A	9.00	3.00	Year 3	B	9.00	3.00
Year 1	A	9.10	3.10	Year 4	B	9.10	3.10
Year 2	A	9.20	3.20	Year 5	B	9.20	3.20
				Year 6	B	9.30	3.30

We ask that one parent drop off / pick up at the school gates. Both gates will be open and a member of staff will be at each gate to greet the children. Staff must ask parent/carer to answer a few short questions about their child's health that day, with regards to Covid-19 symptoms. Infants and Resource Base pupils are to use **Gate A** and Juniors **Gate B**

We will have signage near the gates to support social distancing and ask that once parents have dropped off their child, they allow for other parents to come to the gate.

If they are able to walk to school we also ask that parents do so to reduce the number of cars outside school.

Cones placed outside school entrance to reduce congestion and number of cars parked near school.

Signage from gateway to support and prompt pupils toward their classes.

All pupils to wash / sanitise hands as they enter class.

**Use of PPE for staff:**

PPE stored with First Aid boxes in each class. Additional PPE in the office and available at all times in Isolation Area (Nurture Room).

In the mainstream classes, provided handwashing is completed at set periods and routinely, there will be no requirement for gloves other than helping the child in any aspect of self-help if appropriate.

Each classroom will be spaced according to appropriate distancing. Windows and doors will be open. It will not be necessary to wear masks other than helping the child in any aspect of self-help if appropriate.

Aprons will not be necessary other than helping the child in any aspect of self-help if appropriate.

Following use of any PPE, items are to be double bagged and disposed of. Hands to be washed thoroughly following disposal.

All of the protocol is in line with Welsh Health Organisation guidance. However, if any member of staff feels they need to review the protocol for their own medical or personal needs, revised approaches are at the adults discretion e.g. if a member of staff wishes to wear a face mask in class.

### **Showing Symptoms of Covid-19:**

If there is a child or member of staff with suspected Coronavirus:

The child must be immediately isolated in the Nurture Room in accordance with WG guidance

<https://gov.wales/education-coronavirus>

A member of staff supervising the child must immediately put on PPE and provide supervision for the child until collected by a parent / carer.

The Head Teacher or delegated member of staff must immediately contact parents using the emergency contact number provided.

We must ensure access to toilet facilities and eating is separate for isolated children from all other children and staff. Isolation provision must be separate for each suspected coronavirus child.

Supervising member of staff are to dispose of all PPE in waste bags and placed in outside bin store. They must immediately wash their hands.

Staff developing symptoms must go directly home and follow WG stay at home and social distancing guidance.

### **Social Distancing:**

In primary schools, WG guidance recognises that it is not practicable to expect learners to maintain social distancing of 2 metres. You 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.

There will be no whole school assemblies.

### **Clothing**

Pupils are not expected to wear school uniform. Their clothes are to be fresh / clean that day and we ask that parents wash the clothes when they return home.

Staff are not expected to wear typical attire. Clothing appropriate to outdoor learning and ease of use for staff.

## **The School Day**

### **Handover:**

Communication maintained between families and staff on pupils' health. Any signs of symptoms to be communicated to SLT immediately either through observation of the child or contact with parents.

Use of SeeSaw and phone to communicate with parents during and following the day.

### **Structure of School Day:**

There will be staggered times for drop off and pick up of pupils at 10 minute intervals.

Only one parent / carer to drop off or pick up.

Signage will encourage all to adhere to the social distancing guidelines when waiting to enter the school yard.

No parent / carer will enter the school yard or building with their child, except in exceptional circumstances.

There will be staggered break times and lunch breaks to avoid cross contamination.

	Gate	Drop Off Time	Morning Break	Lunch (in class)	Lunch Break	Afternoon Break	Pick Up Time
Reception	A	9.00	10.15	12.30	12.00	2.00	3.00
Year 1	A	9.10	10.30	12.00	12.30	2.15	3.10
Year 2	A	9.20	10.45	12.30	1.00	2.30	3.20
Year 3	B	9.00	10.15	12.30	12.00	2.00	3.00
Year 4	B	9.10	10.30	12.00	12.30	2.15	3.10
Year 5	B	9.20	10.45	12.30	1.00	2.30	3.20
Year 6	B	9.30	11.00	1.00	1.30	2.45	3.30

### **Key Worker Pupils:**

Provision for Key Worker pupils (Teulu'r Enfys) will be provided from 8.10am until 3.30pm daily. KS2 pupils will be based in the hall with two members of staff and FPh pupils will be based in the Foundation Phase Resource Base with three members of staff.

Teulu'r Enfys pupils will integrate with their cohort group during the five days over the four weeks to support their well-being. On this day they will follow the cohort routine regarding drop off and pick up to avoid cross contamination.

### **Time in School:**

Focus for all pupils will be on well-being. Pupils will have the opportunity to 'Check in, Catch up and Prepare for summer and September' with their class teacher.

As in all schools in Conwy there will be no Breakfast Club or After School Club provision prior to the summer.

Pupils will not be required to wear school uniform.

All pupils must return to school daily in freshly washed clothes.

Snuffle Stations will be available in all classrooms and at designated points throughout the school.

## **Domestic Arrangements**

### **Food and Drink:**

Pupils will be expected to bring their own packed lunches to school and will be wiped down by a member of staff upon arrival. Fruit for snacks will be provided by school.

All pupils to bring in their own water bottles. These will be wiped down on arrival.

All food will be eaten in classrooms.

### **Where will staff have lunch?**

The staff room will not be in use during this period.

All staff to have lunch in their respective classes.

### **Visitors on site**

Every effort is to be made to limit all visitors where possible. Colleagues within Social Services and Health are anticipated to continue direct work where necessary.



Where necessary, visitors to site are to contact the member of staff liaising and Headteacher beforehand to ensure they are aware of how to be safe while on site. Visitors signing in will be asked to read the visual prompt on how to manoeuvre around school and stay safe.

### **Cleaning**

Cleaning Staff will provide a thorough clean focusing on high traffic and contact areas i.e. toilets, classrooms, doors, handles, chairs.

Teaching staff to clean incidentally through the day i.e. following lunch period.

Doors requiring a fob will be left open to reduce contact in high traffic area. Staff will be allocated roles to support pupils in these areas maintaining high standards of safeguarding.

## **Guidance Documents**

### **Information Communicated**

Parents and children will have received a leaflet and letter outlining how school will function, their allocated days and who to contact if they wish to ask questions.

### **Policies**

Further information can be found in the school policies.

Visual displays i.e. posters will be provided by Conwy CC to inform pupil, staff and visitors around the site.

### **Risk Assessment**

Covid-19 site risk assessment completed with GwE and WAG guidance. To be read and signed prior to returning to school. Any queries with regard to risk directed to Sue Roberts or a member of the SLT.

### **Fire Alarm / Evacuation**

Alarm will be tested weekly.

### **Medical Attention:**

Isolation Area – The Nurture Room will be kept clear at all times as an area to be used if a child or adult shows symptoms of Covid 19. PPE to be available in the room at all times and to be checked daily.

Children with shielding letters must not attend school.

Public Health Wales guidelines will be followed for all vulnerable groups. If you are unsure of any aspect, please follow the advice in the guidelines. <https://gov.wales/guidance-shielding-and-protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-0>



## **Continuity of Learning**

### **Distance Learning (DL):**

Provision for DL will be reviewed and developed as learner numbers increase over time.

DL will support 3 groups of learners:

- 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 vulnerability
- 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.

Pupils will be given the opportunity to attend up to 5 sessions for 'Check in, Catch up, Prepare for the summer and September.'

Staff will continue to follow school template for weekly activities in school and provide activities for home through DL appropriate to year group and cohort context. Shielding staff to support where necessary with DL.

### **Learner Welfare:**

Staff to use contact with parents and communication through SeeSaw to share knowledge of vulnerable learners and pupils displaying symptoms. Follow school protocol in such instances.

SLT and shielding staff to maintain contact with vulnerable families not attending. Numbers of pupils is increasing from initial survey.

Liaise with respective family centre through SLT where there are concerns.

### **Adult Support:**

Teacher and teaching assistance allocated to each 'Teulu' in the child's class and keyworker class.

### **Equipment:**

Pupils will be allocated their own learning packs and items.

### **Transition:**

Year 6 and ASD Resource staff to liaise with respective high school or educational provision working to form transition plans.

## **Ensuring Expectations**

### **Compliance with Rules and Guidance:**

All staff to discuss content of site risk assessment and staff handbook. Where staff are unclear, ample opportunity given to discuss and clarify queries.

Signage provided by CCC w/c 22<sup>nd</sup> June giving visual prompts on how to follow site rules and LA guidance.

Headteacher and SLT to support staff in maintaining high standard of compliance to ensure minimal risk of exposure / contraction.

**Communication with Parents:**

Clear communication provided to families through digital letters/information leaflets. Paper copies offered for those unable to receive digital copies. Timing of school day communicated through information leaflets.

Parents advised on how to report symptoms of Covid-19 or inform staff there are no symptoms prior to sending their child to school. Including, clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell.

Awaiting clarity on transport arrangements for Resource Base pupils to and from school site, this will also include drop off and pick up.

School entrance and exit points are labelled clearly for parents to drop off/pick up.

Eating arrangements communicated to parents through information leaflets.

Class arrangements for groups of learners throughout the school day labelled and communicated clearly.

Headteacher and SLT to consider how parents can feedback to schools - questionnaire on views on returning, feedback on distance learning and support needed by children.