

Yr Hybarch Edward Morgan Ysgol Gynradd Gatholig  
**Venerable Edward Morgan Catholic Primary School**

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## RETURN TO SCHOOL PACK VERSION 1: 19.6.20

Dear Parents & Carers

I hope this letter still finds you and all your loved ones, safe and well.

Primarily, I want to thank you for your continued patience and tolerance. Last week saw the staff and me plunged into a logistical and organisational nightmare. Closing Venerable Edward Morgan Catholic Primary School (VEM) was easy, re-opening VEM is proving to be anything but easy.

An initial timetable, for pupils returning to VEM, has been drafted and agreed by our Governors. However, guidance is continually being updated and the Teaching Unions and Welsh Government have been in regular discussions regarding the additional week (20<sup>th</sup> to 24<sup>th</sup> July) that has been added to this term. Consequently, please be aware that these initial timetable plans will be subject to change, potentially at very short notice.

With effect from Monday 22nd June 2020, VEM will only be open to the child or children of 'Critical Workers' in the hub. (More details will follow later regarding these necessary booking procedures)

With effect from Monday 29th June 2020, small groups from each year will return to VEM, for a precise period of four (4) consecutive days, Monday to Thursday. These groups will be selected in alphabetical order and VEM will ensure that siblings will be able to attend in the same week. Parents & carers will receive an e-mail message next week to inform them which week their child or children have been chosen to attend.

Pupils must stay in their small group when in VEM. Each School day will be shorter for each year group (see timetable). Each year group will have its own staggered drop-off and collection time, which all parents and carers must abide by. Unfortunately, if the allocated drop-off time slot is missed, that child or those children will not be able to attend that days' sessions.

These strict measures are to ensure that the systems we have had to put in place are robust enough to keep everyone safe.

As the children return to VEM, I must stress that the rules could be different. The normal Class Teachers may actually be different when children return. Nevertheless, and regardless of all of the changes, we are constantly striving to ensure that the children still receive the same stimulating, nurturing and yet challenging School experience, such as they have always enjoyed. In the short term, this may be extremely hard given how different each child may return emotionally. We understand some will be anxious and some may find the changes put in place to keep them safe, difficult and strange. Our teaching focus for the four weeks will be around mental health, resilience and self-esteem and we will ensure pupils have every opportunity to share their thoughts and feelings. Rest assured; it will not be just hand washing....we intend to have fun as well!

When your child or children come back to VEM, we want them to quickly feel safe and secure. This is going to be vitally important to us because we believe these changes could well be in place for a considerably longer period of time, perhaps even a full School year.

Cyfeirier pob gohebiaeth at y Pennaeth Please address all communications to the Headteacher



## Venerable Edward Morgan Catholic Primary School

Mrs R Langley BEd  
Pennaeth Headteacher



This pack is specifically designed for parents and carers whose children are returning to VEM. We have sent this to all parents & carers so that when the time comes, we can re-open more fully, and parents & carers and pupils across the School will have a shared understanding of what they can expect from us and in turn, what we would expect from them.

As and when new Welsh Government guidance is released, we may be required to make changes to our procedures or policies and therefore, further information will be sent, but with the changes highlighted so parents & carers do not have to read the entire pack again! It is long but I am sure you can appreciate that it is very comprehensive and necessary. In fact, it is so necessary, that we must insist parents & carers confirm they have read it by completing the attached survey. Pupils may not be permitted to enter VEM if the survey has not been completed and submitted by their parents or carers.

Included in this pack are the following documents: -

- Actions for the Safe Re-opening of School, with details what a 'normal' day now entails
- Frequently Asked Questions - a list of what many parents & carers have already asked
- Uniform Policy
- Year Group Timetable for drop-off and collection

I know this is a lot to absorb and for that I apologise. But in order to make our plans safe for the children and staff to return, they are very necessary. I also appreciate that some parents & carers might decide not to send their child or children back to School. I must stress that we would not be re-opening if we did not believe it was safe to do so. The decision to allow your child or children to return to School is one for every family to make themselves and there will be no repercussions at this time should you decide not to allow your child or children to return.

My sincere thanks to all the parents & carers who left us such lovely supportive comments on the initial parent questionnaire. Believe me, I felt your frustrations at being asked to decide about returning your child or children to VEM, without a clear plan or guidelines in place, but the initial questionnaire was a directive from Flintshire County Council Local Authority.

A lot of hard work has gone into our plan for re-opening and I want to take this opportunity to personal thank every member of VEM staff for their hard work, dedication, and flexibility over the last 13 weeks. My special thanks go to Mr Allen, our caretaker, for all his hard work in preparing VEM for re-opening.

Once again, I wish to express my sincere gratitude for all your continued support and understanding during this very difficult and stressful time.

Please continue to follow the national guidelines and, above all, stay very safe.

Kind regards

Mrs Langley  
Headteacher



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### Actions for the Safe Re-opening of School

As you can appreciate, there are far too many measures that we have had to implement for the safe re-opening of School to specifically share with you here. We have detailed below the main measures which will be in place to ensure the safety of all children, families, and staff as we return to School on the 29<sup>th</sup> June.

Please take some time to consider the plans and ensure you understand the implications of each measure.

Please be aware that children attending the hub **CANNOT** attend the 'check-up and catch up' sessions with their teacher in School, to limit cross contamination.

<p><b>Check-up and catch up sessions</b></p>	<p>Children returning to School will receive a block of four consecutive days (Monday to Thursday) with their teacher. Parents &amp; carers will receive a separate e-mail message indicating which week their child or children will be in School. VEM has organised groups so siblings will attend in the same week.</p> <p>Children accessing the hub for keyworkers will not be included in these sessions.</p>
<p><b>Morning drop-off</b></p>	<p>There will be staggered drop-off times in the morning for each year group. NO PARENTS or CARERS will have access to the School site. Children must enter through the allocated gate for their year group. The class teacher will be there to welcome them and guide them in socially distanced. Parents must NOT approach the class teachers at this time. All enquires must be made by telephone call to the office.</p> <ul style="list-style-type: none"> <li>• Foundation Phase will enter through the right small gate.</li> </ul> <p style="margin-left: 40px;">Reception drop-off – 9:15am – 9:30am Years 1 and 2 drop-off – 9:00am – 9:15am</p> <ul style="list-style-type: none"> <li>• Key Stage 2 will enter through the left small gate.</li> </ul> <p style="margin-left: 40px;">Years 3 and 4 drop-off – 8:45am – 9:00am Years 5 and 6 drop off- 8:30am – 8:45am</p> <p>Parents must use the 2m distance markings on the fence if waiting to drop-off their children. Parents must NOT hang around the School gates once children have been dropped off.</p> <p>If children miss their delegated drop-off slot, they will not be allowed to enter with another group and unfortunately, they will have to miss that day's session.</p>
<p><b>Entering the School building</b></p>	<p>Once children have entered through their respective gates, their class teacher will be there to welcome them and guide them to line up on the yard, socially distanced before washing their hands at the outdoor sinks. They will then enter School, socially distanced.</p>



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	<p>Once in the building, children will not use the cloakrooms, this is to prevent cross contamination. Instead, they will be guided to their desks, which will be clearly labelled with their names. Children will be instructed to place their coats on their chairs. All desks will be positioned 2m apart.</p> <p>No items apart from a coat are to be allowed in the School building.</p>
<b>Lesson time</b>	<p>Children will receive lessons during the day at their desks.</p> <p>There will be no assemblies or group work of any kind.</p> <p>Teachers will deliver instructions from a safe distance.</p> <p>Children will only use their own equipment that will be provided in the tray on their desks.</p> <p>At the end of the week this equipment will be removed and cleaned. Each new group will have fresh equipment.</p> <p>Whenever possible, activities will be delivered outside.</p>
<b>Break times</b>	<p>All break times will be staggered with each class having a set time. Each group will have a set of outdoor equipment to play with, which will be sanitised each day. Children will wash their hands before and after playtime.</p>
<b>Lunch</b>	<p>Lunch will be provided by 'Newydd' catering for all pupils. NO items of food or drink are to be brought into School in order to limit cross contamination.</p> <p>All dietary requirements can be met by Newydd. Parents can provide details of any dietary requirements on the attached survey.</p>
<b>Toilets</b>	<p>Each class has been allocated its own toilet, to support the need for social distancing.</p> <p>For pupils in Key stage two this might require them using a portable toilet positioned outside their classroom.</p>
<b>Collection</b>	<p>There will be staggered collection times for each year group. NO PARENTS or CARERS will have access to the school site.</p> <p>Children will exit through the allocated gate for their year group. The class teacher will be there to guide them in socially distanced to the parents or carer collecting them.</p> <p>Parents must NOT approach the class teachers at this time. All enquires must be made by telephone call to the office.</p> <ul style="list-style-type: none"> <li>Foundation Phase will exit through the right small gate.</li> </ul> <p>Reception collection – 1pm- 1:15pm Years 1 and 2 collection – 2:00pm – 2:15pm</p>

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	<ul style="list-style-type: none"> <li>Key Stage 2 will enter through the left small gate.</li> </ul> <p>Years 3 and 4 collection – 2:15- 2:30pm Years 5 and 6 collection – 2:30 – 2:45pm</p> <p>Parents must use the 2m distance markings on the fence if waiting to collect their children. Parents must NOT hang around the school gates once children have been collected.</p> <p>If you do not want your child to have a prepared packed lunch, the child can be collected at an arranged time.</p>
<p><b>Further measures put in place to ensure the safety of pupils and staff</b></p>	<ul style="list-style-type: none"> <li>Markings on floor – desks will be marked out at 2m distancing. Teachers workspace has been clearly marked 2m distancing. 2m distance markings on playgrounds for each class to line up, Socially distancing 2m markings on the fence outside School to support parents following the social distance guidelines when dropping off and collecting children.</li> <li>One-way system – School will adopt a one-way system for when it is necessary to move around the building. Arrows on the floor will clearly show the direction to walk.</li> <li>All staff will wear PPE when carrying out any First Aid with pupils. First Aid will be only carried out in the First Aid stations.</li> <li>PPE will also be worn if any pupil displays COVID-19 symptoms while in school. Pupil will be removed from the classroom and placed in the COVID-19 isolation area. Staff member wearing PPE will stay with child until parents collect them.</li> <li><b>Hygiene:</b> all staff and learners will be encouraged to regularly wash their hands. Hands will be washed with soap and running water for at least 20 seconds. Staff will ensure learners are reminded of effective handwashing techniques. Regular handwashing will take place: -             <ol style="list-style-type: none"> <li>on arrival at and when leaving the School or hub</li> <li>before and after handling food</li> <li>before and after handling objects and equipment that may have been used by others</li> <li>where there has been any physical contact</li> <li>after people blow their nose, sneeze, or cough</li> </ol> </li> </ul>
<p><b>Travelling to school</b></p>	<ul style="list-style-type: none"> <li>Learners and parents &amp; carers should attend the School on foot or by using personal mode of transport in preference to public transport. Learners and parents &amp; carers should not car share with other families.</li> <li>If staff become aware of this happening, then children will be refused entry to School.</li> <li>Parents should not bring other family's children to School.</li> <li>Older children will still be allowed to walk home but parents MUST inform the School office.</li> </ul>



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## FREQUENTLY ASKED QUESTIONS

Thank you all for your prompt responses to our first questionnaire. We felt your frustration in being asked to decide if you were happy for your child to return to School, without first seeing any plans. Please understand this was not a School directive but one that came from a county level. However, we still felt it was important for you to have an opportunity to ask any questions and share your concerns. We have tried to answer as many of your questions as possible.

### 1. Will the children be doing half days?

If they are attending the 'check-in and catch up' sessions, the children will attend 4 consecutive days (Monday – Thursday). The drop-off and collection times will be staggered, so for some year groups it will be a half day, for other groups it will be a slightly shorter school day.

### 2. Will Nursery be returning?

No. Flintshire County Council made the decision not to include nursery in this phase of the re-opening of School. However, School will still provide this group of learners with home learning activities.

### 3. Can I send my child with their own packed lunch as they are gluten-diary free?

No items of food or drink can be brought into School from home and this includes the staff. This is to limit cross contamination and has been directed to all Schools by Flintshire County Council. All dietary needs can be provided for and you will be able to inform School of your child's requirements on the attached survey. All pupils will receive a free lunch and snack. If you do not want your child to have a lunch in School, then your child will need to be collected at an arranged time to go home for lunch. They cannot afterwards then return to School.

### 4. Will infant and juniors be attending school together?

Yes. School have worked hard to ensure all siblings attend their sessions together to support parents.

### 5. Will breakfast club and Fun Club be open?

No. For the foreseeable future both these facilities will not be available to parents. Children attending the hub will receive a free breakfast.

### 6. How will social distancing be implemented to young children?

School will be following the Welsh Guidance which states....'In primary schools, we recognise that it is not practicable to expect learners to maintain consistent social distancing of two metres. Staff will 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. We recognise that younger learners will not be able to maintain social distancing at all times. Children will be kept in consistent groups (no more than 8). Groups will remain consistent.'



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'When indoors, learners will remain in the same room and avoid moving from room to room as they normally would. All desks are positioned at 2m and teacher will practice social distancing with pupils.'

#### 7. As the School is only allowed a third of students in at one time will you be trying to keep friendship groups?

This is not an expectation during this phase. Children will be attending a 'check-in and catch up' session with their class teacher, and social interaction with their peers will be limited due to social distancing. School is going to be a very different experience for the foreseeable future and even though we will endeavour to make it as stimulating and enjoyable as possible, the expectation that children will be placed in friendship groups is unrealistic at this time.

#### 8. Is uniform required?

No. All children will **not** be required to wear School uniform when returning to School (please see reviewed Uniform Policy). To reduce the risk of contamination, children will need to wear clean clothes every day. Children will need to be dressed ready to access the outdoors, whatever the weather (coat, trainers).

#### 9. Do children need to wear masks?

No. There is no need for children to wear masks. All pupils and staff will be following strict social distancing measures when in School. Staff will be required to wear PPE when dealing with matters of first aid or if a pupil falls ill or displays symptoms of COVID-19.

#### 10. I am a key worker so will need a place in the hub?

The hub for keyworker children in VEM will be located in the School hall as of Monday 22<sup>nd</sup> June. The criteria for places in the hub remain the same. Once a parent has passed the criteria and been identified as a key worker, they will be asked to book their places. Please be aware that if your child accesses the hub, they will not be able to have 'check-in and catch up' session with their teacher. This is due to Flintshire County Council's guidelines on groups not mixing.

A separate message will be sent to all parents, with the information on how to apply for a place in the hub for your child.

#### 11. Can children return to School if someone in the family is shielding?

The Welsh Government guidelines states that they do not expect children who are living with someone who is shielding to attend, and they should be supported to learn at home.

#### 12. Will children's temperature be taken?

No. Welsh Government guidance states '.... The present advice is that it is not necessary to screen temperatures. Learners' parents or carers can 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. We will keep this under review. Staff should of course be vigilant for changes to children's temperatures and signs of fever...'

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### 13. Can we see pictures of the classrooms before School opens?

Yes. All teachers will post a picture of their classrooms on Seesaw before School opens.

### 14. Will we be notified if someone tests positive for COVID-19?

No. If a pupil or staff member starts to show symptoms while in School the Welsh Government Guidelines will be followed and they will be advised to use the 'Test, Trace, Protect'.

The Welsh Government guidance makes clear that....'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. 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. If they need clinical advice, they (or a member of staff or their parent or carer) should go online to [111 Wales](#) (or call 111 if they don't have internet access).

Surfaces that learners or staff with symptoms have come into contact with should be carefully cleaned.

Anyone displaying symptoms should 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.

Under no circumstances should learners or staff attend schools/setting if they:

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.'



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## VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL

### UNIFORM POLICY FOR RE-OPENING 29<sup>th</sup> JUNE 2020

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

Approved On:	16 <sup>th</sup> JUNE 2020
Next Review:	UNKNOWN
Signed:	Cllr D L Mackie

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## COVID-19 and School Uniform

Although we are working in exceptional times, our first priority remains to keep children safe at Venerable Edward Morgan Catholic Primary School. Therefore, in line with Welsh Government guidelines we are implementing a clear approach to **non- uniform** during this period.

We request that children wear their own clothes in order to:

- Encourage children to come to School every day in clean clothing
- Ensure children are wearing clothing suitable for outdoor and physical learning
- Reduce clothing coming into School, therefore limiting spread of infection
- Prevent the request for additional PE kits or change of footwear. Trainers may be worn.



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### Year Group Timetable

Year Group	Drop-off Time	Collection Time
Reception	9:15am – 9:30am	1:00pm – 1:15pm
Years 1 and 2	9:00am – 9:15am	2:00pm – 2:15pm
Years 3 and 4	8:45am – 9:00am	2:15pm – 2:30pm
Years 5 and 6	8:30am – 8:45am	2:30pm – 2:45pm

