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19<sup>th</sup> June 2020

Dear Parents/Guardians,

### **“Check In, Catch Up and Prepare”**

Magor Primary School has had the most challenging three or four years. At the beginning of 2020 we had come out of Estyn monitoring, moved into yellow category and were really looking forward to implementing the new curriculum. How wrong could we be!

You will have heard that Welsh Government has announced the plans for schools across Wales:

- Statutory schooling will re-start, schools will reopen on 29<sup>th</sup> June 2020;
- Schools will be open to all year groups for limited periods;
- Only a maximum of a third of pupils will be in school at one time;
- All children will have the opportunity to ‘check-in, catch-up and prepare for the summer and September;

I am writing to you to outline the process and plans that in collaboration with Monmouthshire County Council and the Caldicot Cluster have been organised to ensure a safe phased return to school. Please be assured that the health and well-being of your child and the staff of Magor Church in Wales Primary School has been at the forefront of all decisions made.

Thank you for completing the survey last week which has provided us with valuable information to help us plan for the next few weeks. Staff have been working hard to plan and prepare for a safe return for as many learners as possible. We are guided by medical advice, current scientific developments and national and local guidance to ensure risks are minimised as much as possible.

### **Daily Organisation**

Each class in the Foundation Phase and each Year Group (not registration class) in Key Stage 2 will be divided into groups and will be allocated a set day of the week to spend time with a teacher. This will give pupils the opportunity to check in with a teacher and a small group of classmates. We will send you specifics regarding which day your child will attend by Monday 22<sup>nd</sup> June 2020.

Groups will be carefully organised to minimise social contact and to maximise access to the teacher. We have planned for siblings to come to school on the same day of the week to minimise unnecessary travel and to aid family organisation and planning for the week. I hope you will appreciate the complexity of arranging the groups and therefore we are unable to accommodate individual requests. **Once groups are set pupils will not be able to change groups or days.**

School session time will be 9:00am until 12:30pm. There will be no breakfast club provision. The main gates of the school will be locked and parents should bring children to the junior yard gates. Children will be met at the gate by members of staff and directed to their class line and escorted to the classroom. At 12:30 staff will escort children to the yard to be collected. All children must be dropped off and collected by an adult. Children will not be allowed to walk home on their own. We ask that you arrive promptly.

Parents will be unable to enter the school yard. We will open the field gates to ensure parents are able to maintain social distancing while waiting to collect children. Please observe the 2m social distance rule and do not congregate or linger when dropping off and picking up. Only one adult should drop off and pick up children and where possible siblings should be left at home.

We ask that no parent enter the school grounds, if you have a concern or feel you need to talk to a member of staff, please either telephone the school office on 01633 880327 or e-mail us on [magorvprimary@monmouthshire.gov.uk](mailto:magorvprimary@monmouthshire.gov.uk)

During the week the class teacher will also be planning, preparing and distributing remote learning to the pupils within their class.

### **Nursery**

Nursery children will not return to school before September. We will write to you to let you know plans for Nursery children when we have further guidance from Welsh Government. If you are a key worker with a Nursery aged child, please contact the Local Authority to see if you are eligible for childcare.

<https://www.monfis.org.uk/coronavirus-childcare>

### **Breakfast Club/Catering:**

There will be no breakfast club provision or lunches provided by MCC staff this term.

### **Transport:**

I am awaiting further information from MCC regarding transport but at this stage it looks highly unlikely that transport will be provided.

### **Attendance:**

We would love to see as many of our pupils back to school as possible but recognise that this is a difficult decision for parents to make. The Welsh Government and Monmouthshire County Council have been very clear that if parents, for whatever reason, do not wish to send their child to school at the end of June, there will be no problem or challenge to that decision. There will be no sanction or judgement made on you as a parent. Distance learning will continue for all children.

### **Uniform:**

Where possible we prefer learners to wear uniform when attending their learning day. Trainers are preferred as outdoor learning will be encouraged. We would suggest that after a session in school, the clothes are changed and washed once you arrive home. Only water bottles, healthy snacks and coats should be brought into school (no pencil cases, P.E. kits or school bags). All must be clearly labelled.

Lunch boxes/ bags will not be needed as children will be going home at 12:30pm. Pupil coats will not be stored centrally on coat pegs, but will be kept by pupils at their individual desks to reduce risk of contamination.

If pupils need to bring medicines to school (eg. inhalers) please bring these in a clearly labelled plastic bag.

If required sun protection screen should be applied at home.

### **Health and Safety:**

With guidance from the Local Authority a COVID 19 risk assessment has been drafted. This will be revised at the end of the first week and a copy will be available on our school website.

The school has had a deep clean over the past few weeks and is ready to welcome staff and pupils. Our school cleaners will continue with their daily cleaning routines, every afternoon once school finishes. During the day there will be regular cleaning of surfaces, door handles and other high contact areas.

Pupils should only be sent into school if they are well. If any pupil is showing signs of COVID-19 you **must** inform the school.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste.

Our usual procedures will apply if a child feels unwell and we feel they should go home. Anyone showing signs of COVID-19 symptoms will be kept in a separate room until they can be collected and taken home. In the event of anyone showing symptoms, Welsh Government and Public Health Wales Guidance **MUST** be followed. All parents of that group will be informed if one of their group members is showing signs. In the event of a positive test of COVID-19, all parents will be informed. The school will follow Welsh Government guidance regarding isolation and cleaning.

Hand cleaning facilities will be available in every classroom. Pupils will be taught to wash their hands carefully and regularly with soap and water. Children will wash their hands on arrival, before departing and regularly throughout the day. If soap and water is not available hand sanitizer will be provided. Staff will wash hands often. Posters will be available around the school, in toilet area and near hand basins to reinforce this message.

No PPE is required when undertaking routine educational activities in the classroom or school setting. However, PPE will be available to staff when undertaking emergency first aid. PPE will be worn in the event of any pupil showing symptoms of COVID-19, whilst waiting with them to be collected.

Signage and posters will be dotted around the school to remind those accessing the site to adhere to social distancing rules and good hygiene. There will be a 'one way' system operating where possible within school. Where a one-way system is not possible, only one person can be in the corridor at any one time.

Social distancing will be promoted but as WG guidelines state, *'It is not practicable to expect learners to maintain consistent social distancing of two metres.... Practitioners should recognise that younger learners will not be able to maintain social distancing at all times.'* We will remind and reinforce the importance of social distancing with pupils but we must all be realistic about the prospect of younger children maintaining social distancing. We will endeavour to do our best

Staff will be good role models to learners and maintain social distancing. We ask that you encourage and reinforce this message at home.

### **Behaviour:**

Our school expectation is that all pupils will behave appropriately when they return to the school setting. Pupils will be reminded of expectations and revisit these with their class teachers. The health and safety of all and minimising of social contact for all is a major priority. As I hope you will understand, poor, or in appropriate behaviour will not be tolerated. Children will be sent home if staff deem their behaviour to be a risk to themselves or others.

### **Key Workers:**

Schools are required to provide provision for children of parents who are key workers, and we have been working hard to do this for the last 12 weeks. Please remember that key worker provision is '**last resort**' provision. If you are a key worker, but you are able to care for your child at home or through another means, you should try to do that.

Referring to MCC's Principles, *'Places in schools and childcare will be highly limited and only particularly vulnerable children and the children of critical workers whose work is critical to the COVID-19 response should be attending during this time.'*

*If you are classed as a critical worker but are able to perform the critical parts of your job effectively when working from home, then you should do so.*

*Even for critical workers, provision will only be made in schools or other settings where there is no safe alternative for your family.'*

The whole planning for enabling groups of children to 'catch-up' with their teacher is based on a set attendance for the Key worker/hub provision. The school can only have a maximum of a third of children present at one time. To ensure we stay within that maximum figure, Key worker places may be capped.

If you feel you qualify for Keyworker provision you need to register with the Local Authority. <https://www.monmouthshire.gov.uk/childcare-hubs/>

Childcare will be provided from 8:30am until 4:00pm. Children must arrive at 8:30am for childcare provision but can be collected anytime up until 4pm, when parent's shifts finishes.

Provision for children attending the key worker hub will focus on childcare and not check in, catch up and prepare. It will include opportunities for children to engage with distance learning tasks and participate in safe, age appropriate activities that will be supervised by members of our staff.

They will have an opportunity to catch-up, check-in and prepare with the class teacher for one session a week although they will not be able to mix with any other groups on that day. They are unable to attend a session with their teacher from 9am-12:30pm and then go the childcare hub for the rest of the day. For example, if a key worker child had a Wednesday with the teacher and no one could pick them up at the

designated time at 12:30pm they would have to access the hub provision for the day instead.

Children attending the childcare provision will need to bring a packed lunch as there will be no catering available at school. Children are not able to bring any items from home to the childcare.

School uniform is not required when a child is attending the childcare provision. We would suggest that after a session in school, the clothes are changed and washed once you arrive home. A clean set of clothes should be worn each day.

**Well-Being and Safeguarding:**

As in normal circumstances safeguarding and well-being of all is a priority. Staff will ensure that pupils will have the opportunity to prepare for a return and will be made to feel safe and secure when attending school. I am the designated safeguarding officer so any concerns should be reported to me.

I hope the information above helps and reassures you. I understand the 'new normal' will take some time to get used to. Making the decision to send your child back to school needs to be one based on the above information being as clear as possible. If you have any queries please do not hesitate to contact the school office.

Once again, may I thank all staff, parents, pupils, governors and members of the community for pulling together and supporting each other. If we continue to do so, I am sure that the next few weeks will offer a valuable time to check in, catch up and prepare.

Best Wishes



Mrs S. Hamer  
Headteacher