

Ysgol Penrhyn New Broughton C. P.

YSGOL PENRHYN
NEW BROUGHTON C.P.
School Lane
New Broughton
Wrexham LL11 6SF



YSGOL PENRHYN
NEW BROUGHTON C.C.
Lon yr Ysgol
Broughton Newydd
Wrexham LL11 6SF

Tel/Ffon 01978 269920
Email/E.bost: mailbox@penrhyn-pri.wrexham.sch.uk
Web-site: www.ysgolpenrhyn.uk

Mr. Martin Matthias B.A. N.P.Q.H.
Pennaeth / Headteacher

Tuesday 2nd September 2020

Dear Parents/Carers,

I hope you all had a lovely Summer and are now ready to get back to what we hope is close to school normality. As promised in my end of Summer term letter, I can now detail our procedures for the new term. Many points of this letter will be the same as when we partially returned at the end of June with a few amendments.

You will already have been notified via Seesaw/email regarding your family days over the next week, in order to have 50% capacity on each day prior to **all** children returning from Friday 11th onwards. These two days will allow us to get the key messages of hygiene, safety and engagement in learning across to half classes. It is vital that your child attends. It is also vital that we get the environment correct from the very beginning to ensure we lower potential risks.

Breakfast Club and After School Club will return on Monday, 7th September as per the original arrangements. Breakfast Club starts 7.30 am and needs to be booked and paid for in advance - we will endeavour to keep pupils in their class bubbles. Again After School Club up to 5.30 pm, needs to be booked and paid for in advance.

We will have staggered arrivals and collections until further notice. I will welcome children at the main gate and direct them to their designated class external doors. Please ensure you keep to these times and vacate the site quickly to reduce risk. Pupils will be sent out in alphabetical order.

	Arrival	Collection
Families- Surname A-L	8.50-9.00am	2.50-3 pm
Families- Surname M-Z	9.00-9.10am	3 - 3.10pm

Where possible school uniform is to be worn, however we understand the importance of all pupils coming in clean clothes each day and therefore we will have a more flexible approach than usual. This will be regularly reviewed. Classes will be informed of their PE sessions by their teacher. On this day they should wear their PE kit to school and stay in it all day. Please be mindful that staff will be unable to assist with shoelaces, zips, buttons etc.



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Cloakroom use will be limited. To reduce the risk, children may bring:

- A packed lunch- that you supply your child with a packed lunch and snack (please ensure your child can open their snacks and packed lunch independently as staff need to maintain social distancing as far as possible)
- Named water bottle
- A snack for break time. (Foundation Phase pupils will be able to have milk daily from the 14th September) Tuck shop and snacks will not be provided by school at this current time.
- Glasses
- Soap (which needs to be named, if your child is sensitive to ours)
- Hand sanitizer, named
- Plastic bag for face covering (where necessary)
- Reading book and Reading Records / Organisers

School will provide an equipment pencil case e.g. pencil, pens, colouring pencils, felts, rubber, ruler to Year 1-6 pupils, which will be individually labelled, which will remain in school. Early Years will also have designated school equipment. Equipment which is lost or needs replacing can be purchased from the Upper Junior stationery shop.

After careful consideration and lengthy discussions we need to keep things as normal as possible. We will be sending reading books home as we value and recognise the importance of sharing a book and reading at home. Pupils will be taught how to get a book safely. When reading / library books are returned to school they will be strictly quarantined for 72 hours before being returned to the shelves.

School meals will resume offering a reduced menu from the 3rd September. An important message for Free School Meals families - you will continue to be provided with bank transfers up to 14th September therefore you child will need a packed lunch or pay for a school meal.

The logistics of maintaining social distancing and good hygiene procedures are as follows:

- ~ There is no requirement to keep children 2m apart but they will remain in their classroom 'bubbles'.
- ~ We will adhere to our policy of no extra adults in the building.
- ~ We request that families maintain a 2m distance on arrival and collection and on pavements. Please see the painted hearts as guidance.
- ~ We ask that only one adult per family arrives to drop off and pick up to reduce the amount of people on site. Parents are asked to remain outside and not enter the building without an appointment.
- ~ Each child will only be allowed to access their own room, toilets and corridor in order to reduce touching surfaces throughout the building and mixing with other classes.
- ~ Hot dinners will have lunch in the hall, in their own bubble with a 2m space between each class. Sandwiches will have their lunch in their classrooms or outside, weather permitting.
- ~ We will also ensure that all classrooms are ventilated as much as possible.



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- ~ At break and lunchtimes each class will have a designated zone. Foundation phase will be on the yard by BAT club. Year 3 and 4 will be on the yard by the Underground Store. Year 5 and 6 will be on the Top Yard.
- ~ In class, it is a guidance recommendation that all tables face forwards rather than children facing each other.
- ~ We will be vigilant in the requirement of thorough handwashing / hand sanitizing on arrival, before each activity on a regular basis and encouraging pupils not to touch their faces.
- ~ We have extra cleaning products in the building in preparation eg anti-bacterial spray will be used before using whole school resources i.e. laptops, ipads.
- ~ Apart from toilet doors, all other internal doors will remain open to reduce touching
- ~ Welsh Government guidance advises children and staff to wear clean clothing each day. We ask that children do not bring any extra possessions into school. Upon returning home, they strongly advise that children remove their clothing and shower/bath in line with hygiene guidance to prevent transference.
- ~ There will be no whole school activities eg Worship in the Hall, but I am looking into using technology to deliver whole school services through online meetings that each class can access. At this time we regret we cannot hold School Council, Eco Committee meetings etc this will be reviewed regularly.
- ~ Swimming lessons and trips cannot commence yet.
- ~ There will be no After School clubs before half term. We will be reviewing this regularly and seeking guidance from Welsh Government.
- ~ Should a child become symptomatic we will follow normal procedures and contact families immediately. The child will be isolated with a socially distanced member of staff in the room by the main office. The government guidance including reference to testing will then need to be followed.
- ~ If your child is unwell at all, please do not send them in or if any member of the household displays symptoms - please follow government guidelines and notify school by telephone.
- ~ It is vital that we have up to date contact details - at least two numbers.
- ~ If pupils are vulnerable/extremely vulnerable/shielding please contact me for further advice on this matter.
- ~ PPE equipment is available in every class and First Aid station should they be needed.
- ~ It is vital that you register onto your child's Seesaw account. A QR code will be sent home with your child on the first day they are in. **If you have used Seesaw before you will still need to scan in the new code to access the new class account.** Seesaw is an invaluable way for staff to keep you informed of key messages and up to date information in these challenging times.

There is so much that has been planned for that I can only assure you the huge completed Risk Assessment covers so many more factors that I have not detailed in this very long letter.

Finally we cannot give a 100% guarantee of no risk as children naturally gravitate towards one another. But we endeavour to reduce risks as much as possible, working with young children in order to protect them and the Staff in the building. Guidance can change at very short notice and we always have to be ready for this.



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I will endeavour to keep you as up to date as possible through ParentMail, Seesaw, Facebook, Twitter and our school website. It is vitally important that these, like any other communication, are read.

Stay safe and well.

Kind regards

M. K. Matthews



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Please address all communications to the Headteacher