

YSGOL DERWEN / DERWEN
FOUNDATION SCHOOL



Developing Potential through
Educational Excellence

Reopening Guidance

June 2020

This document aims to outline how Welsh Government guidance issued on 10th June 2020 has been used to inform decisions about increasing the opening of Ysgol Derwen for all year groups.

Based on this guidance Ysgol Derwen will be extending its current provision (Childcare for vital key workers) to include groups from all years except Nursery from June 29th. Pupils identified as vulnerable / key worker pupils will continue to be supported to attend.

The priority remains the safeguarding and well-being of the whole of the Ysgol Derwen community – pupils, their families and staff and their families.

Full and detailed risk assessments will be completed before any further extension to provision and there will be an ongoing assessment of current arrangements.

This guidance will be updated as appropriate.

Please note the words in italics are taken from the Government document with actions as to how this is being followed at Ysgol Derwen.

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. In practice, this means schools accommodating reduced number of learners each day according to their capacity while ensuring appropriate social distancing is in place.

As more learners return to the physical school environment, practitioners will be operating in a very different context. This will continue for the foreseeable future. We describe this as a blended learning approach – a combination of face to face learning with remote learning. Schools and settings will continue to develop new learning and approaches to meet the needs of their learners in response to the pandemic. In so doing, practitioners can consider the purposes of learning and weigh up their priorities; flexibly drawing on a wide range of curriculum guidance to support them in this work.

In meeting these challenges all staff will need to draw on the full range of their professional expertise. Schools and settings have a unique and vital contribution to make to support young people to cope with the challenges posed by the pandemic.

Background

- Ysgol Derwen will be opening for two year groups each week from the week beginning June 29th on a reduced provision. All those who want to come will be in for four continuous days (Monday to Thursday – Thursday evening to clean and leave classrooms for 72 hours) between June 29th and July 24th.
- The provision offer in school is expected to support the remote educational learning of pupils and not replace it.
- Remote educational learning will continue for all year groups.
- Pupils identified as “vulnerable” will continue to attend school or the hub.

Effective infection protection and control

- *Schools and settings should ensure that all staff and learners regularly wash their hands and that these facilities are in place. Hands should be washed with soap and running water for at least 20 seconds. Staff should also ensure learners are reminded of effective handwashing techniques. Regular handwashing should be undertaken including:*
 - *on arrival at and when leaving the school or setting*
 - *before and after handling food*
 - *before and after handling objects and equipment that may have been used by others*
 - *where there has been any physical contact*
 - *after people blow their nose, sneeze or cough.*
- *Handwashing should be prioritised over the use of hand sanitisers and hand sanitisers should not replace hand washing. Hand sanitisers with at least 60 per cent alcohol may need to be installed if handwashing is not practicable. This could be, for instance, at entrances to the school or setting. When positioning sanitisers, this should consider learner safety.*
- *Learners and staff should cough or sneeze into their elbow. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.*
- *Practitioners should consider how to encourage young learners to learn and practise these habits through games, songs and repetition.*
- *The handling of objects between individuals, including staff, parents/carers and learners, should be minimised.*
- *Staff should also be mindful of the physical environment and how this can be managed to support the health and well-being of learners and staff, for instance keeping windows open to let in fresh air and ensuring there is natural sunlight. The airflow and ventilation should be increased where possible.*

- All pupils attending school will wash their hands / use hand sanitiser before entering the classroom area.
- Pupils will enter through identified entrances and receive their learning in an identified classroom.
- Staff will work in a team to "Check in, Catch Up, Prepare for summer and September" the same group of pupils each week.
- The school will be cleaned throughout and at the end of every day.
- Staff will organise their classroom spaces as they see fit to ensure social distancing measures are maintained.
- The class register will be on the door. This is to ensure that social distancing measures are followed and staff / pupils do not enter a classroom unnecessarily. This register will also act as the fire register.

Personal protective equipment (PPE) including face coverings and face masks

- *It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.*
- *Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.*
- *There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.*
- *The list below covers when PPE may be required.*
- **Routine activities**
- *No PPE is required when undertaking routine educational activities in classroom or school settings.*
- **Suspected coronavirus (COVID-19)**
- *Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.*
- *Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.*
- *Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.*
- **Intimate care**
- *Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.*

- **Fluid-resistant surgical mask and eye protection** should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- **Gloves, fluid repellent gown, FFP3 mask and eye protection** are indicated when undertaking aerosol generating procedures such as suction.
- **Gloves and aprons** should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.
 - As staff and pupils using the Childcare Hub have been taking temperature checks every time someone enters the building for the past few months, with no recorded cases of Covid 19 coming from the Hub, temperature checks will continue to be made on entry to Ysgol Derwen.
 - It is felt that staff should make their own personal decision about the wearing of a face covering or face mask. Any decision will be supported.
 - When working with pupils it is expected that the 2 metre distance guidance will be strictly adhered to at key stage 2.
 - Pupils who refuse to follow the social distancing measures will be asked to leave school with their parent.
 - Ysgol Derwen will follow Flintshire and GwE guidance about managing a pupil who displays symptoms of Covid 19.

Shielded and clinically vulnerable adults

"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. **Staff and learners** in this category **must not** be asked to attend schools or settings but should be supported to work or learn from home.

'Clinically vulnerable' staff or learners

In the context of COVID-19, clinically vulnerable individuals are at greater than average risk from COVID-19. This category includes **people aged over 70**, those who are **pregnant** and those who have a **range of chronic health conditions**. Pregnant women are specifically advised to work from home after 28 weeks' gestation.

People in this category can go out to work but they should work from home if possible. If staff or learners do attend, extra care must be taken to ensure vulnerable individuals, and those around them adhere to strict social distancing guidelines. In the case of learners, we would only expect these to attend where parents/carers consent to this.

If in doubt about whether their health condition means they should be shielding, staff, parents and carers should take advice from their GP or hospital doctor. Schools should work with local authorities in clarifying queries relating to staff attendance.

- **Ysgol Derwen does not expect staff who fall into the above categories to attend work.**
- **These staff will be expected to continue to work remotely from home and be available during the normal working day.**
- **Ysgol Derwen will follow Flintshire HR guidance in respect of recording such absences.**

Living with a shielded or clinically vulnerable person

- *If a learner or staff member 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. Likewise, we would not expect any staff who are vulnerable and attending to be placed with children who cannot reasonably adhere to social distancing.*
- **Ysgol Derwen does not expect staff living with those identified as extremely clinically vulnerable to attend work.**
- **Staff in this category will be expected to continue to work remotely from home and to be available during the normal working day.**
- **Ysgol Derwen will follow Flintshire HR guidance in respect of recording such absences.**

Class or group sizes

In primary schools, we recognise 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.

For primary school aged children, schools and settings may wish to consider allowing small, consistent groups (no more than 8) to mix.

These groups should remain consistent as changing the membership will increase the risk of transmission.

- In KS2 Ysgol Derwen will have one teacher supervising two groups of pupils (Maximum 14) . Where possible the child's current teacher will also be free to move from room to room (no closer than 2m from pupils and staff) to ensure all pupils have meaningful contact with a member of staff who knows them well. In the Foundation Phase there will be one teacher for each group of 7 (maximum) children.
- Key worker children will receive their childcare in the hall and will be supervised by identified members of staff (seperate to the staff looking after classes).
- Pupils will enter and leave school through an identified entrance and will receive their learning in one identified classroom.
- There will be no pupil movement around school unless to the toilet and to outside areas which will be supervised.
- Toilet breaks will be timetabled in 10 minute slots with only one child going to a designated toilet at a time. With four toilet blocks being used for separate groups this will mean 10 minute wait times)
- Classrooms will be arranged by teaching staff to ensure that sitting positions are at least 2 metres apart at key stage 2.
- Group sizes will be no more than 7 pupils.
- Each pupil will be allocated a named tray/ zip bag for their resources which they are to use as required.
- Children can bring a water bottle into school which will stay with them. Additional water will be provided by the staff member present.
- Children will be provided with a snack during the morning and lunch (free to all children and staff from Newydd Catering).

Planning and Organisation

1: Schools and settings should use the three weeks' notice period as a transition, in preparing for the increase of operations on the 29 June. It is expected that during this time, available staff would attend the site for at least some of this time, allowing them to familiarise themselves with the adjustments to operations and layout, practice social distancing and to plan for learning and teaching.

- Ysgol Derwen has completed a risk assessment in line with Flintshire CC, GwE and Compliance education.
- Ysgol Derwen will not follow the school timetable.
- Pupils will receive teaching which matches what is offered to those children who are home schooling.
- Staff will liaise with each other as appropriate to ensure pupil needs are met around curriculum.
- Pupils will remain in one classroom for their identified sessions.

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| | <ul style="list-style-type: none"> • There will be timetabled breaks outside of the classroom in allocated spaces. • Start and end time of sessions will be staggered and pupils will arrive / leave from a designated entrance / exit into the building. • Toilet times will be staggered. • Parents / carers will decide how their child travels to school. Pupils who normally walk to school can still do so. Ensuring social distancing is not the schools responsibility outside the school grounds. |
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Communicating plans

Schools and settings should provide clear communications to ensure parents and carers understand expectations. This could include:

- *advance notice from parents/carers on whether they will be sending their children*
 - *advise parents/carers to declare that their children haven't shown symptoms of COVID-19*
 - *reminding parents/carers of the importance of self-isolation where needed (based on the guidance above)*
 - *clarity on transport arrangements to and from school site, this will also include drop off and pick up*
 - *timing of school day- particularly if school is staggering start times*
 - *school entrance and exit points - this may be different from "normal" arrangements*
 - *eating arrangements*
 - *procedures if child falls ill during time in school*
 - *arrangements for groups of learners throughout the school day.*
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- **Ysgol Derwen Parents/ carers and pupils will be informed of the new schooling arrangements , the start and end times and how to enter and leave the building at the beginning and end of each session.**
 - **Parents will also be informed about behaviour expectations and social distancing measures which are in place and which must be adhered to.**

When open

Rooms should be large enough to ensure social distancing in line with guidance. Numbers in each should reflect staff availability and be kept as small as possible.

- Seating arrangements, games and activities should be remodelled to ensure appropriate distancing and to minimise physical contact. Wherever possible, using rooms for multiple groups of learners should be avoided.*
 - Movement between rooms should be kept to a minimum: ideally, when indoors staff and learners should use the same room. This avoids risk of transmission from room to room and keeps the number of people each person comes into contact with to a minimum. If a different shared space is needed for mealtimes, these should be staggered to avoid overcrowding.*
 - Where possible, spaces should be accessed directly from outside. Where spaces are accessed by corridors, schools and settings may wish to consider a one-way circulation system or markers to keep traffic of learners separate where they have to move.*
 - Similarly, schools and settings should ensure the use of toilets is managed to allow social distancing, while ensuring learners are as free as possible to use toilets.*
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- Ysgol Derwen Pupils will be in the same groupings (max 7) for each of their sessions.**
 - Staff will be allocated to a class / group for teaching.**
 - Pupils will be seated at the same allocated desk for all of their face to face support and all resources will be provided for at Key Stage 2.**
 - Breaks will be staggered throughout the day so adequate use of the outdoors can be met.**
 - Groups will be allocated a toilet area.**

For cleaning and hygiene:

General hygiene and preventative controls

Buildings must be cleaned regularly. Hard surfaces should be cleaned with warm soapy water or the normal cleaning products used. Particular attention should be given to clean 'high-touch' areas and surfaces. These areas should be cleaned at least once a day and more frequently in high use areas based on local assessment, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.

Rooms should be cleaned when different groups use a room.

Cleaning staff should maintain social distancing from each other and from staff and learners at all times.

Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily.

- All pupils and staff on arrival at school are expected to wash their hands / use hand sanitiser
- Regular opportunities will be given for children and staff to wash their hands.
- Children will be reminded daily about the importance of washing hands and social distancing.
- Each classroom / office space will be provided with anti-bacterial spray/wipes, so cleaning of surfaces can be done as necessary throughout the day.
- Hand sanitiser is available in every class and will be available throughout the day.
- Bins will be emptied at the end of each session.
- Windows should be opened as appropriate and certain corridor doors will be propped open if it safe to do so to allow air to circulate and to avoid the need to use hands to open them.
- Own clothes should be worn in school (Not Uniform) and they should be removed on arrival at home and washed before being worn again.*

***Covid-19 and school uniform**

Although we are working in exceptional times, our first priority remains to keep children safe. Therefore, in line with 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.

What happens if someone becomes unwell at an education setting?

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/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.

Suspected coronavirus (COVID-19)

- **Gloves, aprons and a fluid-resistant surgical mask** should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
- **Eye protection** should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- **Gloves and aprons** should be used when cleaning the areas where a person suspected of having COVID-19 has been.

- **At Ysgol Derwen the pupil will be moved either:**
 - **outside the building (weather permitting) with a designated member of staff.**
 - **or to a dedicated room (which will then need to be closed for 72 hours before a deep clean can take place) until they can be taken home by their parents.**
- **At Ysgol Derwen the pupil will use the toilet in the designated room area if needed.**
- **At Ysgol Derwen PPE boxes will be available to all year groups, when needed.**
- **At Ysgol Derwen the Head Teacher will discuss next steps with the member(s) of staff who have had contact with a suspected case. The well-being and safety of staff is the priority.**
- **In the case of a medical emergency, staff would wear full PPE and accompany the child in the ambulance with parents permission. Staff would volunteer to do this.**
- **In the case of resuscitation mouth to mouth would be at the discretion of the first aider.**

What happens if there is a confirmed case of Covid 19 in an education setting?

If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying those exposed, any child or staff member who is at increased risk and provide tailored infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.

The process should be handled sensitively and in confidence, for instance schools should not reveal anyone's identity.

Further information and questions and answers about Test, Trace, Protect can be found [on the Welsh Government website](#).

Wellbeing

Learners' well-being

The operation of a school or setting will have an important impact on learners' physical, mental and emotional and social well-being. When planning to increase operations, schools and staff should consider how this has an impact on well-being.

For example, staff should positively reinforce behaviours around social distancing and hygiene as opposed to stigmatising mistakes. Likewise, the timetable and layout should ensure that there are appropriate opportunities for breaks and time outdoors.

Schools and settings will be alert to identify and support learners who exhibit signs of distress. Pastoral care and bereavement support should be planned for and put in place.

- **Ysgol Derwen pupils will take part in a variety of activities over their time in school to support their wellbeing, discuss their time in lockdown and ideas to move forward. The focus will be on promoting emotional, physical and mental health over the coming months.**

Staff well-being

Schools and settings will need to consider the potential impacts on the health and well-being of staff and leaders, including work-life balance. There should be clear routes by which concerns can be raised with management and leadership. Timetabling and rotas should support staff's well-being and they should be given regular welfare breaks. It is also important to recognise that staff are not all necessarily required on site, not only for those who are unable to attend for health reasons, but also those staff working on remote learning on any given day. Minimising the number of staff on site can help lower transmission risks.

- **Ysgol Derwen staff will be asked to carry out their responsibilities whilst on site for no more than four days each week. Staff will not monitor Google Classroom on a Friday as they will need this time to plan and prepare for distance learning and undertake any professional development activities set.**
- **Staff will be expected to spend the majority of time in school with the same group of children, including any breaks and lunch times.**

- **All efforts will be made to ensure staff have some break time during the day but this will depend on the number of staff available each day.**

Additional information for staff working at Ysgol Derwen.

Hand sanitiser stations have been placed all classrooms and around school.

Laptops etc are not cleaned by cleaning staff so they should be cleaned before and after every use / as appropriate by staff.

Staff must NOT bring in any cleaning products from home as this contravenes COSHH regulations. This will be provided in each class.

Photocopying and laminating will be completed by **one** designated member of staff. Please put any photocopying in the assigned trays. Anti bacterial sprays/wipes will be provided and these pieces of equipment are to be cleaned before and after use.

Anti-bacterial wipe bottles are refillable. If the bottles require refilling please contact a member of SMT or Mr Bell.

Communicate with colleagues via email or phone rather than face to face where possible. Do NOT wander into offices spaces or other classrooms.

Avoid communal areas where possible - avoid non essential trips in the building.

Staff will have designated toilets(communal) depending on where they are working in the school. Please wipe down all surfaces touched before leaving with wipes provided.

All staff to maintain social distancing on the corridors

Staff - dress code - guidance suggests that clothes should be washed every night so please consider your dress. Relaxed dress code will be in place for the four weeks.

There will be no full staff meetings. If you need to meet with colleagues or the SMT, please ensure that social distancing measures are followed and that your room is large enough.

Staff to enter and exit the building via reception - one at a time - using hand sanitiser on entry. Please sign in using your tag.

Only allocated staff are allowed in the kitchen. All snack and lunch packs will be delivered by one designated member of staff.

Behaviour management - there will be no physical contact with pupils - if there are any concerns as regards behaviour / social distancing SMT must be informed immediately and the pupil will be sent home.

Staff Room

Staff room is out of use but each area of the school will have access to a kettle and fridge.
Staff must bring their own mugs in to school which must be taken home after every session.
Staff lunches will be provided on site.

Classrooms

Each classrooms furniture has been set up.

Registers are to be taken on paper copy on the door, data will be collected for the main office to enter information and then returned to the door. This will also act as a fire register.

Confidential