



Partial Re-opening for Haverfordwest Cluster  
St Aidan's Church in Wales V.A. School  
information for parents and carers

*This information is accurate and based on current guidance as of 17<sup>th</sup> June 2020, changes may occur as further guidance and directives are received from Welsh Government or the Local Authority*

**Travel to and from school**

- Whenever possible, we are asking parents and children to walk or cycle to school.
- If you find that you have to drive please ensure that only members of your family travel in the vehicle.
- Only one adult from each family to bring or collect your child/children from school please.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please ring or e-mail the School Office.
- Park responsibly at the bottom of the school drive and join the socially distanced queue to enter the school building. Leave your child with the member of school staff and exit the school premises as quickly as possible down the school drive. Do not wait for any length of time on the school premises.
- The car park and drive will be closed to all parents as the drive will be used as part of the one way system to exit the school grounds.

**Uniform**

- All children will require their own named water bottle; this must be thoroughly cleaned on a daily basis.
- Children should **not** bring anything else from home as everything will be provided – i.e. no school bags, stationery
- It is essential to send children to school in **clean clothing** each day.
- We would continue to encourage children to wear school uniform, but this is not essential.
- As there will be an emphasis on outdoor learning, a coat will be required.
- In sunny weather, apply the once-a-day type sun-cream to your child prior to dropping them off.
- We request that children **do not** wear face masks or coverings **whilst in school**. If masks are worn for the journey to school we politely request that parents keep the mask at drop off time and that it is **not** brought into school with the child.

<p><b>Key worker Drop off and Pick up</b></p> <ul style="list-style-type: none"> <li>• Children accessing Key Worker provision will arrive at school between <b>8:00am and 8:45am</b>.</li> <li>• Park responsibly at the bottom of the school drive and join the socially distanced queue to enter the school building. Staff will be on duty to welcome children into the school. Leave your child with the member of school staff and exit the school premises as quickly as possible. Do not wait for any length of time on the school premises.</li> <li>• If you need to collect your child early or if on the rare occasion, you find that you are going to be late, please telephone school and arrangements will be made for safe collection.</li> <li>• Parents who come to collect children, should observe the social distancing guidelines on the pavement (similar to supermarket queuing).</li> </ul>	<p><b>Teaching Pod Drop off and Pick up</b></p> <ul style="list-style-type: none"> <li>• There will be staggered arrival and collection times for each of the teaching pods in school.</li> <li>• We request that children arrive and are collected at the times specified to you under separate communication. Make every effort to be punctual, when dropping off and collecting your child, as late arrivals will impact upon the next group.</li> <li>• Park responsibly at the bottom of the school drive and join the socially distanced queue to enter the school building. Staff will be on duty to welcome children into the school. Leave your child with the member of school staff and exit the school premises as quickly as possible. Do not wait for any length of time on the school premises</li> <li>• If you need to collect your child early or if on the rare occasion, you find that you are going to be late, please telephone school and arrangements will be made for safe collection.</li> </ul>
<p><b>Teaching Pods:</b></p> <ul style="list-style-type: none"> <li>• School will be divided into several “Teaching Pods”</li> <li>• The pod structure will help to reduce the number of people that children and staff have contact with each day.</li> <li>• Children will have the opportunity to complete some home learning tasks whilst in the pod.</li> <li>• Key worker children will access their year group pod once a week as specified to you under separate communication.</li> <li>• Each teaching Pod will have its own set of resources, which will be cleaned in accordance with school policy.</li> </ul>	<p><b>Hygiene and cleanliness:</b></p> <ul style="list-style-type: none"> <li>• Children will wash/sterilise their hands on entry to their pod and will be reminded to wash their hands frequently during the day.</li> <li>• Tissues will be available.</li> <li>• Classrooms, toilets and doors will be cleaned regularly, throughout the day.</li> <li>• Classroom doors and windows will be kept open to aid ventilation.</li> <li>• Visual reminders, such as songs, videos and posters, will be used too, to reinforce the hand washing message and method.</li> </ul>
<p><b>Social Distancing - In the Classroom:</b></p> <ul style="list-style-type: none"> <li>• Each Pod will have its own set of furniture and equipment to ensure that social distancing is promoted.</li> <li>• The “Pod” will only have contact with their teacher and a very limited number of other adults.</li> <li>• Children will be allocated their own space within the class, this will include a table and chair for older children. .</li> <li>• Each child will have their own set of individual resources and equipment.</li> <li>• Routines will be developed to promote safe movement within the Pod.</li> </ul>	<p><b>Lunch Time:</b></p> <ul style="list-style-type: none"> <li>• All pupils and staff will be required to wash their hands in accordance with published guidance before and after eating.</li> <li>• Pupils are encouraged to have school dinners.</li> <li>• Lunch will be delivered to children in their Pod and they will eat their meal at their ‘pod’ table.</li> <li>• The lunch menu has been shared on Class Dojo. Dietary requirements will be met as usual.</li> <li>• Any children bringing their own packed lunch will be required to store their lunch box in a tray within their designated learning space.</li> </ul>

<ul style="list-style-type: none"> <li>• Lining-up times, will also be carefully managed to maintain social distancing.</li> <li>• Children will undertake all activities with the members of their Pod, for inside and outdoor learning.</li> <li>• Whole school activities, such as assemblies, will not take place.</li> </ul>	<p><b>Using outside areas:</b></p> <ul style="list-style-type: none"> <li>• Outdoor learning will be an integral part of the school day in order to promote positive physical and mental wellbeing,</li> <li>• Children will undertake all activities with the members of their Pod, for inside and outdoor learning.</li> <li>• Children will wash their hands prior to going outside and on entry back into the classroom.</li> </ul>
<p><b>Use of toilets:</b></p> <ul style="list-style-type: none"> <li>• Each Pod will have designated toilets for their use.</li> <li>• Children will wash their hands before and after using the toilet.</li> <li>• The number of pupils accessing the toilets will be limited to one at a time, to ensure social distancing.</li> <li>• Staff will clean toilets after use.</li> </ul>	<p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• First aiders will be available.</li> <li>• As always, if children feel unwell, they should let their teacher know.</li> <li>• Children falling ill during the school day will need to be collected by their parents immediately.</li> <li>• The Rainbow Room will be used following the appropriate protocol for this situation. Children will remain safely in the Rainbow Room until they are collected.</li> <li>• The Rainbow Room will be appropriately resourced as a first aid room.</li> </ul>
<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• Key worker parents wishing their child to child care provision should use the booking system and book before 5pm on Thursday 18<sup>th</sup> June. Sessions are available to cover shift patterns. If children can be cared for at home safely then this should continue to be the case.</li> <li>• Children who are shielding or live with someone who is shielding, should not attend school. They will continue to follow the Home Learning Programme.</li> <li>• Children who are in the vulnerable group or live with someone who is in the vulnerable group may attend school. An individual risk assessment would be undertaken.</li> <li>• No parent will be pressured to return their child to school and no fines will be issued for non-attendance. (You may receive a call to confirm absence following our usual procedures)</li> <li>• Only send your child to school on agreed days, as specified to you in separate communication.</li> <li>• To help protect the health and safety of all members of the school; any child who is unable to follow guidelines and instructions may be asked to stay at home.</li> </ul>	<p><b>Covid 19 Symptoms:</b></p> <ul style="list-style-type: none"> <li>• Children must not attend school if they have displayed any symptoms in the last 14 days.</li> <li>• If children have any of the following symptoms they must stay at home and you should contact school to let us know: <ul style="list-style-type: none"> <li>- Cough</li> <li>- Shortness of breath or difficulty breathing</li> <li>- Fever or chills</li> <li>- Muscle pain</li> <li>- Sore throat</li> <li>- New loss of taste or smell</li> </ul> </li> <li>• It is parents' responsibility to seek a test within 3-5 days of symptoms appearing.</li> <li>• If a positive case is confirmed, all members of the Pod including adults, will need to self-isolate for 14 days.</li> <li>• If a test proves negative, school will need proof of this result before the child returns to school.</li> <li>• If there appears to be a significant outbreak of the virus within school, then it is likely that the school will close again and deep cleaning will follow.</li> <li>• Do not send any child to school who is at all unwell.</li> </ul>
<p><b>Home-Learning</b></p> <ul style="list-style-type: none"> <li>• It is important that home-learning continues for all groups of learners, in the way it has been during the Lockdown period.</li> <li>• Teachers will continue to set work, for home-learning, and children will be given the opportunity to complete some of this at school.</li> </ul>	

- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.
- We will prioritise pupil emotional wellbeing.
- As teachers will be teaching in class more frequently, responses to home learning will not be as regularly given.

**Safeguarding**

If you have any safeguarding concerns please contact the school on 01437 731449 or email Mrs James on [james234@hwbcymru.net](mailto:james234@hwbcymru.net) or Mrs MacGarvie on [macgarview@hwbcymru.net](mailto:macgarview@hwbcymru.net) . If you fail to contact either of these, then please contact Child Care Assessment Team on 01437 776444, out of hours 03003332222 for advice