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**Richmond Park School,
Carmarthen**



15th June 2020

Dear Parents & Carers,

I hope you are all safe and well. As you can imagine it is an extremely challenging time for us as a school as we seek to plan our new provision from June 29th in line with Welsh Government guidelines published last week. Although it is a challenge we are looking forward to seeing our children return to school but before they can enter the site there are many things to organize. In effect we have to create a new school in two weeks.

I know that those of you that have answered the survey to say your children are returning to school before summer are eagerly awaiting our plans, but unfortunately, that will not be possible until we receive the full and final information from the Local Authority and that all plans have been signed off by the Governing Body and LA. It is our plan, as a school, to publish our plans towards the end of the week.

However, here's an idea of how we will operate when we re-open on 29th June:

Risk assessments and thorough plans will be in place so that we can do our best to minimize the risk of COVID-19. It is important to note that we will not be able to eradicate all risk – this is clearly stated in the Welsh Government guidance *'In Primary Schools, we recognize that it is not practicable to expect learners to maintain consistent social distancing of two metres.'*

- We will not be offering any child 8.30am to 3.15pm, 5 days a week. Over the 4 weeks, we aim to offer 4 sessions per KS2 child with no more than 8 in a classroom with no more than 2 adults as of 29/06/20. Foundation Phase children will be offered less provision than KS2 in accordance with their age. This could vary from 1 to 2 hours each session. This is the same for children in our Observation and Assessment Unit.
- Children will be placed into groups with children from their class – we are calling these bubbles. We are currently working on ensuring that pupils from families attend their bubbles on the same day – though this is not possible for all families and I apologise in advance. Once set, children will NOT be able to move between bubbles.
- There will be different arrival and departure gates and times and children will be dropped off by parents at the gate and not at the school building.
- The children will wash their hands immediately on arrival and regularly throughout the day. It is anticipated that outdoor sinks will be in place by 29/06.
- Parents will not be allowed into the school building. External professionals will not be allowed into the building.
- Where possible there will be a one-way system around school and staff will monitor any movement of children to ensure they adhere to the 2m social distancing.
- Children will be positively encouraged to keep a distance of 2m from each other. Posters and displays around school will remind your children of this as will staff.



- One child at a time will be able to use the toilet. One set of toilets will be reserved for each class but these will be unisex. This is to prevent cross contamination between bubbles of children.
- Comprehensive cleaning and hygiene procedures will be in place throughout the day - including cleaning surfaces, door handles, toilets etc during the day. This is not yet confirmed but I will not open the school until this vital part of the jigsaw is in place.
- Pupils will not be allowed to bring anything to school with them apart from a piece of fruit for breaktime. Water will be provided as will disposable cups. All equipment needed will be placed in an individual plastic zipper wallet for your child and labelled. Only your child will use this equipment.
- For the remainder of this term there will be no breakfast club provision or lunch provision. Children will return home for lunch if they have been in school for a session in the morning. Similarly, if your child is offered an afternoon session then they will need to have lunch before arriving at school.
- There will be break outside for children to play outside and they will do this within their group in a specific area of the playground. We will remind children to keep a social distance.
- There is no expectation from the Local Authority that staff use personal protective equipment (PPE) when undertaking routine activities in the classroom. However, should a member of staff wish to wear PPE then they are allowed to. PPE will be available for staff to undertake tasks where social distancing is not possible e.g. intimate care or first aid.
- All windows will be left open to ensure good circulation of air so children will need to dress in layers as they may get cold.
- No school uniform will be worn – however children will be expected to be in clean, fresh clothes, again to reduce the risk of cross contamination.
- There will be a dedicated isolation room to deal with a child who exhibits symptoms of COVID-19.
- We ask that only one parent drops off or picks up their child from school. We will tell you where to do this closer to the time.
- There will be no Youthclub or Clwb Cwl I am afraid until at least September.

We will be sharing more information with you over the next two weeks as we finalise our arrangements. The focus of sessions will be on the Well-being and Health of the children and not academic lessons as you may be expecting. Teachers will also be preparing the distance learning packages as they have been doing, maintaining contact with parents who do not send their children to school and preparing live or videoed sessions for home.

Staff will be in school, preparing their rooms, moving furniture, hanging posters, painting lines etc. I would like to emphasise that it is your choice to send your child back to school and I understand that this may be a difficult decision for many of you. As a Headteacher, I will respect your decision – either way! I aim to get more detailed information to you towards the end of the week with our finalized plans in order for you to make an informed decision. **We have worked out timetables to the best of our ability based on your answers to the survey and have assumed those that did not answer are not sending their children back. In order to make the school safe it is important that we are working with accurate information. Therefore, following the publication of more detailed information at the end of the week, I will be asking those that said yes to their child returning to school, to once again complete a survey to state whether your child(ren) will still be returning to school before the summer holidays or not.**

Kind regards,

Helen Luff ~ Headteacher