



## Pennar Community School – We Believe, We Achieve, We Succeed

### Partial Re-opening of the School

### Safety information for parents and carers

### “Check In, Catch Up, Prepare.”

#### Travel to and from school

- If possible, we are asking parents and children to walk, cycle or scooter to school.
- Only one adult from each family to bring or collect each child/ or 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. 01646684402  
admin.pennar@pembrokeshire.gov.uk

#### Drop off and Pick up

- We ask for the **Key stage 2** parents to drop off at the main gate at their given time and children to proceed directly to their nominated doors where they will be met by their teacher:  
**6T** - Main Entrance  
**5B** – Exterior Classroom door

#### Uniform

- Please send children to school in **clean clothing** each day.
- Children are **not** required to wear school uniform. Clothes suitable for PE lessons would be ideal.
- Jewellery is restricted to a watch and stud earrings. Pupils will be asked to remove any other items.
- Pupils with long hair are required to tie it up.
- As they will be outdoors a good deal, a coat will be required.
- The only items children are asked to bring to school are a coat, water bottle and lunch box. However, we would encourage you to have school dinners.
- Some staff may choose to wear face masks/coverings
- In sunny weather, please apply sun-cream to your child prior to dropping them off. (the Once-a-day type is recommended)

<p><b>4J</b> – Exterior Classroom door  <b>3G</b> – Exterior door and steps adjacent to 4J  When collecting KS2 pupils, parents are welcome to wait on the playground (Socially distancing) for their child to be dismissed and we ask that you leave the premises promptly to allow the next cohort to be collected. It is imperative that start and finish times are strictly adhered to.</p>	<ul style="list-style-type: none"> <li>• <b>Face masks are optional according to PCC as of 9/6/20 and pupils should be allowed to wear them if parents wish.</b></li> </ul>
<ul style="list-style-type: none"> <li>• We ask that <b>Foundation Phase</b> pupils be accompanied by one parent/carer to their nominated drop off/collection point. Appropriate social distancing markings will be in place for your convenience and we ask that you follow them. Your child’s class teacher will be there to greet them:  <b>2K</b> – Hall door.  <b>1/2 D</b> – Quiet Area  <b>R 1 H/P</b> – Exterior wooden gate accessed via the car park at the back of the building.  <b>R E</b> – Exterior wooden gate at the Early Years Reception. Please note, these sessions will be run by Mrs Murray. Please collect your children from the same points at the given collection time. We would appreciate prompt collection and departure to allow the next cohort to be collected.</li> </ul>	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• The normal school policy on behaviour will apply when the school reopens. In addition to this we will be operating a pandemic behaviour policy. This will follow the rules as set out in Welsh Government Policy on social distancing during the pandemic.</li> <li>• Pupils who consistently break these rules or fail to follow health and safety procedures and instructions, putting themselves and others at risk, may be asked to stay at home.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>There are no plans for nursery and Flying Start to return at the moment.</b></li> <li>• Children accessing Key Worker provision at the hub will arrive at school between <b>8:00am and 8:45am</b>. The children accessing hub provision can be dropped off by one adult at the exterior door of the hub adjacent to the early year’s entrance. It is essential that timings are adhered to allow access for Class RE.</li> <li>• <b>Please note, if children are booked into hub provision they will not be permitted to join their cohort to see their teacher (WG and PHW guidance)</b></li> </ul>	<p><b>Hygiene and cleanliness:</b></p> <ul style="list-style-type: none"> <li>• Children will wash their hands on entry to their bubble 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 and videos, will be used too, to reinforce the hand washing message and method.</li> </ul>
	<p><b>Bubbles:</b></p> <ul style="list-style-type: none"> <li>• School will be divided into several “Bubble Groups”</li> <li>• The bubble structure will help to reduce the number of people children and staff have contact with each day.</li> </ul>

<ul style="list-style-type: none"> <li>• If you need to collect your child early, then you will need to telephone the school to arrange this and you will be given instructions as to where to collect your child.</li> <li>• Parents who come to collect children, please observe the social distancing guidelines marked out. (similar to supermarket queuing!)</li> </ul>	<ul style="list-style-type: none"> <li>• We cannot guarantee pupils will be with their preferred friendship groups. We will try to accommodate family groups.</li> <li>• The key worker provision will have its own entrance and exit (external door adjacent to the Early Years entrance) and handwashing stations.</li> <li>• Children will have the opportunity to complete some home learning tasks in school.</li> </ul>
<p><b>Social Distancing - In the Classroom:</b></p> <ul style="list-style-type: none"> <li>• To ensure that social distancing is maintained; there will be tables and equipment for children only in the Bubble.</li> <li>• The “Bubble” of staff and children, will not have contact with other people throughout the day.</li> <li>• Children will be allocated their own table and chair within the class.</li> <li>• They will not share any equipment or resources with other children.</li> <li>• Children will only move from their table when asked by their named adult.</li> <li>• Lining -up times, will also be carefully managed to maintain social distancing.</li> <li>• Children will remain in their allocated space for the day; only leaving for breaks and physical activity, with their own small group of children.</li> <li>• Whole school activities, such as assemblies, will not take place.</li> </ul>	<p><b>Lunch Time:</b></p> <ul style="list-style-type: none"> <li>• Lunch will be served in the dining hall. This is will be a hot meal. Dietary requirements will be met as usual. Children will eat their lunch in the classroom, or possibly outside (depending on the weather).</li> <li>• Although this isn’t a directive, we would welcome as many children as possible having school dinners each day.</li> <li>• Children will need to bring their own snacks as no tuck shop will be in operation.</li> </ul> <p><b>Using outside areas:</b></p> <ul style="list-style-type: none"> <li>• We are keen that the children have regular time outdoors, with their small “Bubble Group.” This is good for their physical and mental wellbeing at this time.</li> <li>• There will be timetabled outdoor time both as part of their daily routine and also for break and lunchtimes.</li> <li>• When outdoors, children will only mix with children from their own bubble, maintaining social distancing.</li> <li>• This means they may have contact with children from 1 other classroom “Bubbles” during outdoor play times.</li> <li>• Children will wash their hands prior to going outside and on entry back into the classroom.</li> <li>• They will be reminded of the importance of social distancing whilst outdoors too.</li> </ul>

<p><b>Use of toilets:</b></p> <ul style="list-style-type: none"> <li>• Each bubble group will use the toilets within their Bubble.</li> <li>• Children will wash hands before using the toilet.</li> <li>• They will wash hands after use of the toilet.</li> <li>• Children will use 2m distancing when waiting to use the toilet.</li> <li>• Younger children will need to be as independent as possible, it will be good practice!</li> </ul>	<p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• First aiders will be available to be called upon.</li> <li>• If children feel unwell, they must let their teacher know.</li> <li>• The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others.</li> <li>• A safe room (Zoom Room) has been identified for pupils to be taken to whilst waiting to be collected. Collection will be from the Early Years reception.</li> <li>• Children falling ill during the school day will need to be collected by their parents immediately.</li> </ul>
<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• <b>Parents wishing their child to attend Key Worker provision will use the Booking System as usual. Sessions are available to be booked to cover working shift patterns.</b></li> <li>• Children who are shielding or live with someone who is shielding, should not be required to attend school. They will continue to follow the Home Learning Programme.</li> <li>• Children who are in or live with someone who is in a Vulnerable group may attend school, but must maintain strict social distancing.</li> <li>• No parent will be pressured to return their child to school and no fines will be issued for non-attendance. (Office staff may ring to confirm absence following our usual procedures)</li> <li>• Please do not send your child to school on any days other than the ones they have been booked in to attend.</li> <li>• <b>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 during this time.</b></li> </ul>	<p><b>Covid19 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>• If your child is displaying Covid symptoms, please keep them at home for seven days, whilst the rest of the household self-isolates for 14 days.</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, then the whole of the classroom bubble 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> </ul>

	<ul style="list-style-type: none"> <li>• If there appears to be a significant outbreak of the virus within school, then the school will likely close again and deep cleaning will follow.</li> <li>• Please 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> <li>• Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.</li> <li>• Work will also continue to prioritise pupil emotional wellbeing.</li> <li>• We are always happy to be given constructive feedback regarding home-learning, from parents and carers.</li> <li>• As teachers are now teaching in class more frequently, responses to home learning queries will not be as frequent. Please be patient as they will respond.</li> </ul>	
<p><b>Safeguarding</b>  If you have any safeguarding concerns please contact the school on 01646 684402 or by email <a href="mailto:Head.pennar@pembrokeshire.gov.uk">Head.pennar@pembrokeshire.gov.uk</a>,  Joanne Hinds( <a href="mailto:Edwardsj56@hwbmail.net">Edwardsj56@hwbmail.net</a> ) or Claire Thomas ( <a href="mailto:ThomasC161@hwbmail.net">ThomasC161@hwbmail.net</a> )</p>	

It is the intention of everyone at Pennar Community School to make the return to school as safe and purposeful as possible. Please feel free to ask any questions which arise at any time. We understand the usual daily contact with families will not be available but please be assured we will do our best to respond to all telephone and email queries as quickly as possible. Please note these arrangements may be subject to change as official guidance changes. We will inform you as soon as possible if this happens. Please remember, you are under no pressure to send your children back to school at this time, that decision is yours. Best wishes to you all. Stay Local, Stay Safe.

This is the timetable showing staggered start and finish times. Please adhere strictly to these times to ensure we do not have congestion at drop off points. School week will be from Monday to Thursday, school closed on Fridays for cleaning. The hub for key worker children will remain open on Fridays.

Cohort	START	BREAK	LUNCH	PM BREAK	END	YARD	STAFF
6T	855	10-1020	1130-1230 Food 1130-1200	120-140	300	Main Right	CT
5B	910	1020-1040	12-1 Food 12-1230	140-2	315	Main Right	JB
4J	855	1020-1040	1130-1230 Food 1130-1200	120-140	300	Main Right	EJ
3G	910	10-1020	12-1 Food 12-1230	140-2	315	Main Right	AG
2K	855	1020-1040	1130-1230 Food 1130-1200	120-140	300	Main Left	LK
1/2D	910	10-1020	1145-1245 Food 1145-1215	140-2	315	Main Left	RD
R/1 HP	910	1020-1040	1145-1245 Food 1145-1215	140-2	315	Main Left	MP/JH
RE	855	10-1020	1130-1230 Food 1130-1200	120-140	300	Main Left	EE
HUB	800 If required	1020-1040	1130-1230 Food 1130-1200	130-150	1700 If required	EY	MJW SR JM