



St Brigid's School Parent Information Booklet

Guidance and Expectations on re-opening

Dear Parents/Carers,

As you are aware, schools in Wales re-open to all pupils on June 29th 2020 at up to a third of their usual capacity. Over the last few weeks, the Senior Leadership Team have been working with Denbighshire County Council to ensure the safe return of our pupils and staff. Kirsty Williams, our Education Minister, has made it clear that the intention is to 'check-in' with pupils and prepare them for September, for three sessions over the return period.

Thank you for letting us know, in advance, whether your child(ren) will be returning on 29th June. Clear lines of communication are vital at this time, and please remember to contact school if your child or family display symptoms of COVID-19. This is to keep the whole school community safe. If you usually require transport from DCC, you must contact them and make arrangements via the usual routes.

I am sorry that from 29th June until the end of term, school is going to be different to 'normal'. As you know, we are living in very unusual times and we must all do our best to keep each other safe. In St. Brigid's School, we have calculated how many pupils can return from each class due to Social Distancing and have divided those who are returning into groups. The children shall remain within those groups throughout the duration of the day, to reduce any infection risk. Included in the figures are key worker children and vulnerable children. Please be aware that due to staffing levels and logistics of the school site, pupils may not be able to return to their usual class teacher. They will not return full time as, logistically, this is not possible. We fully understand that they will not see all their classmates, but we are mindful that this approach is best for all. The purpose of school has also changed as it will now focus on giving the children the opportunity to 'Check-in, Catch-up and Prepare' for summer and September as we all try and establish what the 'new-normal' may look like. We shall endeavour to ensure that our staff, pupils and parents are prepared – mentally, emotionally and practically for what lies ahead. We have created this booklet to help eliminate any worries and questions you may have and to assist, as much as possible, in your decision. It is not statutory for your child to return therefore we respect any decision you make regarding what is best for your children at this time. The online learning provision will continue until we 'break-up' for the Summer Holiday.

Please read this booklet and use it as a guide as to what to expect on return. I cannot thank you enough for your patience and understanding at this time and would like to make you aware that the content of this booklet may be subject to change, depending on a number of factors, but with the common goal of keeping everyone safe.

Should you have any further queries or concerns then please do get in contact with the school.

Kind regards,

Mrs Leah Crimes
(Headteacher)

Important:

Under no circumstances should learners attend school if they:

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.
- Have a shielding letter



Access to School and Site:

- Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport.
- Learners and parents / carers should not car share with other families.
- Learners are to remain in their car and will be collected by SLT.
- Parents are not to park their car, but simply wait in line to drop off their child(ren) at the single drop off point, and leave immediately thereafter.
- **Parents are not to exit their car and are kindly asked to leave immediately after dropping off their child(ren).**
- Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles.
- Learners travelling by public bus will be subject to social distancing rules.
- Gates for entry will be clearly identified and all others locked.
- SLT will be situated in the car park, in order to guide pupils.
- Signage is in place to help remind parents and pupils of school expectations. Markers will be placed on floor to denote 2m distance.
- One way system in place – signage denotes route.
- Designated route for all pupils to follow – once pupils on site, they are to go straight to their classes, where doors and windows will remain open for ventilation. No lining-up is required.
- Parents/carers are not to leave their vehicles but to telephone/email school if they need to pass on any concern or message.

Display of Symptoms in School

- Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school under any circumstances.
- If anyone becomes unwell when in school, they must leave school as soon as practical and follow self-isolation guidelines.
- School report any suspected incidence of Covid-19 symptoms to DCC.
- Those showing symptoms will be kept separate until they can be collected and taken home. Ideally, this will be in a separate room, supervised at a distance of two metres (Photography Mobile). All windows within the room shall be open to aid with ventilation and the child shall stay in that room until the parent can collect.

- Anyone displaying symptoms should stay at home for seven days.
- 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.
- No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. Parents/carers are to declare that the children haven't shown symptoms before they return to school.
- For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific 'shielding' measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. The Welsh Government does not expect these learners to attend schools or settings at this time, and they should continue to be supported at home as much as possible.
- Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. A deep clean of the area will be arranged.

Outbreak in School

- If there are multiple cases of COVID-19 in St. Brigid's School then experts from across the Public Health Wales and Denbighshire County Council 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. The school will not disclose any names should an outbreak occur. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.

First Aid

- If attending to any wounds, etc school staff will use Personal Protective Equipment (PPE) at all times. A face mask, gloves and aprons are available within the first aid room, and within each classroom. Face shields and goggles will be in the first aid room.
- Parent / carer needs to give permission for learner to attend their doctor's surgery or hospital during pandemic.
- If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice.
- Usual procedure, in line with school policy and risk assessment, will be followed if a learner was seriously injured or someone with a medical condition needed to be admitted to hospital.
- A designated person will take the child to hospital if the parent / carer cannot collect the learner and have given consent.
- Any children that have had a toileting accident are dealt with as per school policy with increased PPE and greater independence encouraged.



Children arriving for school

- **Drop-off at school is between 8.30 am and 9am.**
- Social distancing rules to be followed once on school premises.
- Children will be dropped off in the car park. This eliminates any unnecessary additional footfall on the school premises and play areas.
- All children will proceed straight to their classrooms whereby a member of staff will be supervising along the route.
- Parents must exit the school grounds immediately after dropping their children at the school.
- All learners to wash /sanitize their hands thoroughly prior to / or on entering the class.
- All doors (apart from fire, toilet and security doors) to be kept open to minimise contamination.
- **If parents wish to speak to staff member they can do so via telephone, email or through digital learning platform. Should parents wish to meet with the class teacher then an agreed time and date will be organised within a room which adheres to the social distancing guidance.**

Whole School Collective Worship

- No whole school collective assemblies.
- Collective worship to be held in individual classes daily.
- No 'Golden Time' in Primary.

Travel around the school

- Groups of children shall remain in their classes with the same staff member.
- DCC have provided calculations to ensure correct capacity for each class.
- No child will access anywhere within the building but their classes and their designated toilet.
- **No pupil will be allowed into the Main Building.**
- Social distancing will be mapped and marked across school using cones/tape.
- Posters reminding of social distancing clear for all.
- Minimise travel around the school by staying in the same classroom throughout the day.
- Timetable for toilet breaks: 1 pupil admitted at one time.
- A designated staff member will be responsible for disinfecting door handles, taps and flusher once used. Children can access the toilets throughout the day with the cleaning routine to follow.
- All doors apart from fire, toilet and security doors to be kept open.
- If weather is bad, classroom-based activities only, unless toilet breaks needed.
- All doors / surfaces to be wiped regularly: between circulating activities, before and after snack and lunch.
- Each primary child has a learning pack which includes work and any equipment they require. Secondary pupils must bring their own pen/pencil/ruler/eraser

(which will then be left in school), this minimises sharing and cross contamination.

Foundation Phase

- Carpet/sitting time to be kept to a minimum.
- Learners will sit on a designated child-friendly mark on the carpet.
- Large equipment e.g. bikes, scooters, cars, to be sanitised after use.
- Learners to come to school in clothing suitable for outdoor learning, including hats and sunscreen. Children to apply their own sunscreen at home before arriving at school.
- Outdoor learning is highly encouraged although distancing from other groups is a must.
- Classroom activities to be on a rotation basis whereby equipment can be cleaned if necessary.
- 1 adult available for every group.

Play Times

- Use of outdoors, if appropriate, through outside class doors to minimise travel around the school.
- Appropriate level of staff supervision during break times.
- Common snack areas to remain closed and snacks of fruit will be provided for learners to eat in class.
- All learners to wash/sanitise hands on return from break.
- Ensure that learners who understand social distancing but choose not to follow are reminded of what is required in a friendly manner.
- Wet play times: children to remain in class and maintain social distancing as usual.
- Break times will be timetabled adhering to social distancing policies. This limits children to not mixing outside of their groups. The groups cannot mix; even with social distancing.

Lunch Times (if applicable)

- The school day will end at 1pm. If pupils need to have school lunch this will be ordered and delivered to the classrooms. No food to be brought to school to avoid cross-contamination.
- Lunch at school is **optional**.
- Children will eat their lunches at their designated desks within their classroom.
- Pupils will wash/sanitise their hands before and after eating and dispose of rubbish within the bins provided.
- Tables will be removed of clutter, disinfected, and visually clean before providing the meal / snack. Tables will be cleaned after lunch.
- Staff to supervise their group outside at all times.
- No sharing of food is be permitted.
- Pupils can bring in their own water bottle for use throughout the day.



Cleaning Routines

- Extensive clean of whole school has already completed.
- Cleaning staff have been reinstated their normal working hours in preparation for opening. We will also have additional cleaning staff working throughout the day.
- Cleaning staff to ensure that all surfaces are cleaned at the end of the day/shift.
- School planned for closure on Fridays for extensive cleaning .
- Allocated staff to clean surfaces, door handles and equipment throughout the day and toilets and wash basins after use by each group.
- **Handwashing** is prioritised over use of hand sanitisers.

Distance and Continued Learning

- As learner numbers increase over time - models will be revised to reflect various options.
- School will be a 4 day rota with closure to non-vulnerable or non-key worker children on a Friday.
- No staff will go between groups.
- Hub staff will provide childcare for vulnerable and key worker children all week.
- Teachers will remain in contact with distance learners at a time convenient to themselves: This could be before, after, during school hours.
- Staff will assist the children with their learning as well as provide activities that promote their wellbeing, physical and creative development.
- A 'Catch Up' constitutes how the children are getting on, what they may need at home to help them (resources etc) and for them to get the opportunity to see their friends and teachers again.
- 'Check Ins' are required whereby staff give children the chance to discuss, share their thoughts and feelings and reflect on how best to deal with them.
- 'Prepare' is a chance to prepare the children for the new normal. Teaching strategies on solving problems, persevering and how to access help are needed for when they are distance learning and rules and guidelines need to be shared regularly, whilst in school, around how to stay safe and what is expected. These rules are likely to be in force for a long time therefore the children need to be aware of what they are and why they are!



Sixth Form:

Year 12 learners will also be able to return to school from 29th June, should they so wish, in order to 'Check in, Catch up and Prepare' alongside the rest of the school community. The instructions above concerning arrival at the school, health and safety and organisation of the school day, will also apply to Sixth Form students. In addition, please note the following:

- Advanced Level and BTEC courses will continue to be delivered online. This will ensure equality of provision for all students at St. Brigid's. Work will be set and assessed via the Hwb/Google Classrooms, as has been done since lockdown. Teachers may also deliver some lessons in a more interactive way, for example through Microsoft Teams, in order to facilitate students' questions and to generate discussion.
- There will not be any movement between St. Brigid's School and Denbigh High School as per usual Denbigh Consortium arrangements. This is to prevent cross-contamination between the two school sites and to keep all learners and staff as safe as possible. All relevant work for consortium students will continue to be delivered online.
- UCAS and Careers - as of the 29th June, there will be an opportunity to discuss UCAS applications as well as any other career pathways, in school, with the Head of Sixth Form. Students will be able to draft personal statements and work on their online application. If any students are unable to attend school at this time, the Head of Sixth Form will arrange to telephone them at home to discuss these matters. Please be assured that no-one will be disadvantaged by not attending school at this time.

Timetable - Morning drop-off at school is between 8.30 am and 9am.

Foundation Phase -Key Stage 5 will follow the same timings for the school day over the next four weeks.

Primary

Week 1	R/1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Space	YEAR R/1/2 CLASSROOM	YEAR R/1/2 CLASSROOM			HALL	
Monday	GROUP A /B				ALL	
Tuesday	GROUP C				ALL	
Wednesday		GROUP A/B			ALL	
Thursday		GROUP C				ALL

Week 2	R/1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Space	YEAR R/1/2 CLASSROOM	YEAR R/1/2 CLASSROOM				HALL
Monday	GROUP A /B					ALL
Tuesday	GROUP C					ALL
Wednesday		GROUP A/B	ALL			
Thursday		GROUP C	ALL			

Week 3	R/1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Space	YEAR R/1/2 CLASSROOM	YEAR R/1/2 CLASSROOM	HALL			
Monday	GROUP A /B		ALL			
Tuesday	GROUP C			ALL		
Wednesday		GROUP A/B		ALL		
Thursday		GROUP C		ALL		

The group that your child is in will be sent to you separately

Secondary

Max. number of pupils per group = 6 (Long Lab = 8)

Key Stage 3/4

From 9am-1pm:

	Mon	Tues	Wed	Thurs
Week 1	Yr 10	Yr 9	Yr 8	Yr 7
Week 2	Yr 10	Yr 9	Yr 8	Yr 7
Week 3	Yr 10	Yr 9	Yr 8	Yr 7

Room	Maths Rm 1	Maths Rm 2	Long Lab	Year 6 Rm	Year 5 Rm	D.O.L	Welsh Rm	History Rm
	Gp 1	Gp 2	Gp 3	Gp 4	Gp 5	Gp 6	Gp 7	Gp 8
Registration & Collective								
Class Worship								
9.00-9.30								
Period 1								
9.30 -10.25								
Comfort Break								
10.25-10.35								
Period 2								
10.35 -11.30								
Toilet Break	A				B			
11.30 – 12.00								
Period 3								
12.00-1.00								
End of School Day or Lunch								

Toilet Break rota

11.30 -12.00

Groups A 11.30-11.45

Groups B 11.45 - 12.00

Key Stage 5 (Sixth Form- Year 12 only)

Room	Year 6 Rm A/B/C/D
GROUP	
Registration 9.00-9.30	
Period 1 9.30 -10.30	
Comfort Break 10.30 – 11.00	
Period 2 11.00 -12.00	
Period 3 12.00-1.00	
End of School Day or Lunch	

4 Groups

A/B/CD are to go to CR1

A = Monday

B = Tuesday

C = Wednesday

D = Thursday

- Breakfast club will continue as usual from 8am but only for our **key worker and vulnerable children** in the first instance.

School Uniform

- No child is required to wear school uniform on return to school on June 29th
- Clothes should not be re-worn the following day.
- Clothing suitable for outdoor use is encouraged.
- Warm clothing is encouraged as doors and windows will be left open as much as possible to aid with ventilation. The children will also be outdoors for as much as the weather allows.
- Casual clothing must be appropriate for school – crop tops, very short skirts or shorts are not permitted.

Please contact scollins@st-brigids.denbighshire.sch.uk as a matter of urgency if your circumstances have changed with regard to June 29th. IF YOU HAVE NOT INFORMED SCHOOL THAT YOU CHILD(REN) IS/ARE RETURNING FOR THIS PROVISION THERE IS A DANGER THAT THEY CANNOT BE ACCOMMODATED.