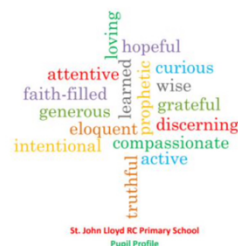




**Ysgol Gynradd
St John Lloyd RC
Primary School**

Brynbara Way, Trowbridge, Cardiff CF3 1SX
Tel 029 20777690 E-Mail: stjohnlloydprm@cardiff.gov.uk
Headteacher. Mrs C Hart B.Ed. (Hons) N.P.Q.H.



St John Lloyd RC Primary School

Covid 19 Re-opening Policy & Procedure

Health and safety

*The washing of hands is paramount. All pupils must wash their hands for 20secs when entering a new room, after returning from the toilet, cloakroom or any outside areas.

* There will be a one way system for movement around the outside of the buildings. Pupils will attend and leave SJL at staggered times.

*There will be 2m marking at all doors that are used for pick up and drop off. Pupils will come directly into class and go out to play through their designated doors.

*There is no access to the halls or other areas for pupils other then designated classrooms and toilets

* Pupils to use designated class toilets, one at a time only.

*Hand sanitiser, cloths, paper rolls, anti bac wash & Milton will be available in each classroom (provided by the LA).

*The cleaning of areas and all hard surfaces will be carried out by Cardiff Local Authority in line with WG advice and guidance.

*There are signs in the school reinforcing social distancing and washing of hands.

Fire alarm/ drills & procedures

*In the case of a fire alarm, fire doors to be wedged open so pupils / staff are not touching doors / handles.

*If the fire alarm sounds staff and pupils should keep to 2m social distancing . All staff and pupils should assemble on the usual fire drill assembly areas (ie Juniors in Infant yard and Infants in Junior yard)

*There are currently no planned maintenance or drills during school hours.

Classroom organisation & structure

* Pupils will be split into alphabetical “bubbles” in their year group. The same teacher will teach the same bubble of pupils . This ensures that the same staff/ pupils mix (whilst socially distancing). Maximum number of pupils per bubble is 10 (1/3 of capacity) <https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/>

*Class teachers are responsible for setting up their own classes, organising individual devices and wiping down devices & work surfaces each day.

*All equipment used in the classroom will need to be sprayed with Milton before re-use at the end of the school day. Any stationary used by pupils must come from home. No sharing of stationary. Please let AM know if you are running low of anything.

*It is essential that cover staff are only in the classes & times identified in the cover timetable. This is to keep the contact to a minimum, unless passed by CH/JI.

Teaching & Learning

*Year groups will be split into 5/4 groups. Online learning will be set by the class teacher and continue in the same way as it is currently operating for every day the week.

*On the day that the each year group are in they will follow what they would have been expected to do via the online learning in the morning session. The afternoon session will be a RE / ELSA activity .

Teaching at SJL will consist of ;

*Pupils to work on devices and upload the activities to their google classroom/ hwb account. They will not be working in their normal exercise books

* It will be the responsibility for the class teacher to mark their current own pupils work on the online platforms in the same way as they do now.

*They will not mark the work of the group that they are teaching @ SJL if they are not in their normal class/ year group, this will be the responsibility of the normal class teacher. These teachers are their to support the pupils learning when completing the online tasks.

*For example on a Monday, Y6 pupils will complete the online work that has been set by LB/RH/EG @ SJL. Other teachers will support the Literacy and Numeracy. They will not mark the work it will be marked by LB/RH/EG on the pupils online platforms. On a Tuesday it will be Y5 teachers responsibility to set and mark, Wednesday Y4 teachers and so on.

*Numeracy will be as it is now, the pupils will watch the numeracy lesson (we will set the pupils by their numeracy level in their letter bubbles) and then complete the

Collins activity uploaded to the online platforms. Teachers are there to support the learning of the numeracy and any misconceptions.

<https://www.stjohnlloydrcprimaryschool.co.uk/online-maths/>

* It is the responsibility of class/ year group teacher to inform the teaching staff of what they have set the pupils online.

*RE must be a mixture of come and see, ten ten and fertile heart. This has come from Archdioceses.

*There must be an emphasis on outdoor learning within Early Years.

Office area

The only access to the office will be contact through the protected glassed hatch. Please use the classroom phone where possible to contact staff.

Photocopying room

Only 1 person may use the photocopier at any time.

Break & Lunchtime Arrangements

*The kitchen will not be operational, all pupils will bring a packed lunch to be eaten in their designated classrooms.

*Lunchtime will be covered by a staggered staffing timetable.

*The staffroom may provide sealed tea, coffee, hot chocolate, sweetener/sugar, and individually wrapped biscuits. Please bring your own cutlery and mug.

*Staff to use the staff room for Lunch & Breaks (7 max to allow for social distancing).

Isolation Rooms

The ELSA rooms in both buildings will be used as isolation rooms.

Attendance St John Lloyd RC Primary school.

If you become ill the most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

*a new continuous cough

*a high temperature

*a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you have received a shielding letter from NHS Wales and have been classified in the EXTREMELY VULNERABLE group then there is no expectancy to attend.