**Cynllun Unigol Ailagor Graddol Ysgolion Medi 2020~**

**Schools’ individual reopening Plan September 2020**

**Ysgol Llwyn Yr Eos**

**DYDDIAD/ DATE: WEDI’I GWBLHAU GAN/ COMPLETED BY:**

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| **Adran/ Section**  | **Gweithredu/ Implementation** | ✓  |
| 1.1 Maint dosbarthiadau a niferoedd disgyblion ~ Class sizes and pupil numbers | Contact Groups will be as follows:**NURSERY** 10 pupils ‘morning/8 pupils’ afternoon Louise Flynn/Rachel Lloyd Thomas Sharon Davies/Rhodri Eastment.**RECEPTION**22 PupilsCeri BonnerRhodri EastmentKara Jenkins**YEAR 1**28 PupilsLucy DaviesJulie Thomas Julie Lloyd**YEAR 2**28 pupilsDonna FitchesShan Davies/Tracey Northover**YEAR 3**25 pupilsRachel Lloyd Thomas/Catrin ArthurAnna Gwillim/Morwenna Grey**YEAR 4** 26 Pupils Emlyn jonesSimon Northover **YEAR 5** 29 pupils Louise M PridmoreJulie Evans/Hilary Farrow**YEAR 6 (1)**28 pupils Jane ThorogoodSuzanne Llewelyn**YEAR 6 (2)**28 pupilsCatrin Medi Pugh JonesEvelyn Evans/Michelle Pierrepoint **ALC 1**11 pupilsJenny Mansfield/Kay Sandford Joan Morgan/Vicki FlintLynne Adams **ALC 2**11 pupilsKath GaskellMelanie Haynes/Alana Davies/ Helen Ricketts **PILI PALA**13 pupils Laura MayosJanice Jones/Becky Wakelin/Nerys Davies/Emma Jones/Anna Williams/Gillian Evans/Michelle Mansell/Andrea Evans **ENFYS**9 pupilsNic PughJane Jones/Lilwen Evans /Ellie Pope/Tania Oldfield/Seren Dimmock/Leslie Bettinson/Morwenna Grey/Kham/Kayley Turpin/Katie Westbury. First 2 weeks will be phased following timetable provided by Local Authority.Parents have been informed Pupils will be seated forward facing in KS2 (and when appropriate in the Foundation Phase) |  |
| 2.1 Staffio ~ Staffing | Use of staff room kept to minimum (no more than 2 members of staff at a time). Staff will be encouraged to use outdoor areas when weather allows. Social distancing measures will be enforced at all times. Each member of staff will be provided with protocol for Entry/Exiting School (Appendix 3) and Poster of things to remember (Appendix 4)Each member of staff has been informed of the following:* Need to be on school site from 1 September regardless of whether contact group is back in school
* Need to leave school site at approximately 3.45pm

School will allocate dedicated supply teacher to address staff absence. HLTA’s will cover staff absences as appropriate.  |  |
| 3.1 Property/Legionella/Fire/ Emergency Lights Testing | 1. General visual check of school property completed on weekly basis
2. Testing of Fire alarms completed on weekly basis
3. Testing of emergency lights completed on monthly basis
4. Flushing of water outlets (legionella testing) completed on weekly basis
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| 4.1 Mynediad ac allanfeydd ~ Entry and exit points | * Staff and pupils will enter through and exit through allocated doorways.
* Parents will drop off and collect children from allocated doorways
* Only one parent will be able to drop off/collect each day.
* No parents should be present on school site
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| 5.1 Coridorau ~ Corridors | One-way system clearly labelled with arrows and black and yellow tape in place  |  |
| 6.1 Ystafelloedd Ynysu ~ Isolation rooms | * Isolation Room 1 = Junior Meeting Room
* Isolation Room 2 = Infant Staff Room.
* Isolation rooms stocked with items listed in guidance document
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| 7.1 Canlyniad Covid-19 cadarnhaol ~ Positive tests for Covid-19 | Protocols shared with all staff.  |  |
| 8.1 Offer Diogelu Personol ~ Personal Protection Equipment (PPE) | * PPE received
* Staff aware of how to use PPE (Appendix 9 and 10)
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| 9.1 Nwyddau hylendid ~ Hygiene products | * Plenty of Soap, sanitiser and hand cream available
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| 10.1 Golchi dwylo ~ Hand washing | * Hand washing posters placed around school (Appendix 13)
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| 11.1 Tai bach ~ Toilets | * Every classroom has designated a toilet
* Unisex arrangements will continue.
* Additional cleaning of toilets during the day is being organised.
* Each child aware of need to use hand sanitiser before entering toilet block and need to thoroughly clean hands (for 20 seconds and using soap) after using the toilet.
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| 12.1 Hylendid mewn dosbarthiadau ~ Hygiene within classrooms | Pedal bin located in each classroomEnsure that staff are aware of hygiene requirements:* Ensure staff/pupils have washed hands before entering classroom
* Support staff will clean and wipe down high use surfaces and door handles after each class movement i.e. break times/ lunchtime etc.
* Place any equipment which you require cleaner to clean in designated class area.
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| 13.1 Thermomedrau ~ Thermometers | Temperature taking is as follows:* Each child’s temperature taken in the classroom with a forehead thermometer following taking the day’s register or other arrangement before they reach classroom
* Any pupils with a temperature of 37.8oC or above will need to be sent to the isolation room and parents contacted to collect
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| 14.1 Trefniadau egwyl ~ Breaktime arrangements | Break times will be as follows:

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| **Junior Break Times:*** Junior break times will be staggered. The yard will be split into 3 areas. We will put out cones to mark out these areas.
* 10.15-10.30 ALC 2, Year 2 & Eos 1
* 10.30-10.45 Eos 2, Eos 3 & Eos 4
* Break times will work as follows: A system of staggered breaktimes for different year groups will ensure everything possible is done to ensure social distancing is followed.

**Infant Break Times**

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| **Class** | **Where?** | **Time** |
| **Enfys** | Own play areas |  |
| **Nursery** | Own play areas |  |
| **Reception** | Main playground | 10.15- 10.30 am |
| **Year 1** | Main playground | 10.30- 10.45 |
| **Dolphins** | Own play areas |  |
| **Pili Pala** | Own play areas |  |

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For groups sharing break times zones have been created. |  |
| 15.1 Trefniadau cinio ~ Lunchtime arrangements | * Ensure each parent is aware of need to bring packed lunch, ice pack for the first two weeks (i.e. until 11 September) and water bottle every day
* Split lunch times will take place for the juniors and infants.
* There will be 3 sittings work in the juniors
* 11.30am Year 2 & ALC 2
* 12pm Year 3 & 4
* 12.30pm Year 5 & 6
* Perspex dividers will be used to maintain correct social distancing at all times.
* Parents are aware that there are currently no breakfast, after school club or emergency childcare hub
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| 16.1 Ymbellhau cymdeithasol ~ Social distancing | * Social distancing posters placed around school
* Parents informed of social distancing/ limiting contact groups arrangements
* During drop off and pick up parents will be informed of where to drop and pick up their children as described in 14.1.
* Social distancing will have to be observed at all times. This will be closely monitored.
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| 17.1 Gwacáu adeilad ~ Evacuation of building | * Children will leave their class room through the fire door in the classroom.
* The school will assign fire assembly points on each yard and remind the pupils to stay 2 metres apart when lining up.
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| 18.1 Trafnidiaeth: manau gollwng a chodi~ Transport Drop off and pick up points | * Children arriving in taxis will stop in areas allocated for each resource base.
* No pupils are brought to school on buses
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| 19.1 Profi staff ar gyfer Covid-19 ~ Testing of Staff for Covid-19  | * Ensure all staff are aware of testing procedures
* Staff will use referral form supplied by LEA
* Senior Management will ask the member of staff if they are willing to consent to them sharing the result with them when it is

received and for it to be shared with Senior Officers in the Council to aid in the tracking of the virus locally. * The referral form will be sent to: CLOadmin@ceredigion.gov.uk
* The referral will be screened and triaged by the health board and if appropriate arranging for a test to be carried out. The test result will be given to the member of staff directly. Senior Management will ask the member of staff to inform them of the outcome of the triage/test, in order that the appropriate classification can be uploaded to the staff members Ceri profile in relation to absence. Senior Management make a welfare

contact with the staff member 4-5 days after the referral is made in order to offer support and guidance if appropriate.  |  |
| 20.1 Trefniadau ar gyfer Gwasanaethau Ysgolion ~ Arrangements for school assemblies | Arrangements for Assemblies will be: * Weekly school assemblies will be provided on video. Pupils will watch the assembly in their classrooms on the Clever Touch screens.
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| 21.1 Trefniadau ar gyfer gwersi chwaraeon ~ Arrangement for PE lessons | * PE lessons will be held outside if at all possible. The halls can be used if it is raining but social distancing rules will be observed at all times.
* Pupils will come to school in PE kit.
* Pupils changing: Pupils will continue to change in their allocated classrooms whilst observing social distancing rules.
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| 22.1 Cymorth Cyntaf ~ First Aid | Staff who have the necessary First Aid qualification: **QA Level 3 Award – First Aid at Work (RQF)*** Shan Davies
* Tracey Northover
* Sharon Davies
* Julie Lloyd
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| 23.1 School’s Gradual Reopening Plan | **N/A** |  |
| 24.1 Pupils attending school | * Pupils will attend school in their school uniform
* Pupils place bags in zoned areas of cloakroom/outside class
* Staff have been informed of registration process and codes (Appendix 27)
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| 25.1 Risk Assessments | Insert completed risk assessments (Appendix 24) |  |
| 26.1 Staff and pupil wellbeing | Staff and pupils aware of counselling arrangements (Appendix 18)Arrangements for virtual counselling are in place.Wellbeing Guidance for each key stage received |  |
| 27.1 Use of face coverings | Protocol for face coverings:* Learners instructed not to touch face coverings if they choose to wear them.
* Wash hands on arrival to school and dispose of temporary face coverings in a pedal bin or place reusable coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom
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