



# Ysgol Gynradd **Tycroes** Primary School

*Pontarddulais Road, Tycroes, Ammanford, SA18 3QD  
Pennaeth / Headteacher: Mrs Sally-Anne Watts  
BA(Ed)Hons, DipEd, NPQH*

Dear Parent/Carer,

Following the successful return of our Foundation Phase pupils, Welsh Government has now outlined plans for a return to school for our Key Stage 2 pupils. The following information includes return plans for Key Stage 2 children, but also changes to some timings and arrangements for Foundation Phase children which have been necessary to facilitate a safe, wider reopening.

We will continue to follow the guidance set out by Welsh Government for a cautious, progressive and safe return to school. A summary of the plan is outlined below:

- **From Tuesday 9<sup>th</sup> March to Friday 12<sup>th</sup> March** teachers will take a day for planning and preparation. **Tuesday** will be Mrs Thomas (Y5), **Thursday** will be Mr Randel (Y6) and Mrs Carby, and **Friday** will be Mrs Jones (Y3) and Mrs Rees (Y4). On the day when your child's teacher is involved in a planning and preparation day, the teacher will not be available to provide online support and there will be no live sessions for that class. Activities will be available, but these may not be the same as the usual tasks set. For some children, this may be a perfect opportunity to catch up on any work they may have missed over the last 7 or so weeks.
- On **Monday 15<sup>th</sup> March**, half of each class will be invited to return for the full day.
- On **Tuesday 16<sup>th</sup> March**, the remaining half of each class will be invited to attend for the full day.
- Classes will be split into two halves alphabetically, according to our registers. This will allow siblings to attend on the same days to make it easier for parents to organise. Therefore, the first half of the register will come into school on Monday and the second half of the register will come into school on Tuesday.
- From **Wednesday 17<sup>th</sup> March**, all children across all Key Stage 2 classes will return to school full time.
- Pupils who require critical worker hub provision on Monday 15<sup>th</sup> and Tuesday 16<sup>th</sup> March can request this via the usual booking form which will be live from Monday 8<sup>th</sup> March at 9am and will close on Wednesday 10<sup>th</sup> March at 5pm as usual. Hub provision will be available from 8:45am to 3:15pm every day for children of critical workers, **but this is only available for current Hub users**. If you are a critical worker and a new Hub user, you should contact the school to discuss the options. Additional places may be able to be

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granted in exceptional circumstances, but this cannot be guaranteed due to staffing levels.

- Where parents choose to keep their child at home temporarily, you will be contacted by the school to discuss a Re-Engagement Plan in line with Local Authority guidance, with a view to support your child's return to school as quickly as possible.

	Class to return	Children Surnames
Monday 15 <sup>th</sup> March	Year 3	A to M
	Year 4	A to J
	Year 5	A to I
	Year 6	A to J
Tuesday 16 <sup>th</sup> March	Year 3	N to Z
	Year 4	K to Z
	Year 5	J to Z
	Year 6	K to Z
Wednesday 17 <sup>th</sup> March	All classes	All children

Please understand that we are making changes to the way we operate in order to keep everyone within our school community as safe as possible. We want to continue and build on the face-to-face learning and prevent a return to further restrictions and lockdown. We are therefore providing further measures to keep the pupils and staff as safe as possible. These include:

- Staff wearing face coverings (unless medically exempt) where 2m social distancing cannot be maintained.
- Limited instances of staff needing to work across classes. This is to prevent the mixing of bubbles which could provide further transmission and risk.
- Staff have access to testing twice a week to ensure they are Covid free.
- Revisiting the Risk Assessment to ensure all staff adhere to the safe practices which have been put in place.

We are fully aware that there is a possibility that we are faced with further partial closures across the school if we see groups needing to self-isolate or further rises in positive cases, but we are applying our best endeavours to minimise this risk.

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Our plans will be monitored and reviewed at regular intervals and any further changes will be made as necessary in line with advice and guidance from the Local Authority and/or at a National level from the Welsh Government.

### **Preparing your child**

Please remind your child about what to expect and talk to them about the importance of handwashing and the 'catch it, bin it, kill it' for sneezes and coughs. Uniform will be optional, but we do encourage warm and comfortable clothing as the children may be spending a longer proportion of time in the outdoors. It will be important for your child to wear a warm, waterproof coat and shoes.

### **School dinners**

School catering is now fully operational and school meals will be available daily. Please book school meals in the usual way through Parent Pay. Parents of those pupils in receipt of Free School Meals should also book meals on Parent Pay as direct bank account payments will be provided to you until Easter.

### **Breakfast Provision and After School Clubs.**

Due to staffing challenges and in order to minimise the staff contacts and the mixing of contact groups, Breakfast Club will not resume before Easter. You may be aware that three members of the Breakfast Club staff left us just before Christmas to retire or to take up other employment, and we are currently waiting for new staff to be appointed. Unfortunately, we do not have the capacity in our own staffing levels to cover these posts. As soon as the posts have been appointed, we can review the possibility of providing Breakfast Club supervision. We will, however, be providing a breakfast bag and children will have the opportunity to eat this in their class at the beginning of the school day. ***This is not a childcare offer and will not be available prior to the start of the school day.*** Parents will be asked to inform the school via a booking form if food is required. The link closes will close every Thursday evening at 5pm so that the catering team can order food on Friday for the following week. The link is below.

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4\\_TzS3ZEGUCRtgHRR5k1dl794svU1Hi7DegyWwEp5URDBQMEFPVVRHS1czVjE1UTcyVFpTRFRZQi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5k1dl794svU1Hi7DegyWwEp5URDBQMEFPVVRHS1czVjE1UTcyVFpTRFRZQi4u)

Discussions to re-open After School Club are ongoing to find the safest solution. You will be informed as soon as After School Club has plans to re-open.

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## Drop off and collection

In order to avoid too many parents and children arriving at the same time, we will be staggering the arrival and pick-up times. We politely request that only one parent accompanies the child, and that the one-way system is followed. **All adults must wear face coverings whilst on school ground unless medically exempt.**

Please see the **new timetable** for drop-off and collection below. ***Please note the changes to the Nursery/Reception times, and some changes to drop off and collection points.***

Class	Drop off	Collection point	Drop off time	Collection time
Nursery (Pre-arranged children)	FP entrance	FP entrance	Between 9:10am & 9:20am	Between 2:40pm & 2:50pm
Reception	Hall side door	Hall side door	Between 9:10am & 9:20am	Between 2:40pm & 2:50pm
Year 1	FP entrance	FP entrance	Between 9:00am & 9:10am	Between 2:50pm & 3:00pm
Year 2	Hall side door	Hall side door	Between 9:00am & 9:10am	Between 2:50pm & 3:00pm
Year 3	Main entrance	Main entrance	Between 8:45am & 8:55am	Between 2:50pm & 3:00pm
Year 4	Main entrance (wait in car park in designated area)	Main entrance	Between 9:00am & 9:10am	Between 3:05pm & 3:15pm
Year 5	Year 5 door (through gate behind shelter to junior yard)	Year 5 door (through gate behind shelter to junior yard)	Between 8:45am & 8:55am	Between 3:00pm & 3:10pm
Year 6	Year 6 fire door (FP entrance)	Year 6 fire door (FP entrance)	Between 8:45am & 8:55am	Between 3:00pm & 3:10pm

Please do not arrive earlier than your allotted time. You should arrive anytime within the 10-minute time slot. It is much safer and more helpful if not everyone arrives at their earliest time within their allotted ten minutes! There will be designated places in the front car park for children to be held until it is safe and clear for the class to go in. Staff will be on duty in the designated areas from the start of the time slot. For junior parents, when the staff member arrives to supervise, we would request that you then leave as quickly as possible to minimise the number of adults in the designated area. Please remember, that you should remain with your child until a staff member arrives. After dropping off your child, please follow the one-way system to exit the school grounds.

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If you have siblings in the school, it is useful to drop off and collect at times within the 10-minute slot which help to reduce the length of time you need to be waiting. Remember, you don't need to be there at the beginning of the time slot for every child.

We kindly request that you follow the procedures, markings and rules in place. This includes social distancing, the one-way system, set times and leaving the school promptly after dropping of your child. Safety is our priority and we have put many protective measures in place to ensure that the school environment is as safe as is possibly can be for our staff and your child. I must emphasise that you have a huge part to play by following the guidelines that we have set out for you. Please note that parents will not be able to access the school building, including the reception area of the school, unless there are exceptional circumstances.

### **In the community**

We are extremely grateful to all those parents, family members and pupils who have followed the strict lockdown restrictions which have now allowed all children to return to school. Your efforts have helped reduce the virus rates, but there is always the potential for cases to rise if we do not make it our responsibility to abide by the rules. Now that our children can return to school, let's all work to keep it this way. Since Foundation Phase has re-opened, most parents have been fantastic at following the rules, but there have also been some incidences of parents congregating for a chat outside the gates. Nobody wants to find themselves in another lockdown with further school closures. To ensure this doesn't happen, I would urge you to work with us by following our procedures, and in doing so, protect every child's opportunity to continue their education in school with their friends and teachers.

Thank you for your continued support.

Yours sincerely,



Mrs Sally-Anne Watts  
**Headteacher**

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