



Ysgol Hafod Lon,
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Dear Parent / Guardian,

I would like to take this opportunity to thank you as parents for your full co-operation during this transition period.

These first three weeks have been successful in

- Giving new pupils who are joining the school a taster and familiarization period.
- Prepare a gradual transition period for the pupils, giving them an opportunity to be in their classrooms but in smaller groups.
- Give an opportunity for the staff to assess pupils' skills in smaller groups which will be of benefit when planning a curriculum for your child after the 21st of September.
- Give the pupils an opportunity to get used to changes in the school routine (e.g. dinner time) with smaller groups, before extending the new routine to the whole class.
- Consider how the school works with the new guidelines and arrangements..

- We have devised our plans for the Autumn term but these may need to change if any guidance changes over time and/or circumstances of transmission in the community change.

- As part of our updated risk assessment we will need to continue with some adjustments to our school day in line with government guidance. These remain similar to those that I informed you of just before we broke up for the summer term and include-

The Classes and Specialist Rooms

- Pupils will remain class based for the majority of the school day to limit the movement around school.
- We will be using all our equipment and specialist rooms, and the staff who will be working with the children will disinfect the learning areas after use. There will be sanitizing equipment in each classroom for this purpose.
- Social distancing- You will fully appreciate that for many of pupils they are unable to adhere to any social distancing rules and therefore this is acknowledged in our risk assessment as something we have little control over. Where we are able to maintain some form of social distancing then obviously we will always attempt to.
- Hall and corridors have been measured ready for the 2 meter rule with regards to social distancing.
- Staff and pupils where possible will be wearing masks in the corridor and any communal areas.

Hydro Pool and Leisure Centre

- We await further guidelines before we re-open the hydro pool.
- The local leisure centre have informed us that we are currently not able to use the pool. This will be reviewed by the Leisure Centre at the end of the term.

Work Experience and the use of Mini Buses

- Unfortunately we will not be arranging work experience outside the school and will review arrangements after half term.
- Off-site activities will unfortunately have to be postponed but we will keep this under constant review as this is a key part of our curriculum.

Medical Information/illness

- We are pleased to confirm that health care workers are back working at the school.
- We expect a visit by the Physiotherapy department before the end of the month although they are still only dealing with emergency cases.
- We are awaiting a return date by the Speech therapy team but they are available virtually if we need them.

Sickness

- If your child shows Covid-19 symptoms he/she will have to stay home and you will need to arrange a test.
- If any member of the family shows Covid-19 symptoms, your child will have to stay home for 14 days or until a negative test is confirmed.
- If your child shows symptoms during the day, we will contact you immediately.
- If there is a confirmed positive case in the school Track and Trace will make contact with all relevant parties. They will advise on any further action such as self-isolation.

Can we kindly ask you to ensure the school have your correct and most up to date contact details. Thank you

Personal Care and Hygiene Arrangements

- Pupils will be able to wash their hands or use a 'hand sanitiser' as they arrive at the school.
- Staff will wear full PPE to attend to pupils who need personal care or first aid during the day.
- Toilets and high touch areas such as door handles will be cleaned regularly during the day.
- Staff will disinfect equipment and resources in the classroom during the day.
- Pupils will be encouraged and supported to wash their hands regularly in class and hand sanitisers will also be available.
- Classrooms will be cleaned thoroughly at the end of the day.
- We kindly ask that your child wears clean clothes every day when attending school due to this we will be flexible on the need to wear school uniform as we know how hard it is to wash and dry clothes during the winter months.
- We are to limit the items that pupils bring into school each day but again we need to appreciate the environment we work in and this ruling won't always work in our school. I know you will understand this. Between home and school we will work together in ensuring we take a practical and safe as possible approach to ensuring our school environment continues to be a place of safety and pupils feel relaxed.
- Home/school diaries will continue as we feel strongly that good communication between school and home is essential during these difficult times.
- We will also continue to use the Seesaw app and Google Classroom as these have been very successful.

Arrivals and Departures

- The school will work within its usual hours with doors opening at 8.55a.m. using rules which are already in place for dropping pupils off.
- A member of staff will meet your child to escort them into the building. We kindly ask you not to assemble in the area at the front of the entrance.

Break time / Dinner time

- The pupils' break time will follow a timetable to limit the number of pupils outside at any one time.
- The pupils will need to wash their hands before and after break/dinner time.

School Dinner

- The school will prepare dinner or the pupils can bring a packed lunch from home.
- Every empty container will have to be taken home.
- Children will eat dinner in class temporarily to avoid larger groups coming together in the canteen.
- The current price for school dinner is £2.50 a day
- We would be grateful if you could pay your child's dinner money using our online system, if you need further details please contact Catrin Evans at the school. If this is not possible please put the money in an envelope with your child's name and class written clearly on the front. Dinner money will be collected on a Friday. Thank you.

School Holidays

26 October – 30 October 2020 (Half term)

21 December 2020 - 1 January 2021 (Christmas Holiday)

15 February- 19 February 2021 (Half term)

29 March – 9 April 2021 (Easter Holiday)

3 Mai 2021 (May day)

31 May – 4 June, 2021 (Half term)

21 July - 31 August 2021 (Summer holiday)

Training days

This school year we have 6 training days for staff where the school will not be open for the pupils. We will inform you of these dates in due course.

Complaints Procedure

The local Education Authority, in accordance with the requirements of the Secretary of State, has established a procedure by which governing bodies of Local Education Schools should act in cases of complaints regarding the curriculum and related matters. However, it should be pointed out that most complaints can be dealt with quickly and efficiently by discussing the matter with the Head Teacher. This should be the reasonable first step and the Governing Body would expect this to have been undertaken before recording a formal complaint.

Visiting Arrangements

During this time we are only allowing essential visitors in to school. We class an essential visitor as one who is essential to the health, wellbeing or educational need of the pupils. Any of these visitors need to pre-book and follow the schools guidelines. In order to limit the risk of transmission of the virus, face to face meetings are not being held on site. That does not mean that you should not contact the school if you have a concern. You are free to phone or email the school to discuss any issues you may have and we continue to encourage parents and carers to do this promptly

Annual Reviews and statutory meetings

We plan to continue with these meetings however they will now be held virtually through Microsoft TEAMS. More information will be made available in the coming weeks.

As previously stated, your support is sincerely appreciated; I fully acknowledge this has been a hugely challenging time for many of you and likewise for the staff too. We will all be relieved to return to something that resembles the life of Hafod Lon before the pandemic outbreak. We pride ourselves on being a very happy and vibrant school that has a strong community and nurturing feel. We will return to this despite the challenges we face.

I know this may still be an anxious time for some of you but please feel reassured that we will work together on any concerns you may have as we both want the best for your child.

We hope that the above information answers the majority of your enquiries. This will be the 'new normal' for the time being.

It is important you understand the above can change at short-notice if the Welsh Government's guidelines change.

Yours faithfully,