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## YSGOL BRO ALUN

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August 31<sup>st</sup> 2020

Dear parents and carers,

Below is relevant information for parents and carers regarding dropping off and collecting arrangements at the school for when we reopen. The information has been put together based on guidance from the Welsh Government and the reopening risk assessment completed by the school.

We have also had to take into consideration the restrictions we are facing due to the current building work at the school, in particular, the fact that we only have one entrance / path in an out of the school at the moment. When the building work has ended, things will be easier; we will look again at the arrangements and let you know about any changes.

### General information

- We won't be staggering school starting times in the morning and ending times in the afternoon initially. However, we will be monitoring this very carefully over the first few days and weeks and will make changes if deemed necessary. It is very important for you to follow the dropping off and collecting guidelines below.
- **Parents and carers should walk to and from school where possible**
- If transport needs to be used, you should avoid public transport
- Members of different families shouldn't travel together in the same vehicle.
- **Please remember that only staff and those with a blue badge are allowed to park in the school's car park from September onwards (see message on school website / app from August 30<sup>th</sup>).**
- **Only one parent / carer / member of family / other adult should come to the school to drop off or collect to limit the numbers on school grounds.**
- We are extending the time you'll be able to bring your child to school in the mornings to be **8:45am – 9:00am**. At the end of the day, everyone will finish at **3:15pm (Reception to Year 6)**.

## **Entrance and Exit**

Everybody will need to use the entrance to the right of the car park gates (photo 1), as this is currently the only entrance we have, and then use the path (photo 2). The path is wide enough and has been split in two and marked in the area where parents and carers will have to pass each other.

## **Breakfast club and collecting from the After School Club**

- Come in to the school grounds through the entrance mentioned above (photo 1) and cross the car park carefully to the path that leads to the school's main door (photo 3). After leaving your child with the breakfast club staff / collecting from after school club by the main door, return the same way to leave the school grounds. Please don't go further than the desk by the door.

## **Cylch Meithrin, Meithrin class, Reception class (see 'Dropping off and collecting' document for photos)**

- Come in to the school grounds through the entrance mentioned above (photo 1) and cross the car park carefully to the path that leads to the main entrance (photo 3). Continue along the path, passed the main door and to the relevant gate in the green fence. After leaving your child with staff, return the same way to leave the school grounds. The same arrangements are to be followed when collecting your child from the Cylch / Nursery (end of morning) or Reception class (end of the day).

## **Years 1 and 2 (see 'Dropping off and collecting' document for photos)**

### **Dropping off in the mornings**

- Come in to the school grounds through the entrance mentioned above (photo 1) and continue along the path (photo 2) around the car park to the end of the path. Go through the gate at the end of the path and walk to the hall outer door. This is where you will leave your child with staff and they will be taken to their classrooms. To leave the school grounds, please walk down the little path opposite the hall door, across the car park, join the path in photo 2 and leave through the entrance (photo 1).

### **Collecting in the afternoons**

**Alarch class** – the pupils will be let out through the **main door** by Mrs Fisher's office. You will need to come to the main door by coming into the school grounds through the entrance in photo 1, cross the car park carefully and walk along the path in photo 3. Return the same way after collecting your child.

**Drudwen and Brân class** – pupils from these two classes will be let out by the gate in the tall green fence by the hall outer doors (see photo in the 'Dropping off and collecting arrangements' document). After coming in through the entrance in photo 1, cross the car park carefully and wait on the grassed area by the fence and the staff will bring the children to you.

**Years 3, 4, 5 a and 6** (see 'Dropping off and collecting' document for photos)

### **Dropping off in the mornings**

Come in to the school grounds through the entrance mentioned above (photo 1) and continue along the path (photo 2) around the car park to the end of the path. Go through the gate at the end of the path. You will leave your child with staff that will be at the other side of this gate.

The, to leave the school grounds, continue to walk to the little path that leads from the hall's outer door, across the car park, join the path (photo 2) to leave through the entrance (photo 1).

### **Collecting in the afternoons**

Come in to the school grounds through the entrance mentioned above (photo 1) and continue along the path (photo 2) around the car park to the end of the path. Go through the gate at the end of the path, turn to the right and through the small gate on the corner of the school and on to the yard at the back of the school. The children will be let out of the classes to meet you on the yard (as is usual for Years 3-6).

To leave, go back through the small gate on the corner, walk to the path that leads from the hall's outer door (**not back down the path you came up**), across the car park, join the path (photo 2) and out through the entrance (photo 1).

## **Brothers and Sisters**

### **Dropping off in the morning**

The older sibling can go in through the class of the younger sibling (hall door in the case of Year 1/2 and then on to their own classes (there will be staff there to help) OR drop off the younger child and then follow the above arrangements for the older child.

### **Collecting in the afternoons**

The older sibling will have been taken to the younger siblings' class (main door / outer hall door in the case of Years 1 and 2) and will come out with the younger sibling.

### **Please remember:**

- Parents and carers won't be allowed to enter the school building. If there are any messages, you should phone, email or pass the message on to staff when dropping off or collecting.
- Everyone must follow the 2 metre social distancing rules especially if you need to wait for a short while at the end of the day. Also, please be patient by the entrance (photo 1).
- Please take care if having to cross the car park; it will be safer now with less cars there.

There will be staff to assist you around the school during the first few days. As you can gather from reading the above information, it hasn't been easy deciding on these arrangements in very difficult circumstances. We'd appreciate your co-operation to keep to these arrangements. As mentioned, we will be monitoring and reviewing these and informing you of any necessary changes.

With thanks beforehand for your co-operation,

Osian Jones