



YSGOL PLAS COCH

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Dear parents and carers,

Below is information for parents and carers regarding bringing your children to the school and collecting them at the end of the day when we reopen. The information is based on guidance from The Welsh Government and the risk assessment completed by the school:

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 consider walking 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
- **Only staff and those that have been given prior permission to park in the staff car park are to park there.**
- **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 **3:30pm (Reception to Year 6)**.

Breakfast club

- Walk up the main path and drop your child off by the desk just inside the main door. Leave the school grounds by going through the gate that's to the right of the main door, follow the path through the gate on the corner of Year 5/6 (marked with arrows) and continue along the path to leave next to the car park exit gate. **Please do not walk back down the main path, as there could be parents and children walking up the path to meet you.**

Foundation Phase (Nursery, Reception, Years 1 and 2)

- You will need to walk up the main path, turn left and walk around the school, passing the Nursery outdoor area and around to the Foundation Phase yard and drop your child off by his / her class patio door. There will be members of staff on the yard to direct you to the correct classroom during the first few days.
- You will collect your child from this door at the end of the morning (Nursery) and afternoon (Reception to Year 6).
- After dropping your child off by the class door, you will need to continue to walk around the school and along the path that will take you out of the school grounds next to the car park exit gate. The path has been marked with arrows.
- When waiting outside the classrooms at the end of the day, please ensure that you follow the social distancing requirements.

Key Stage 2 (Years 3, 4, 5 and 6)

- You will need to walk up the main path and then fork to the right before getting to the main door, through the gate and on to the next gate on the corner of Mr Geraint Jones' Year 5/6 class (where Year 3-6 pupils are usually dropped off). There will be a member of staff there every morning to receive the children from parents and to take any messages.
- From this point, the children will make their way to their classrooms. During the first few days, staff will escort the children to their classes, especially those that have moved from Year 2 to Year 3.
- After dropping your child off by the gate, you will need to join the path that leads out of the school grounds next to the car park exit gate.
- At the end of the day, the arrangements will be slightly different to the mornings - you will need to walk up the main path, turn left and walk around the school, passing the Nursery outdoor area, the Foundation Phase yard and around to your child's class patio door. After you've collected your child, follow the path that leads out of the school grounds next to the car park exit gate.

Brothers and Sisters

For those with children in The Foundation phase and Key Stage 2, you can do one of two things in the mornings:

- After walking up the main path, send your eldest child from Year 3, 4, 5 or 6 on his / her own through the gate on the right of the main door to the member of staff by the gate on the corner of Mr Geraint Jones' Year 5/ 6

class and then take your youngest child, following the instructions above for Foundation Phase children,

or

- After walking up the main path, walk with all your children to the left around to the Foundation Phase yard, drop off your youngest child by his / her class and then continue on to drop off your eldest child by his / her classroom door before continuing on along the path that leads out of the school next to the car park exit gate.

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 by the classroom doors / Year 5/6 corner gate
- 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.
- Social distancing will need to be followed if using the crossing patrol outside the school. The area has been marked in 2 metre intervals as well.

There will be staff to assist you around the school during the first few days. We will be monitoring the arrangements and will let you know if we need to make any changes.

Thank you for your co-operation,

Osian Jones