

HOWELL'S SCHOOL

➤➤ RECONNECT ◀◀

PREP SCHOOL



HOWELL'S PREP SCHOOL

Llandaff

GDST
GIRLS' DAY SCHOOL TRUST



N U R T U R I N G E X C E L L E N C E

HOWELL'S SCHOOL RECONNECT

Further to the Welsh Government's announcement to reopen schools on the 29th June, we are so pleased to be welcoming our girls back into school and to have this opportunity to ReConnect the Howell's community. I am delighted that nearly all our girls have confirmed they will be returning to school during this period.

We have planned the ReConnect weeks to ensure our girls have the best possible opportunity to check in with their teachers in person, to meet up with their friends and to prepare for what we very much hope is a wider return in September.

We have worked hard in designing a programme that will see all girls that are due to return next year having a full week on-site, together with their peers and teachers. We feel this is the best possible experience for the girls and will bring the community together as much as possible in these challenging times, whilst of course ensuring the safety and wellbeing of all.



Sally Davis

Sally Davis,
Principal

HEALTH & SAFETY MEASURES

The return to school has been designed with the following principles in mind:

- ▶ Avoiding contact with anyone with symptoms – staff and students must stay at home if showing any symptoms or in contact with those with symptoms
- ▶ Emphasising procedures on site to reduce opportunities for the virus to be passed on through frequent hand cleaning, good respiratory practices and minimising contact or mixing (with social distancing where appropriate)
- ▶ Removing or killing the virus where we can through regular cleaning and disinfecting of the School



HEALTH & SAFETY MEASURES

Coronavirus

**Wash your hands
with soap and water
more often
for 20 seconds**

Use a tissue to turn off the tap.
Dry hands thoroughly.



HM Government



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

SAFETY OF THE HOWELL'S COMMUNITY

To ensure our students and staff are kept as safe as possible, to maintain social distancing, enhanced cleaning regimes, and full compliance with Welsh Government guidance the following measures will be in place:

- ▶ Enhanced cleaning regimes, including a full thorough clean of all areas to be used
- ▶ A fogging machine has been purchased and staff trained in its use to ensure a thorough sanitisation
- ▶ Increased cleaning capacity and enhanced cleaning protocols in line with Welsh Government guidance
- ▶ Additional outside hand washing facilities – extra sinks have been installed to ensure regular and thorough hand washing, particularly on entrance and departure or after any movement away from the dedicated desks



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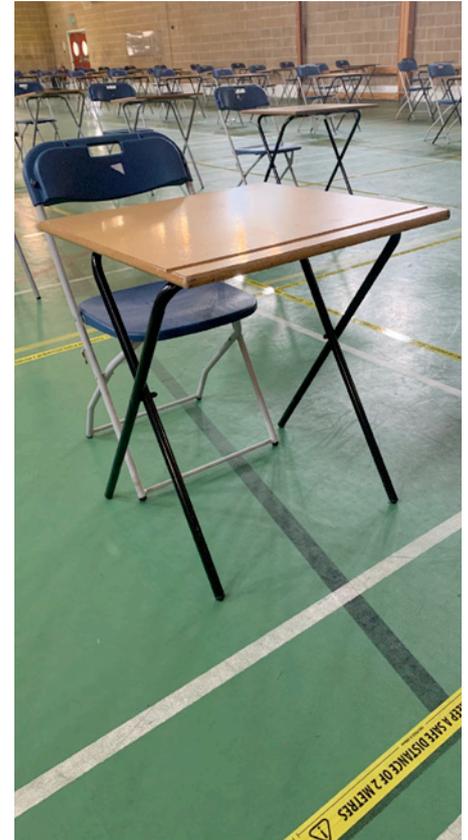
- ▶ Phased drop-off, collection and time outside of the classroom for all year groups
- ▶ Minimised movement of girls – each girl will be allocated a dedicated desk for her use only for the whole week
- ▶ Social distancing measures will be in place throughout the site, with staff supervision at all times
- ▶ One way and single file routes have been established
- ▶ Individual classes will be divided across two classrooms, enabling social distancing, and a smaller cohort. Excess furniture will be removed to avoid the temptation amongst our younger girls to move closer to one another
- ▶ Dedicated toilet facilities for each class, with frequent cleaning
- ▶ Full PPE available to all staff if required, with a dedicated quarantine area for anyone with suspected symptoms
- ▶ Staff training and guidance has been given to all staff to ensure full understanding and compliance



SAFETY OF THE HOWELL'S COMMUNITY

What parents need to do to ensure the safety of the Howell's Community:

- ▶ Do not send your daughter to school if she is unwell (not just COVID-19 symptoms). Also, please don't send her to school if she or anyone else with whom she has been in close contact has experienced any COVID-19 symptoms within the last 14 days
- ▶ Report any suspected or confirmed COVID-19 cases in your daughter or close contacts to the School and follow the Welsh Government requirements for isolation, testing and reporting
- ▶ Ensure that your daughter arrives on time (but not too early) for their allocated arrival time and you must also arrive promptly for her collection time. Anyone who arrives after their allotted arrival time may be asked to wait until other girls are seated or if too late may not be permitted to attend that day
- ▶ It is recommended that girls do not use public transport or share lifts with anyone from outside of their household



SAFETY OF THE HOWELL'S COMMUNITY

- ▶ Parents must not enter any school buildings unless it is urgent. Please telephone us from your car if you have a query
- ▶ Ensure your daughter attends school in clean clothes each day. She should wear her summer uniform or PE kit, but if her school shoes do not fit, please do not worry; let her wear sensible shoes. Her clothes should be washed every day at the maximum permissible temperature
- ▶ Ensure your daughter brings:
 - A suitable packed lunch (with cool pack if needed) drink and snacks
 - Weather appropriate coat
 - A small hand sanitiser and tissues for personal use only
 - A pencil case containing a pencil, rubber, sharpener and coloured pencils



SAFETY OF THE HOWELL'S COMMUNITY

- ▶ Parents will be informed of any behaviour by their daughter which puts the safety or health of others at risk including not listening to or adhering to social distancing guidance or instructions. This will result in a parent being asked to collect their daughter immediately and it is likely that she will not be permitted to return for the duration of their ReConnect week
- ▶ Whilst the Welsh Government guidance does not recommend the use of face masks in educational settings, there may be some parents who would like their daughter to wear these – this is perfectly acceptable, but these must be washed and dried daily
- ▶ Parents must be available to collect their daughter at short notice, should this be necessary in cases of illness or wider student safety



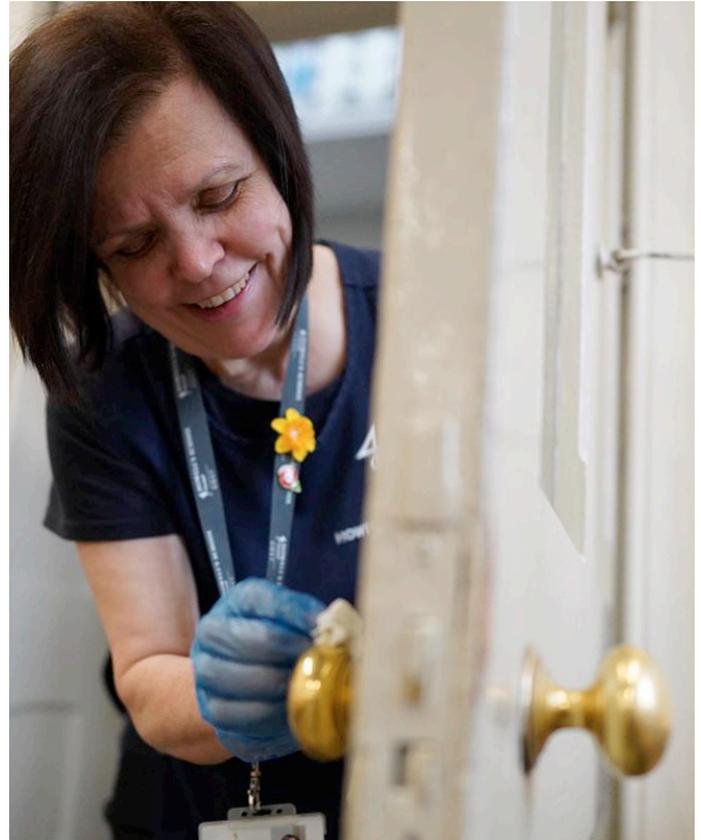
SAFETY OF THE HOWELL'S COMMUNITY

Drop-off

There will be Howell's staff on duty from **8.30am** to help ensure drop-off goes smoothly. No parent cars should be on site before then. A reminder that drop-off times are as follows and should be adhered to. Girls will not be accepted by Mrs Ashill until their drop-off time. This is to ensure the safety of all.

Time	Week 1	Week 2	Week 3
8.45	5J	5S	3S, 6S
9.00	4J	3J, 4S	Year 2, 6J
9.15	Nursery, RJ, 1S	Nursery, RS	Nursery, 1J

- ▶ Mrs Ashill will be sitting at a table across the side lane to meet all girls in the Prep School
- ▶ All Prep School parents should enter the school car park at the front of the school which backs onto Cardiff Road by the entrance nearest the roundabout



SAFETY OF THE HOWELL'S COMMUNITY

- ▶ Nursery and Reception parents should park in the car park in the designated area and accompany their daughter to Mrs Ashill. All other parents should stop at the 'drop-off' point which will be clearly marked, and their daughter should get out of the car there and report to Mrs Ashill. Parents should remain in their cars
- ▶ Members of staff will be waiting with ropes for the girls to hold while walking to class to maintain the 2 metre social distance guidelines and will be taken by the staff to the outdoor sinks to wash their hands and then to the appropriate classroom. (We have six members of staff doing this so the girls will move off quickly). The ropes are cleaned after every usage



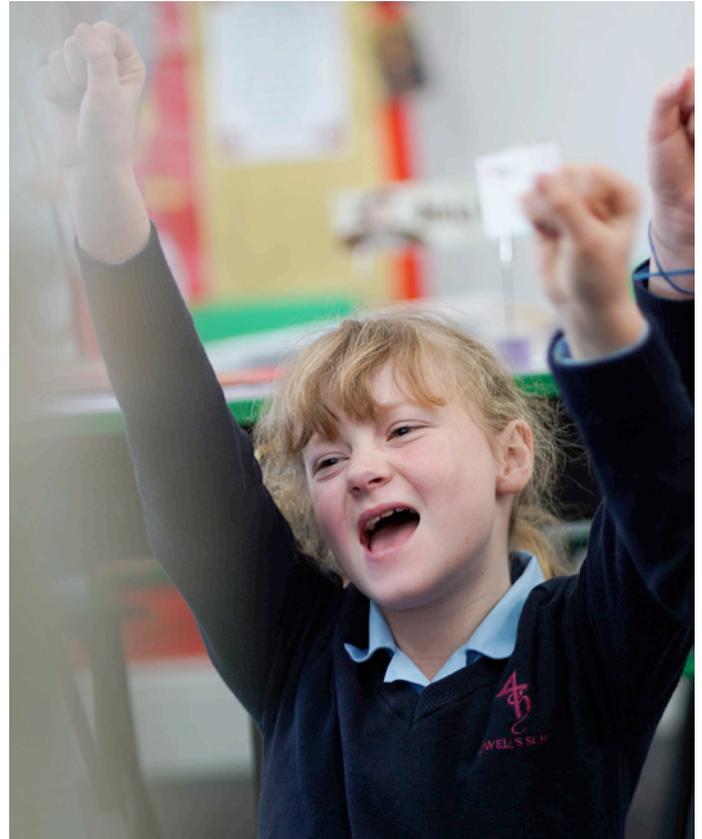
SAFETY OF THE HOWELL'S COMMUNITY

Pick-up

A reminder that the pick-up times are as follows and should be adhered to:

Time	Week 1	Week 2	Week 3
2.30	Nursery, RJ, 1S	Nursery, RS	Nursery, 1J
2.45	5J	5S	3S, 6S
3.00	4J	3J, 4S	Year 2, 6J

- ▶ Mrs Ashill will be at the table for you to collect your daughter
- ▶ All parents should park in the front car park and wait in their car until it is their designated time for pick-up



SAFETY OF THE HOWELL'S COMMUNITY

- ▶ Parents should wait at 2 metre distances queuing from the table at their designated time and collect their daughter from Mrs Ashill. Your daughter will have washed her hands after leaving the classroom before joining you. She will be brought using the ropes to help social distancing
- ▶ Everyone should return straight to their car to ensure a smooth flow of pedestrians and cars to safeguard everyone
- ▶ We are aware that some parents may have daughters in different year groups with different pick-up times and would be grateful if they could remain in the car while waiting for the next child

For the most up-to-date Welsh Government guidance, please click [here](#) and a copy of the school's site specific risk assessment, please click [here](#) .



SAFETY OF THE HOWELL'S COMMUNITY

Finally, we are really looking forward to seeing the students again and reconnecting the school community. Thank you so much for all your support.



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GIRLS' DAY SCHOOL TRUST

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