

HUB 12 @ Ysgol Y Ddraig

Ham Lane East - Llantwit Major - 01446 792368 - ddraig@valeofglamorgan.gov.uk

Ysgol Y Ddraig - Ysgol Dewi Sant - St Illtyds Primary School - Llantwit Major School

Information for Parents

Organisational Plan

<p>Person in charge</p> <p>Ty Golding</p> <p>Responsible for day to day running of the provision.</p>
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IMPORTANT INFORMATION (Including Drop off and pick up)

- Please email ddraig@valeofglamorgan.gov.uk to inform us that your child will be attending our provision, confirming you have booked via the Vale website. **Please include the name of the person who will be collecting your child, a collection password, child's name, dob, age, specific needs including medical and the name of their school.**
- **All children** are to be escorted to the main entrance **by an adult**, via the pedestrian gate on Ham Lane East.
- The car park is for staff/deliveries only and **not to be used for drop off or pick up.**
- There will be a **member of staff to greet you at the main door between 0700-0830hrs each day.**
- **All children must be signed in/out by an adult.**
- If you wish your child to have breakfast in school, please ensure they **arrive before 0830hrs**. We politely request that **parents do not enter the school building** unless absolutely necessary.
- **Children should arrive no later than 0900hrs**
- Lunch will be from 1200-1300hrs each day.
- **Children can be collected at 1300hrs**, if the provision has only been booked for half a day.
- If you wish to collect your child at any other time during the school day, please inform the school office.
- **The provision closes at 1900hrs** each day and as such please ensure you collect your child/children promptly at the end of the day.
- Please collect your child/children outside the main entrance, again using the pedestrian gate on Ham Lane East. There will be a member of staff to greet you at the main door, between 1830-1900hrs each day.
- We would like to remind you that whilst we normally welcome visitors into our school, we request that you respect the challenges we face and only enter the school building if absolutely necessary.
- Please inform us if someone different is collecting your child. The nominated person will be asked to give details of **a chosen password**. Staff will not allow your child to leave with an unauthorised person until your permission has been obtained. All collectors must be over the age of 16 years.

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Ratios: - There will be an average staffing to pupil ratio of 1:5, however this could vary depending on the age group and pupil needs.

Staffing: – There will always be at least three staff present on site at all times. Staff will consist of trained Teachers/LSA's and staff experienced in working with children, including staff trained in safeguarding and first aid. Staff members will always have pupils within sight and sound and pupils will be encouraged to participate in activities. Where appropriate staff are encouraged to adhere to social distancing guidance.

Activities: - There will be a broad range of activities on offer at the local provision, including outdoor access and messy activities, their clothes may get dirty or damaged. We do provide aprons but these are often not enough. Please ensure your child is suitably dressed. Activities, wherever possible, will adhere to social distancing guidance. All pupils and staff will wash their hands before and after using the outside areas, and frequently used contact points will be cleaned throughout the day.

What you need to supply:-

We ask that you supply the following things for your child:

- A drink/refillable water bottle.
- A labelled bag with change of clothes - suitable for the local weather – e.g. coat hat and gloves wellies,
- Any medication for long term/diagnosed conditions that your child may need – e.g. piriton/epipens – along with information on when/how it is to be administered.

Please **DO NOT** bring in any personal digital devices, iPads or mobile phones.

The environment: -

The health, safety and welfare of pupils and staff is paramount at all times. The provisions will vary in size and location, however every site will be secure, and operate under normal Vale of Glamorgan Council policies and procedures. Social distancing will be adhered to whenever possible. All sites are undergoing enhanced cleaning regimes and regular, thorough hand washing will be promoted throughout the day. If you have any concerns, please speak to the person in charge.

Provision of meals

Provision of a breakfast, hot/cold lunch and an early evening snack will be provided for all non-free school meal pupils attending emergency childcare provision if requested.

Please bring your child's own refillable drinks bottle.

A designated area for eating will be provided within your provision – this area will be cleaned by staff, before and after eating with a designated food-safe cleaning product. Pupils and staff will be washing hands before and after consuming food. Children will be socially distanced during meal times.

Please do not let your child bring food in from home – food will be provided - **there may be others with food allergies**. In exceptional circumstances permission to send food from

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home may be granted. This will be determined by the person in charge. If this is the case, please be mindful that other pupils may have allergies. Pupils will be washing hands regularly and not positioned closely together – however there is still a small risk of air born/cross contamination - so we ask you **not to send nuts or food containing nuts**. Please let us know if your child has an allergy or any dietary requirements. No packed lunches supplied by parents for will be heated up by us.

The health of your child

If your child is unwell please do not send them to your designated provision as illnesses and infections spread very quickly. If your child becomes ill during the day, the person in charge will contact you to ask you to collect your child. Your child must be kept away from the provision for the duration of the illness. In the case of suspected Covid-19, you will be expected to follow PHW guidance and self-isolate for 14 days.

Medication will only be administered if your child is diagnosed with a long term medical condition – e.g. allergies, diabetes, asthma etc. The medication must be in its original container and labelled with the child's details, expiry date etc.

If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you or your emergency contact, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor, including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions).

Safeguarding

Vale of Glamorgan Council policies and procedures including safeguarding procedures are always adhered to.

We have an obligation to report to the relevant authorities any suspicions we have that your child has suffered neglect or abuse, and we may do so without your consent and/or without informing you.

Complaints

If you have any questions or queries about any aspects of the provision please do not hesitate to ask. If you have a complaint regarding the provision, please speak to Ty Golding (Head teacher of Ysgol Y Ddraig), alternatively, if you feel that your complaint has not been dealt with satisfactorily, you may contact the Local Authority on: **01446 700111**

Emergency

All staff will receive information and training on their designated provision – including what to do in an emergency. Parents will be required to sign their child in/out of the provision, to ensure staff are able to quickly undertake roll call in an emergency situation. A fire evacuation will take place within the first two weeks of the provision operating to ensure all staff are aware of the procedure to follow.

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Accidents: There will be a designated first aider on site, whenever possible. All accidents will be recorded on the authority's accident report form. Anything serious will be reported without delay to the Health and Safety department on **01446 709862** and a written accident form emailed to corphealthandsafetyonevale@valeofglamorgan.gov.uk (email required within 48 hours). **Any bump to the head will require a call to the parent to inform them of the accident. You may be asked to take your child home.**

Behaviour Management

All staff are aware of the relevant behaviour management policies and procedures. If you have any queries or concerns, please speak to the person in charge.