

Ysgol Gyfun Gymraeg Bro Myrddin

**Information for
September – updated end
of August 2020**

Information for September

The Minister for Education announced on 9th of July that all learners will return to school in the autumn term. This document gives all parents and children information regarding the new 'normal' for September. This information will be subject to change according to new guidelines that may come from the Welsh Government and Public Health Wales during the next few weeks

The first 2 weeks: Ysgol Gyfun Gymraeg Bro Myrddin has chosen to follow WG operational guidelines which state that, at the beginning of term, up to a fortnight may be used for planning and reorganisation. During the first two weeks of term, the school will operate a phased return policy, gradually building pupil capacity prior to opening fully on the 14th of September 2020. Year groups will attend on the following days:

September 1st and 2nd – non contact days (*staff only*)

September 3rd – Year 7 and year 12

September 4th – Year 7, 11 and 13

September 7th – Year 8, 9 and 10

September 8th – Year 10, 11, 12 and 13

September 9th – Year 7, 8 and 9

September 10th – Year 10, 11, 12 and 13

September 11th – Year 7, 8, 9, 10 and 11

September 14th onwards – all learners.

Class groups: On the first day that your child returns to school in September, they will receive a new and current timetable for the academic year 2020-2021 which will currently include temporary rooms and this will be operational from the start of term. As usual, pupils will also receive a contact diary, but, this year there will be no charge for this.

For years 10, 11, 12 and 13 we will be trialling distance learning through Hwb – Google Meet. When a year group is not present in school, pupils will be able to follow their normal timetable from home, receiving face to face teaching from their class teachers. This is a contingency plan, in the event of there being further need for a local or national lockdown. As this is a trial, much patience will be needed if things do not work!

Following WG guidelines we will

- Group learners together when possible keeping to year bubbles
- Avoid contact between groups when possible
- Arrange classrooms with forward facing desks
- Ensure that staff maintain distance from learners and other staff as much as possible.
- Continue with our current hygiene protocol.

Most KS3 learners will be taught within their class group unless in sets. As a school we will attempt, whenever possible that the contact group will be no more than the year group. Year 7 and 8 learners will be kept in key blocks whenever possible.

In KS4 and KS5 the learners will be in a larger contact group to enable us to deliver the full range of curriculum subjects and for learners to receive specialist teaching. Again the contact group will be no more than the year group. Each year groups will move as little as possible.

All learners will be expected to keep their distance within groups. They must adhere to this policy as stated in the home-school agreement.

Staff will maintain social distancing at all times but will be able to operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will keep their distance from learners and other staff. Staff will maintain their distance from their learners, staying at the front of the class.

We will be encouraging pupils to stay outside the building as much as possible during non-contact time, weather permitting. An outside learning environment has also been created for the first 8 weeks.

Curriculum: The curriculum arrangements will continue as usual. All year 11 and 13 students have already had the opportunity to catch up with the work set during the lockdown weeks. Year 10 and year 12 pupils will start their new option subjects immediately. We will follow WG guidelines regarding practical lessons and PE lessons.

Well-being: The well-being of children post lockdown will be a priority. Class tutors will receive enhanced training and the morning registration periods will focus on pupil well-being.

Social distancing: All members of the school community will need to self-regulate and keep their distance within groups and to adhere to social distancing rules regarding each other and adults. We will support your child in ensuring their understanding of what this means for them, their peers, and their teachers. Signage around the school will help remind everyone of these expectations. A one-way system will be strictly implemented inside the building which will ensure that pupils and staff do not walk past each other at any time during the day. Where possible the school will limit the movement of pupils around the school during the day. Each contact group will be allocated a zone during non-contact time.

We kindly ask parents to respect social distancing rules when dropping off and collecting your child from the school campus, as it is necessary to take all measures to reduce the number of people congregating outside school. We ask you not to arrive before 8.30 in the morning and 3.20 in the afternoon. Parents should not leave their cars and congregate in the car park area - you will be asked to conform with these rules by car park monitors. For the safety of all, visitors to the school will be strictly monitored and will only be permitted for essential / urgent reasons. For the foreseeable future, the school will suspend its open door policy for parents and should you wish to speak to a member of the SLT or a Head of Year you are asked to do so via telephone.

Posters: There will be information-sharing posters throughout the school on various topics such as social distancing, hygiene rules for hand washing and coughing or sneezing.

Hand washing: Pupils and staff will be required to wash / sanitize their hands thoroughly and regularly throughout the day. Sinks are set up at each entrance to the school and toilets for every year group. Hand sanitizing stations have been placed outside every room, on corridors and outside the canteen. If possible, learners should also bring their own hand sanitizers. Pupils will be given very clear instructions on hand washing and will be expected to do so - before leaving home, when arriving at school, after using the toilet, after break and lunch and any exercise, before leaving school. Wipes and tissues are available in every classroom and PPE is available for every teacher.

'Catch it, bin it, kill it:' We will ensure that the school have enough tissues and bins available to support learners and staff to follow this routine. All pupils will be encouraged to follow these rules.

Workstations: Every room will have desks facing the front of the room (except the laboratories) and the pupils will be expected to sit side by side and facing forward. We ask all children to bring relevant resources from home, for example a pencil case containing all the necessary resources. These resources may not be shared with anyone else and no resources may be provided to pupils by teachers or the school.

Cleaning: The school will have very comprehensive cleaning regimes, with regular cleaning of touched surfaces, door handles, shared areas, toilets etc. throughout the day. Most doors will be kept open.

School Uniform: Pupils will be expected to wear full school uniform on their first day of return. The strict rules stated in the school prospectus will be adhered to and we ask for your support from the start. Children will change for their PE lessons if the timetable permits.

Food and drink: The school canteen will be closed for the first week. Therefore, all pupils will need to bring their own packed lunch, snacks and drink to school. (*This includes FSM learners, as payments now go directly to families*). If your child does not have a packed lunch, we will phone home to ask you to bring food to the school or ask you to collect your child dinner time.

From the 7th of September we are looking to pilot a new lunch provision scheme. Hot and cold lunch will be available for some year groups so we can see how the scheme will work and the timing of the process. The procedure is that, in their year, pupils will queue outside the canteen on the left side of the building walking through the canteen to collect hot food on the left as normal and cold food on the right. They will sanitize their hands before entering the canteen. They will pay according to the usual procedure by using their finger (which will be sanitized). They will then walk into the hall to eat their lunch on the usual tables. There will be perspex screens between the pupils and they will be divided by year group. They will leave the hall through the internal doors and avoid returning the same way. They will be expected to clear their rubbish into the bins by the doors, sanitize their hands when leaving following the one-way system. All areas will be cleaned between use. Anyone who brings sandwiches will also eat in the hall.

We will let you know in advance what year groups will be in the canteen.

We will also be trialling the use of Panedini for year 12 and 13. They will collect their food from Panedini through the usual door and walk out through the stage to the sixth form lounge or the central courtyard where they will eat their food.

The canteen will not provide food break time until at least half term.

Attendance: Following Welsh Government guidelines all learners will return to school in the autumn term unless they have a specific medical / health reason not to. This guidance will apply to learners who are still shielding, if the advice in September is that they should attend school. The Welsh Government has stated that no fines for non-attendance will be issued during the first half term. We encourage all children, if healthy, to return to the school environment on the phased return mentioned above.

Symptomatic Pupils: If a pupil shows symptoms of Covid-19 while at school, he / she will have access to an isolation room. You as parents will be contacted and expected to collect your child from school immediately. The areas where the child frequented will be thoroughly cleaned in accordance with Welsh Government guidelines. It is essential that no child is sent to school if he / she is ill or shows any of the three Covid-19 symptoms currently identified (*persistent new cough, high temperature or loss of taste or smell*); or if they, or a member of the household, have tested positive for Covid-19 in the last 14 days. If any pupil has these symptoms they will be required to engage with the Test Trace Protect (TTP) Strategy. This strategy sets out the next phase of WG's approach to tackling coronavirus; testing pupils with symptoms, tracing those who have come into close contact with the pupils and protecting family, friends and the community by self-isolating. As a school we will be reminding all families that if any pupil or family member show any of the symptoms they will need to self-isolate immediately and book a test. Outside school ours it is the parents responsibility to report Covid-19 symptoms to Delta Wellbeing at once on the number 0300 333 2222 or e-mail TTP@deltawellbeing.org.uk

Home-school agreement: The home-school agreement has been reviewed and parents have received a copy. This agreement outlines the school's expectations relating to health and safety and engagement with learning.

Behaviour: The behaviour of the vast majority of the school's pupils is very good and we do not expect this to change. However, you should be aware, that if pupil's exhibit behaviour that breaks the school's social distancing rules and consequently puts others at risk; your child will not be allowed to continue attending the school. If there is any problem, we will contact you as parents and ask you to collect your child immediately.

Phones: For the first half term, if it is totally necessary for your child to bring a phone to school then they will be allowed to do so. You should be aware that this is not a permanent change to school policy. Contrary to normal procedure, however, pupils will not be able to store their phones in the school office and will have to carry them in their bags. During the day, pupils will not be allowed to remove their phone from their bag. Any damage or loss will not be covered by the school's insurance policy. If your child uses the phone without permission, then the phone will be confiscated and will be kept in the school office until the end of the day. There is evidence that mobile phones can carry the coronavirus infection and, therefore, we urge you to make sure that your child, if they must bring a phone to school, follows these rules and also regularly use wipes to sanitize their phones. The best advice to every child is to leave their phones at home.

Care provision: Following WG guidelines, schools will cease to provide support for pupils who currently use hub childcare provision in the autumn term.

Risk assessment: the school will comply with Carmarthenshire County Council's risk assessment policy, in conjunction with Welsh Government guidance. We will make every effort to mitigate and minimize risks as far as possible in our school. Measures will include frequent hand washing opportunities, strict restriction of pupil and adult numbers on the school site, social distancing and a rigorous cleaning rota.

PPE: Welsh Government guidance does not require staff or pupils to wear personal protective equipment (PPE) at this time, except in cases where social isolation is compromised, eg. first aid, toilet assistance where bespoke packages of care and assistance require it. It is the personal decision of the pupil and staff member to wear personal protective equipment and we will respect that. We will keep you updated of any changes to this.

Toilets: Every year group will have their own toilets:

- Year 7 – upstairs toilets door C
- Year 8 – downstairs toilets door C
- Year 9 – downstairs toilets door A
- Year 10 – downstairs toilets door D
- Year 11 – upstairs toilets door D
- Year 12 – upstairs toilets door A
- Year 13 – upstairs toilets door A

These will be cleaned on a regular basis as per our hygiene protocols.

Transport: According to the Carmarthenshire website the travel cards for all pupils are currently being processed and will be sent out before September. The latest Government document states that there is no need to wear face coverings on dedicated home to school transport (Operational guidelines for schools and settings from the Autumn term, p. 26). We are encouraging pupils, who can do so, to walk to school or cycle. If you intend to bring your child to school, then you will be asked to follow the one-way system around the car park and to drive away immediately after dropping your child off. Please do not exit your car to chat with others. When collecting your child from school at the end of the day, you will be expected to follow

the same procedure, that is, not to exit your cars and wait for your child. It may be advisable that some of you arrange to collect your child away from the school campus, for example near Pibwrlwyd or Halfords to avoid too many cars on site at one time. We ask that you do not arrive at the site at all before 3:20. Your co-operation will be key over the coming weeks to ensure the safety of all and to minimise any problems. Year 13 pupils, who are able to do so, may drive to school but we will ask them to vacate the car park by 3:20 or park away from the campus.

Assembly: At present there will be no whole school assemblies. Year assemblies will be held in due course in line with WG guidelines.

Staggered start / finish: The WG guidelines state that schools should consider staggered starts or finish times to keep groups apart as they arrive and leave school. We will be working with year 12 and 13, a cohort of 200 pupils to ensure that this is implemented where ever possible.

Break times: Every year group will have a different zone during break times. They will be expected to keep to their year zones.

Text books: All pupils, as usual, will work in text books or pamphlets provided by departments. Following WG guidelines it will not be possible for teachers to collect pupil's books for marking. Any assessment work within the books will develop the pupil's self-assessment skills under the direction of the teacher. Any work that is marked will have to be submitted to the teachers by the pupil via Google Classrooms. That work will be marked and returned electronically. All pupils will receive further instructions from departments.

Resources: Departments will not provide pupils with resources such as pens, pencils, rulers, calculators, glue or scissors. All pupils need to ensure that they have a package of resources and should not share them with others in the class.

Contingency planning: Although the intention is for all learners to return to school in the autumn we are planning for the possibility of a further local lockdown. Given everyone's uncertainty over future transmission levels, for the foreseeable future, it is essential that we prepare for a range of possible circumstances. Our contingency plan includes ensuring that all pupils, from the start of September, will receive training on the use of Google Meet and all agreements will have been signed during September. All teachers have received tuition and are ready to trial live streaming of lessons early September with KS4 and KS5 pupils.

Communication: The Head teacher will share any specific messages with you as parents via ParentPay and will update you when necessary. Some messages will also be on the school websites. We ask you to keep an eye on these communication channels as all information will be conveyed through these outlets.

Key experiences: We look forward to welcoming your children back to school in September and will focus on starting afresh following WG guidelines.

I know that you as parents know that we will do our utmost to make your child's return to school experience as safe and enjoyable as possible.

Thank you for your support and patience.