

Ysgol Gyfun Cwm Rhondda



'CROESO NÔL' **Guidance and School Arrangements** **14 – 25th September 2020**

Parents and Pupils

This guidance will be revised and shared with you again as we revise planning for the remainder of the half term (28th September onwards)

ALL UPDATED AND REVISED INFORMATION HAS BEEN HIGHLIGHTED IN YELLOW FOR YOUR INFORMATION



September 2020

Our school's arrangements are in line with RCT and Welsh Government guidance:

<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-version-3-html>

<https://www.rctcbc.gov.uk/EN/Resident/EmergenciesSafetyandCrime/InformationforResidentsCoronavirus/NEWCoronavirusCOVID19latestinformation/Schoolreturn/ReturntoSchoolSeptember2020%E2%80%93FAQs.aspx#IllnessesandpositivetestsforCOVID19>

Wellbeing, Health and Safety

Our most important aim at Ysgol Gyfun Cwm Rhondda is ensuring the safety and health of our pupils and staff. Every school day will start with a pastoral session focusing on the order of the day. Staff will discuss Health and Safety arrangements, hygiene and behaviour expectations.

Although it is not possible to ensure a totally risk-free environment from the virus, the guidelines and measures set out in this document have been planned to manage and minimise risk as much as possible, in line with National guidance for schools. Protecting our pupils and staff is the driving force behind every decision made.

This guidance is updated when necessary in line with National guidance and updates.

Arrangements for start and finish of school day

School start and finish times will return to normal as of **Monday 14th September**.

Morning Arrangements: all pupils to arrive at school **by 8.40am** for morning registration

Afternoon Arrangements:

Buses leave school	3.25pm
Cars arrive to collect pupils <i>* Not before please. We need to ensure all pupils leaving by bus are able to do so safely before allowing cars in the carpark*</i>	3.30pm
Pupils walking home to leave	3.15pm

- If children are able to walk or cycle to school, this is a great option. It is important they maintain a 2 metre distance with anyone that isn't part of their extended household.
- If travelling by car, to avoid crowding at the school gates, park further away from the school and then walk.

We kindly ask parents and families to adhere to the arrangements noted above in order to ensure the safety of all as we continue to adhere to our 'Covid-secure' measures.

School Transport:

- During the first half term, if you are able to, we kindly ask you to make alternative arrangements, and that your child travels on the school bus **only if alternative transport is not available**.
- The wearing of three layer face coverings on school transport is mandatory, in accordance with RCT guidelines. Failure to comply with this may mean that a pupil's access to school transport is compromised.

Attendance

- It is expected for all pupils to attend school unless they have a medical reason not to do so. At present, no FPNs will be issued to parents for non-attendance, although we have to formally report all absences to the authority.
- Parents and Guardians should follow the usual procedures regarding informing school of your child's absence, and telephone the school reception (01443 680800) by 10.00am. Full reasons should be given for a child's absence.
- You will be asked if your call is Covid-19 related. This is in order for us to ensure that we record the required information regarding absences. Covid-19 related absences will be authorised and coded appropriately.
- We will continue to work along side the Attendance and Wellbeing Service in order to ensure pupils' attendance and to support pupils' who are unable to attend school.

Equipment: School Bag / Pencil Case

- Pupils should bring a bag / school equipment to school as usual in order to be ready and able to learn, however only essential equipment is required (pens / pencils / ruler / protractor / rubber / sharpener / highlighter / glue stick). This equipment should be for personal use only and should not be shared. The need to transfer items to and from school should be limited as much as possible.

School Uniform

- We kindly ask all pupils to ensure the correct uniform (please refer to General Information for parents link on website). The one exception to this expectation is the wearing of ties, and we continue to ask pupils to NOT wear ties to school, for hygiene reasons. This will be reviewed again during the next fortnight.
- RCT guidance strongly recommends the daily washing of school uniform in order to ensure that transmission risks are mitigated.

Use of Face coverings

- Chief Medical Officer advice currently recommends, but does not mandate, "face coverings to be used, in a risk assessed way, in a range of settings where other physical controls cannot be maintained."

- Following updated advice from the World Health Organisation, the Local Authority has strongly recommended all staff and comprehensive age pupils, as of September 10th, wear a face covering whilst in communal areas – corridors, lifts, toilets – and other areas where adhering to social distancing measures is difficult.
- Although we aim to make take all reasonable steps to ensure no mixing of contact groups, there will be some unavoidable mixing whilst on school corridors and in some communal areas. Therefore **we kindly ask all staff and pupils to wear face coverings whilst on school corridors** in order to reduce the risk of transmission. Pupils who travel to school via school transport will be expected to wear a face coverings at all times.
- A supply of disposable face coverings will be available if a pupil forgets to bring a face covering
- We ask you to ensure your child’s face covering is appropriate for school environment, and also ensure that your child has a plastic bag to store it when not in use during lessons.
- When wearing a face covering pupils should not:
 - *Touch the front of their face covering with their hands. If they do, they should wash / sanitise their hands immediately.*
 - *Put the face covering on their forehead or around their neck*
- Face coverings are not a substitute for other protective measures such as good hand and respiratory hygiene and social distancing where possible.
- Within our school community, we have staff and pupils who have health conditions and who have been shielding up until 16th August. As a result, pupils may be asked to wear face coverings during some lessons. Some individual staff members will also make use of visors and Perspex desk screens.

School Meals

- At present, the school canteen will not be open and **no hot food will be provided for pupils or staff**. This will continue to be revised regularly.
- To ensure that contact groups are kept apart as much as possible during lunch times, we kindly ask pupils to continue to bring a packed lunch to school. If a pupil has forgotten a packed lunch, pupils will be able to pre-order a cold, packed lunch from a limited menu as part of a ‘grab and go’ option. Year contact groups will be separated in three allocated and supervised areas during break and lunch time. Designated toilet facilities will be available for individual contact groups (year groups).
- A packed lunch will be provided for all pupils who receive free school meals.
- **No pupils, including Yr 12/13, will be allowed to leave the school site to purchase food. It is important your child understands they must not leave the school site unless with prior agreement.**
- As a result of health regulations, our school will not be able to handle cash at all, and we therefore ask you to use the Local Authority’s online system. Please ensure you are registered to use the system by using the following link:
<https://www.civicaepay.co.uk/RhonddaEstore/estore/default/Account/Login?ReturnUrl=%2FRhonddaEstore%2Festore%2Fdefault%2FHome%2FIndex>
- If you have forgotten your child’s unique reference number in order to make online payments, please contact your child’s Head of Year.

Hygiene

As we aim to minimise the risk of transmission, promoting effective personal hygiene is key, and we kindly ask you to underline the importance of good hygiene with your child.

- Regular hand-washing is essential and your child will be asked to do this often in school. We have ensured supplies of soap, sanitisers and paper towels.
- The school's cleaning staff are fully aware of hygiene and cleaning procedures and our buildings will be thoroughly cleaned every morning and evening. High touch surface areas will be cleaned regularly during the school day.
- Deep cleaning of buildings will also take place during the school day and at the end of the school week.
- Every class is supplied with hand sanitisers, anti-bacterial wipes and sprays and staff are aware of the need to ensure high levels of cleanliness during the school day.
- Staff and pupils are asked to cough / sneeze in to their elbow or a tissue, and we will encourage pupils not to touch their face.
- Pupils' desks will be cleaned following their use and before another contact group makes use of them
- Tissues / disposable face coverings will be placed in appropriate bins which will be emptied regularly and safely during the day.
- Pupils will sanitise their hands following re-applying their face coverings at the end of every lesson.

Social Distancing

- In accordance with Coronavirus guidance, where possible we will be adhering to strict social and physical distancing rules. Every member of staff and pupils are expected to adhere to these rules in order to minimise risk. The school has undertaken a robust Covid-19 Risk Assessment.
- Considering all factors (including pupil numbers, our school buildings and site, providing a broad and balanced curriculum), as it isn't possible to ensure that everyone remains 2 meters away from each other at all times, we will focus on social distancing between contact groups (year groups) as much as possible, in line with government guidelines. All areas of the school will be clearly marked with signage reminding all of the importance of social distancing, as well as signposting the one-way system.
- As much as possible we will also be adhering to social distancing measures within contact groups, which will result in the re-modelling of some learning activities to ensure no physical contact. Classrooms will look different to usual.
- One way systems will be in operation throughout school.
- Staff movement between classrooms will be limited as much as possible to ensure less contact between pupils and staff.
- Pupils will remain seated and will not be permitted to move around the classroom.
- Staff will stand in front of the class in order to maintain 2m social distancing requirements.
- Protective screens will be used in offices where one to one meetings take place.
- Pupils are required to ensure equipment is for personal use only. It is important they have the correct equipment so that they are ready to learn.

Behaviour Management

- It will be the individual responsibility of every person on our school site to conform to Welsh Government guidance and this will be reinforced.
- In order to ensure the safety of all on site during the school day, and those travelling to school on school transport, failure to adhere to the safety measurements put in place will be seen as a serious breach of school rules.
- Unnecessary or deliberate coughing and spitting, leaving the school site without permission, and deliberate breaking of the 2m rule, will be deemed a serious breach of school rules, in place to ensure safety of all, and will result in a formal period of exclusion.
- Deliberate coughing or spitting towards / on others will be deemed a 'serious one-off violent act' and could result in a pupil being permanently excluded from the school. We have the full support of the Governing Body in this respect.

Contact Groups

- In Key Stage 3 (Yr.7+8), their contact group is their year group.
 - In Key Stage 4 (Yr.9-11) their contact group is their year group.
 - In Key Stage 5 CA5 (Yr.12/13) the contact group is the Key Stage group (*due to the nature of our AS/A Level courses and the increasing number of Yr 13 students undertaking AS courses alongside Yr 12.*)
- Buses and Contact Groups:
- *RCT is responsible for social distancing measures on school transport.*

School Day

- From September 14th, we intend on providing the usual full timetable for all pupils in order to offer a balanced and broad curriculum. Pupils will stay within their contact groups for the duration of the school day, including break and lunch times.
- Staff will continue to make use of Google Classroom. Any pupil unable to attend school is welcome to contact school to discuss any class work set with their teachers
- When moving from lesson to lesson, all pupils are expected to follow the one way system and adhere to social distancing measures. Pupils are advised to wear face coverings on corridors whilst moving from class to class.
- Classrooms will be arranged in order to minimise risk. All pupils will face the front, and the teacher will teach from the front of the class. There will be no opportunities for teachers to look at individual work during the lesson in order to comply with 2m rules. Pupils will be placed according to specific seating plans. All pupils will make use of hand sanitisers on entering the class.
- There will be short, allocated and supervised periods for break for every contact group
- We will operate a split lunch time in order to allocate specific areas for every contact group
- Yr 12/13 are not permitted to leave the school site
- **At present, the school canteen will not be open and no hot food will be provided for pupils or staff. This will be continue to be revised regularly.**
- In order to ensure air circulation, windows and doors will remain open, weather permitting
- Hand sanitising stations will be placed throughout the school for pupil and staff use.

Blended Learning Experiences

- Staff and pupils will continue to make use of Google Classroom in order to ensure a blended learning experience. It is important that your child checks his / her Hwb e-mail account regularly for updates. Pupils should also keep their Hwb log in details to hand as they will be used regularly. We kindly ask all pupils to ensure they download the Google Classroom app available in order to support this blended learning approach. Refresher sessions will be provided to all pupils to ensure they are confident navigating their Google Classroom. Guidance for parents is available on the school website.

PE and Drama Lessons

- During this next fortnight, PE and Drama lessons will be held in classrooms, as opposed to utilising Sports / Drama facilities. Lessons during this fortnight will focus on theoretical elements of these subjects. We are continuing to work with these departments and exploring opportunities to ensure that practical elements of the subject are able to be included safely in lessons at the earliest possible opportunity.

Extra Curricular Opportunities

- We very much hope to be able to re-introduce some of our extra curriculum provision during this half term. We are also working alongside services such as YEPS to provide online extra curricular opportunities where appropriate.

First Aid / Accident / Emergency

There will a trained first aid responder on site at all times, and adequate PPE will be used in line with Risk Assessments

CASES OF COVID-19 HEALTH AND SAFETY

SYMPTOMATIC PUPILS / STAFF:

UNDER NO CIRCUMSTANCES SHOULD PUPILS OR STAFF ATTEND SCHOOL IF THEY ARE:

- Feeling unwell, if you have any of the 3 COVID-19 symptoms identified (persistent new cough, high temperature or loss of taste or smell) or have tested positive for COVID-19 in the past 14 days
- Living in a household with someone with COVID-19 symptoms; or
- Tested positive for COVID-19 in the past 14 days.

SUSPECTED COVID-19 CASES

We have clear processes in place should a pupil display symptoms in school. If anybody becomes unwell with a new continuous cough or high temperature in school, they will be sent home and advised to follow the guidance:

<https://gov.wales/self-isolation-sta-home-guidance-households-possible-coronavirus>

- The pupil will be kept in an isolation room, under staff supervision, in line with 2m social distancing rules, until a family member can come to collect the child
- Every surface used by the pupil whilst in school will be deep cleaned in accordance with Health and Safety guidance

If a pupil displays symptoms, they must stay at home for **10 days** and arrangements made to be tested. In the instance of a positive test result, you must inform school.

If a pupil lives with someone displaying symptoms but they themselves remain healthy, they must isolate for **14 days** from the day the person became unwell.

STAYING AWAY FROM SCHOOL

- **Do not attend school** and self-isolate if you or your child:
 - have any symptoms of Coronavirus (self-isolate for **10 days**)
 - live in a household with a person who has tested positive for Coronavirus (self-isolate for **14 days**)
 - have been contacted by a contact tracer and told that you must self-isolate (self-isolate for **14 days, even if they have a negative test result**).
- Arrange a test for anyone who has any of the following symptoms by going to www.gov.uk/get-coronavirus-test or dialling the free number 119:
 - new continuous cough
 - high temperature (above 37.8°C)
 - reduced taste or smell (anosmia).
- If your child has symptoms and you are waiting for their test results, they **must not attend school** and must self-isolate.
- If your child is a contact of a case, they must self-isolate for the full **14 days** even if they have a negative test result.

In all other instances, where your child tests negative, they can return to school as soon as they feel well enough to do so, and fellow household members can end their self-isolation.

Please contact the school as soon as possible with any Covid-19 related issue. You can contact us either by telephone from 8.00am – 4.40pm or by e-mailing covid@ygcwmrhonda.cymru at any time

We kindly ask you to adhere to this guidance in order to ensure the health and safety of every pupil and staff.

Thank you once again for your co-operation.

