



Plans for the Start of the New Academic Year 2020

This plan provides details of the arrangements by which our school will open from September 1st 2020.

Because of the present circumstances related to COVID-19, this plan refers specifically to the first two weeks of our return in September but will be reviewed continually in line with Local and National circumstances.

We are beginning by bringing back our new Nursery, Year 5, 6, 7 pupils and Year 12 students on Thursday 3rd September.

The rest of the school will be phased back in from Monday 7th September.

N.B. There is no access to the school site for Parents of Pupils in Yrs 6-13. Staff will be present at the school gates and pupils will be directed to their designated entrance doors where they will be met and escorted to their classes.

Date	Year Groups
Thursday 3 rd September	Nursery, Years 5, 6, 7 and 12
Friday 4 th September	Nursery, Years 5, 6, 7 and 12
Monday 7 th September	All Year Groups apart from Year 9 & 10
Tuesday 8 th September	All Year Groups apart from Year 9
Wednesday 9 th September	All Year Groups

Dear Parents and Carers,

Thank you for your continued patience as we plan ahead for our return to school.

We are finally in receipt of the details regarding the completion of our external works and are therefore able to confirm access arrangements.

We are extremely fortunate in the modern structure of our building so have no need to alter the timing of the school day and can avoid a staggered start/ finish time in

the Secondary age building (Copa) using specific access routes. Due to the fact that our car parks won't be completed until the week beginning 14th September, our Primary Building (Enfys) will require the following timings however:

Foundation Phase	Start	Finish	KS2	Start	Finish
Yr 2	8.40	2.40	Yr 5	8.30	3.00
Yr 1	8.45	2.45	Yr 5	8.30	3.00
Yr R/1	8.50	2.50	Yr 4 Dolphins	8.40	3.00
Yr R	8.55	2.55	Yr 4 Butterflies	8.45	3.05
N	9.00	3.00	Yr 3	8.50	3.10

In line with Welsh Government guidance we have placed all students into contact groups. In Lower School the contact Group is the class, in Key Stage 3 and 4 the contact groups are the student's year group. In the 6th Form the contact group is Key Stage 5. Measures will be taken throughout to minimise social contact and these will be shared in more detail via individual Heads of School where applicable.

Safety

There will be a one-way system operating within the school buildings with clear markings and signs. Students will enter school buildings via one of the designated entrances for their contact group.

Pupils and Students will be asked to sanitise their hands upon entering the building and will be met by their Teacher/ Head of School. They will be directed to their classes from there. Seating in classrooms will be tightly planned and all desks are forward facing. All excess furniture has been removed from classrooms and specific measures have been taken in specialist areas e.g. Foundation Phase classrooms & workshops.

Hygiene controls

i). Clean hands: COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

Regular and thorough hand cleaning is going to be needed for the foreseeable future and we will:

- Provide enough hand washing or hand sanitiser 'stations' so that all learners and staff can clean their hands regularly at frequent points in all buildings. All students will be expected to clean their hands frequently and will be required to:
 - Sanitise their hands on entering the school building
 - Sanitise their hands before entering any classroom
 - Sanitise their hands before leaving any classroom
 - Sanitise their hands before entering the toilets
 - Wash hands after going to the toilet.
 - Sanitise their hands before break and lunchtime
 - Sanitise their hands on leaving school

- Build these routines into our school culture, supported by behaviour expectations and helping ensure younger learners and those with complex needs understand the need to follow them.

ii). Ensure good respiratory hygiene: The ‘catch it, bin it, kill it’ approach continues to be very important and we will ensure that there are enough tissues and bins available in the school to support learners and staff to follow this routine. As with hand cleaning, we will ensure younger learners and those with complex needs are helped to get this right, and all learners understand that this is now part of how we operate.

Public Health Wales advice on attendance

Under no circumstances should learners or staff attend school if they:

- feel unwell, have any of the three identified Covid -19 symptoms (a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell) or they have tested positive to Covid -19 in the past 7 days
- live in a household or are part of an extended household with someone who has symptoms of Covid -19 or has tested positive for Covid -19 in the past 14 days.

If a learner displays symptoms of Covid-19?

Where a child displays symptoms of Covid-19 contact will be made with the home immediately and the child supervised in one of our ‘isolation’ rooms. They should be picked up from school promptly and advised to arrange a test and ensure self-isolation guidance is adhered to. If the test comes back positive, the contact tracing system will commence for that case. Strict seating plans will operate in all lessons (apart from in Foundation Phase classes)

Personal Protective Equipment (PPE)

The school will follow Public Health Wales guidance and it is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.

Face coverings

The wearing of face coverings has yet to be confirmed in Wales and our LA. RCT will expect children to wear a ‘face mask’ on buses but at the time of writing ‘face coverings / masks in communal areas and / or in classrooms has not been confirmed. The school has purchased sufficient face masks for all pupils in Middle, Upper and Senior School should the guidance be changed to require this. However and regardless of any new advice, students or staff may decide to wear a face covering to school and this will be accepted and respected.

Transport

The latest advice and guidance in relation to public transport will be issued separately to all users and commonly asked questions can be accessed via the school website.

Uniform

September is the start of the new school year and all students should attend in full school uniform. Please contact us if you want to discuss anything related to appropriate uniform.

Equipment

All students should bring their own equipment to school.

Social distancing and contacts between people

Year groups will be arranged into specific 'contact groups'. Our aim is to minimise contacts but to maintain a broad and balanced curriculum for examination year groups.

What must underpin this way of working is the need maintain distance between individuals. Our focus at secondary level is on social distancing and learners will be informed and **expected to maintain distance**.

All KS3, 4 & 5 students in will follow a timetable but will have modified routes/ movement around the school. Some of the practical activities in lessons may have to be modified to ensure we comply with Health and Safety requirements. We are working hard to ensure that your child will have access to the full range of experiences in school but, mitigating risks for the safety of all our students and staff is our overwhelming priority.

School canteen service

i). Before school : There will be no canteen service/ breakfast available in the first two weeks of term before school starts at 8.30am. This is because of the difficulty in managing different contact groups once on our school site at that particular time. Pupils will not have access to the buildings until 8.20am. Please ensure that appropriate outdoor clothes are worn to school. Pupils will be required to remain outside until doors open at 8.20am.

ii). At breaktime : We will arrange staggered breaktimes. There will be different entrance and exit points for each contact group but no food will be available to purchase during Break for the first 2 weeks of term.

iii). At lunchtime : We will arrange staggered breaktimes. As such, all children will have access to the canteen in the main hall for cold and hot food. The menu will be limited to one hot food option and one cold food option. All payment must be made 'online'. **There will be no facility to top up accounts using the machines in school.**

Given all the circumstances at the start of this new school year, parents / carers may want to consider providing a packed lunch for their child(ren) during the first two weeks back.

All food (packed lunch and food purchased from the canteen) will be eaten in the area designated for each contact/ year group.

Toilets

Good hygiene and handwashing will be insisted upon. Entry and exit from the toilets will be monitored. Disabled toilets will be available and staff toilets will remain for use as they presently are.

Behaviour

Due to the risks posed by Covid-19, our expectations for behaviour are of the highest importance. We want our students to focus on the positives of returning to school and will expect everyone to show respect for all the guidelines. Our school policy has been amended accordingly.

We do not anticipate any issues but where behaviour is deemed to be unacceptable, a parent / carer will be contacted and the student may be asked to leave the school site. Actions that could be considered grounds for removal include threatening to or actually spitting, coughing in the direction of another student or member of staff, or repeatedly invading the personal space of another student or member of staff.

I have no doubt there will be a lot more decisions that will influence the year ahead but for now we believe our plan provides everybody with the chance to start September positively.

I appreciate this is a lot of information to take in and I would like to thank you for your continued support. Further information will be provided to supplement this document and all can be found on the school website. Please don't hesitate to contact me should you have a question specific to your own circumstances and I will do my best to respond quickly. **Heather.Nicholas@tcs.cymru**



Mrs. H Nicholas
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