

Dear Parent/Carer

I am pleased to be able to write to you with specific details on how the school will reopen from **29th June 2020** after a unique and unprecedented closure as a result of Covid-19. I apologise in advance for such a long letter, but as I am sure you will appreciate, these arrangements are brand new and unfamiliar to you all.

Please be assured that these arrangements have been approved by the Governing Body of the school who, along with the Leadership Team and I, have a primary focus on pupil and staff safety. Furthermore, these arrangements are supported by Welsh Government and Local Authority guidelines and are based on the premise of 'check-in, catch-up and prepare'. Please be clear that this does not mean that we will be resuming our normal arrangements for education and that the focus for the next 3 weeks will be around wellbeing, PSE and skills such as literacy and numeracy for Key Stage 3 and Key Stage 4. For the 6th Form (Year 12), we have managed to develop a programme where their specific subjects will be taught for the 3 A Level subjects that they will continue with in Year 13 in September.

If you have already contacted us about your child not returning to school due to shielding or for any other reason, this letter is for your information only. Even if not returning, your child will still be part of the Google Classroom for their designated group as this will ensure that they will still have access to resources and content provided to other pupils whilst they are in school.

These arrangements cover the period from **29th June 2020 until 17th July 2020**, at which point the school will close as usual for the summer holidays. Note that, in line with all other Vale of Glamorgan schools, this is a 3 week period and not a 4 week period as previously advised by the Welsh Government.

Pupils in **Year 7** will return to school on **Monday 29th June**. There will be a staggered start with some groups starting at 9:30am and other groups starting at 10pm. **Each session will be for 3 hours**. Pupils in Year 7 will attend **Mondays only for the next 3 weeks**. The current timetable for distance learning work has been modified to reflect this, as shown below.

| Monday           | Tuesday | Wednesday | Thursday                 | Friday       |
|------------------|---------|-----------|--------------------------|--------------|
| ATTEND<br>SCHOOL | English | Maths     | History                  | Geography/RE |
|                  | Art     | IT        | Performing<br>Arts/Music | Technology   |

|  |         |       |    |        |
|--|---------|-------|----|--------|
|  | Science | Welsh | PE | German |
|--|---------|-------|----|--------|

The remaining 4 days when your child is not in school will continue as distance learning using the structure in the above table. This is broadly similar to what we have been doing since half term, although slightly modified for the day in school.

There are a number of very specific points which I need to bring to your attention in respect to the practical arrangements for your child's return to school. Please take time to go through these details with your child before their first day back to ensure a smooth, orderly and safe arrival.

### **Group sizes, start time and classroom entrance**

There will be a staggered start and some pupils will start at 9:30am until 12:30pm and others will start at 10:00am until 1:00pm. This is to ensure that social distancing can be maintained when pupils arrive on the site and upon arrival at the classroom.

Your child will go to a designated classroom and will enter that classroom through a specific door. Wherever possible, the classrooms that we will be using are those with direct access through an external door into the classroom directly. Your child will remain in the same classroom for the duration of the session and will be supervised by a teacher in a group of no more than 10 pupils. This classroom will form part of a 'bubble' within the school and pupils and staff will not mix across bubbles to ensure adequate separation.

Your child will shortly be sent an email invitation to a personalised Google Classroom for their small group. This is very important as this will give specific and personalised information for your child so that they know what to expect on arrival and where to go. **It is ESSENTIAL that your child signs up for this Google Classroom and I would ask you to review this with them before returning to school so that they are aware of how school will operate.** In the Google Classroom, there will be the latest information about school reopening, as well as specific details on your child's start time, the classroom they will be in and a map of the door that they will use to enter the building. It is also our intention to add a short video to this Google Classroom showing how to find the entrance that your child should use. **Pupils must not enter the building via the usual pupil entrance and must only use their designated entrance to the building.**

There will be hand sanitising stations at the entrance of every classroom which pupils must use when entering and leaving the school. There is also increased signage on the site to remind pupils of social distancing and other control measures

in place and we have also put down additional floor markings to help social distancing when entering the site and when waiting outside classrooms.

### **What to bring**

To avoid any danger of cross contamination, we ask all pupils to bring their school iPad which must be fully charged. There are no charging facilities available on site and pupils will not be able to move within the classroom to sit near a plug. Much of the work will be completed on the iPad, but for certain tasks which are better suited to paper, this will be provided.

Your child should also bring a pen and a pencil, or small pencil case.

There will be no formal breaks as such and there will be no lunch. For the 3 hour session, pupils should bring a drink and possibly a small snack to have during the informal break in activities. Please note that in most cases, this break will be within the same classroom.

### **What to wear**

We understand that your child may well have grown out of items of uniform or shoes and that this is a difficult time to replace such items. Furthermore, you would not want to replace items of uniform at this time of the year even if you were able to.

For that reason, we do not expect children to wear their school uniform for the days that they are in school. However, I would stress that they are coming into a school environment and that they must be dressed appropriately.

### **Expectations for behaviour**

As I am sure you are all aware, school will be operating very differently from normal. As always, we have the highest expectation regarding pupil behaviour and conduct, and this will be no different. However, some of the usual approaches that we might have in the event of low-level disruption will not be available to us. For example, it will not be possible to move a child within the classroom and it will not be possible to remove a child and place them in another classroom in the event of poor behaviour.

As such, we will be operating a 'safety first' approach, and any pupil who behaves in a way which compromises the safety and wellbeing of other pupils and staff will expect to have parents contacted and will be sent home.

Please see the school website for more information on the updated behaviour policy.

### **Hub Childcare Facility**

You will be aware from my previous letter that the Hub childcare facility will continue for the next 3 weeks and is available from 8:30am until 4:30pm. You are now only eligible to use this facility if you have already used it in the last 3 months as new applications for the Hub have now ceased, as per my previous letter.

It is very important to note that children will not be allowed to move between the 3 hour teacher-led provision and the Hub **on the same day**. Therefore, if you need to use the Hub facility and have previously registered for it, you will need to decide whether your child attends the Hub OR the teacher-led session on the designated day. If you choose for your child to attend the teacher-led session, they will have to then go home at 12:30PM OR 1:00pm, depending on the staggered start. Your child will, however, be able to access the Hub on the other days that they are not scheduled to be in school.

**And finally.....**

On behalf of all staff who I met with online this morning, we are all very much looking forward to welcoming your child back to school, albeit in a reduced capacity. We have tried to put together the very best provision that we can within the constraints and guidelines that we are operating in. Please be assured that the environment that we have created is as welcoming as possible whilst ensuring the safety of staff and pupils, and that the programme we have put together for pupils will be both enjoyable and valuable for them.

I will, of course, write to you about the arrangements for September as things become clearer over the next few weeks.

Yours sincerely

Mr P. Lewis  
Acting Headteacher