

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, for Key Stage 3 and Key Stage 4, 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), there are different arrangements and we have managed to develop a programme where specific option 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 subject classes and will therefore be able to access the work that those who are attending school can access.

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 12** will receive a timetable from the 6th Form team showing when specific lessons will be taught. As a general rule, this will mean that each pupil will attend 3 sessions per week, one for each of the subjects they intend to continue with in Year 13. Your child will only attend school for these lessons. Please pay close attention to this timetable as some lessons will begin at **9:30am** and some will begin at **10:00am** to ensure a safe and staggered start and end to the sessions. **Each session will last for 3 hours.**

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 sessions 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 enter the building using the emergency evacuation stairwell which is on the left hand side of the dining room. Pupils should arrive and wait in this area where staff will meet them and assist in the safe entrance to classrooms in the 6th Form wing. Please arrive a few minutes before the session starts, **but do not arrive too early** as there is no provision for entering the building until directed to do so. Your child will remain in the same classroom for the duration of the session and will be supervised by their subject 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.

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.

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