

# YSGOL BRYN ALYN

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Headteacher: Adele Slinn, B.A. (Hons.) NPQSL, NPQH.



## COVID-19 Planning

### Phased School Re-opening

from Monday 29<sup>th</sup> June 2020.

## Guidance Information for Parents/Guardians regarding YBA return

Thank you for your support and patience during this time of uncertainty.

Following Kirsty Williams' announcement on Wednesday 3<sup>rd</sup> June, schools in Wales will re-open from Monday 29<sup>th</sup> June until Friday 24<sup>th</sup> July 2020. We aim to implement the Government strategy to the best of our ability whilst adapting it to the needs of our school community. School will be a very different place over this period, with far fewer pupils on site each day and normal lessons and timetables suspended but we are very much looking forward to seeing our pupils again. We are striving to offer them a wonderful education which mirrors as much of the YBA way as possible. The heart and soul of our school will be the same. Kirsty Williams spoke about school providing an opportunity for your child to 'Check in, Catch Up, Prepare for Summer and September'. Coming back to school in this way will be used to make sure pupils, staff and parents are prepared – mentally, emotionally and practically for the 'new normal' in September. There is a plan for the autumn half term break in October to be extended to two weeks, further information regarding these dates will follow in due course.

All pupils will be able to **return for limited periods during the week from 29 June** - but only a third of pupils will be allowed into school at any time. Please also be aware that home learning will continue throughout this time via the Google Classrooms that your child is part of for each of their subjects.

The safety and well-being of our community is our absolute priority and we have made careful and extensive preparations to ensure a safe return for all.

All pupils will have the opportunity for contact time before the end of the summer term. This will involve a 'check in and catch up' opportunity, on a given day of the week, for each pupil. These opportunities with small groups of pupils will give us a chance to check their wellbeing, re-focus all pupils on their home learning and provide a programme of activities that will support their specific year group learning.

One year group will attend school per day as follows...

- Monday Year 10
- Tuesday Year 9
- Wednesday Year 8
- Thursday Year 7
- Friday school closed to pupils, 'deep clean' & staff planning / review day

The school will have two clear designated pupil zones (used dependent on pupil numbers).

Zone 1 = Room 19 Key Worker children

Zone 2 = New Block – Humanities

Zone 3 = Science Block

Start and end times will be time staggered (e.g. your child may begin at 8.30 and finish at 1.30 or begin at 9am and finish at 2pm) and entry points will be specified to ensure the safety of all pupils and staff on site. This is to enable socially distanced entry and exits into school. Further information regarding your child's start and end time will be communicated once we have collated final numbers.

However, we have not forgotten about our fantastic Year 11 pupils and although in 'normal circumstances' they would have left YBA, having finished their exams. We would like to offer them the opportunity to have a specific 'face-to-face' meeting or virtual appointment should they feel that they need it. Please contact school and liaise with Mr Beddoes if you wish your child to take up this opportunity.

### **Pupil Attendance Arrangements**

Attendance at school during these four weeks is at the discretion of the parent.

School transport might not be in operation but the following guidelines will apply should the school transport service resume. Social distancing will be expected at all times and potentially the use of facemasks or face coverings. Bus drivers have been amongst the at-risk group. We are awaiting LA advice regarding this. However, there is also a significant logistical exercise with the school implementing staggered start and finish times. As a result, it is our strong preference and advice that pupils should walk, cycle or be driven to school.

You will be required to notify us of your **FINAL** decision regarding your child attending school via an online survey by 9.00am on Monday 15<sup>th</sup> June (the survey will open on Thursday 11<sup>th</sup> June) or, if you are unable to access this, please email [mailbox@ysgolbrynalyn.wrexham.sch.uk](mailto:mailbox@ysgolbrynalyn.wrexham.sch.uk) or text 07786200444, clearly stating your child's name and year group and what your intention is. Unfortunately, once you have made your decision it cannot be changed, as we will be arranging pupils into specific 'class bubbles'. (Please refer to further explanation later)

If your child will be attending school, it is essential that you follow the normal absence recording procedure should your child not be attending on any given day. Please inform us immediately should your child be suffering from COVID-19 symptoms. **DO NOT** send your child to school if they have a high temperature, new persistent cough, loss of taste and/or smell.

To report absences on the day your child is due in,  
please ring our Attendance Officer (Mrs. Williams) on 01978 720700 extension 120  
or  
email Mrs. Williams on [AbsencesA5@hwbcymru.net](mailto:AbsencesA5@hwbcymru.net)  
or

Text Mrs. Williams on 07786200444

Our Attendance Officer will telephone as per usual if we are expecting your child in school and we do not hear from you that your child will be absent.

Any pupil in receipt of a shielding letter must remain at home.

## **Health Checks**

It may be necessary for pupils to declare on arrival each day that there has been no known contact with someone who is self-isolating or who has actual or suspected symptoms. Temperature testing for pupils and staff will take place on arrival each morning.

Please refrain from sending your child in to school with medication. However, if your child requires medication daily, due to their needs (e.g. ADHD) please email (on mailbox email – see above) or telephone school and speak with their respective Head of Year as your child will need to be responsible for administering their own medication at the required time.

A First Aider will be 'on call' throughout the day for which a rota will be organised.

PPE will be available and kept in the medical room for use when administering dressings or when any close contact with a pupil is required e.g. fall or graze.

The Conference Room will be the isolation area should anyone develop symptoms during the school day. Should this be the case, you will be notified and asked to collect your child. In the event of any pupil showing symptoms during the day, the 'class bubble' (see further information below) and staff allocated to this bubble will need to self-isolate at home as per PHW guidelines.

## **Uniform & Equipment**

Pupils will attend school in uniform, blazers are optional but please be mindful that NO OUTSIDE COATS WILL BE ALLOWED ON SCHOOL SITE, this is to minimise articles of clothing being left in our learning zones and prevent the possible spread of COVID-19. It is expected that the pupils will wear their usual skirt/trousers, white shirt and tie. If a pupil has a black v-necked school jumper, they may wear this. These clothing arrangements will allow their uniform to be washed as soon as they arrive home and be prepared for their day the following week. We recognise that some items may no longer fit and there has not been an opportunity to replace these as yet. However, we would appreciate parental support in trying to get pupils as close to our uniform expectations as possible.

It is recommended that pupils shower as soon as they return from school, change their clothing and put their uniform in the wash.

Pupils will need to bring a packed lunch in a disposable container (see further information under 'Break and Lunchtime Arrangements'). Pupils will be allowed to bring in a water bottle that contains water or squash, however, there will be no facility for this to be refilled. When taken home they need to be washed thoroughly.

Please note – no nuts are to be included in any snack/lunch.

Pupils must not bring any personal property in to school, apart from a clearly labelled water bottle (this includes not bringing in mobile phones) – this is to prevent the further spread of COVID-19. It is vital that we manage the risk of 'cross-contamination' between school and home as best we can. If a parent needs to be in contact with their child in school or vice versa, the school reception will be open to receive and send telephone messages if needed (your child can communicate this via their 'bubble' teacher). This also allows us as a school to have a clear line of communication with you at home with no 'mixed-messages' via text/snapchat etc.

Any pupil who is seen to be in possession of anything other than a water bottle and packed lunch that has come from outside, then this pupil will be told to remain at home and continue with online learning via Google Classroom.

## **Arrival and Leaving School**

If you are bringing your child to school by car, please be mindful of the following recommendations...

- ✓ Only one adult to accompany children to and from school
- ✓ Only the YBA pupil should step out of the car
- ✓ Please ensure that your child adheres to social distancing when being dropped off and picked up.
- ✓ Parents ARE NOT PERMITTED to enter the premises
- ✓ Once dropped off, pupils are to make their way immediately into their designated school entry point via use of the paths.
- ✓ Pupils will need to line-up using the social distance marks indicated on the ground.
- ✓ Pupils will be allocated a 'class bubble' – this will specify their entry and exit to and from school. It is ESSENTIAL that they enter in the correct doorway.
- ✓ Temperature testing for pupils will take place on arrival each morning. There will be a member of staff at each designated entrance with a no-contact digital temperature thermometer. If your child's temperature is taken and is of concern, we will contact you to pick up your child.

If your child walks to school, please re-enforce the need for social distancing with them. Pupils should be 2m from any other pupil who is not from their family home.

## **Class Arrangements (including equipment protocol and packed lunch information)**

Movement around the school building will be strictly limited

Pupils will be 'grouped' into class 'bubbles' of no more than 10 and allocated a specific classroom and a specific toilet. No other pupils will be allowed to enter a classroom or toilet that has not been designated to them

Pupils will be expected to sanitise their hands, via the dispenser at the entrance of their classroom on entering and exiting the room.

Pupils are to remain in their allocated space at all times unless entering or exiting the room.

Each classroom will be allocated a specific toilet for their use. These will be cleaned on a rota every hour. Pupils will be allowed to leave their lessons in order to go to the toilet. This will be closely controlled by the member of staff in the classroom. Pupils will only be allowed out of the room one at a time once a previous pupil has returned. PUPILS WILL NOT BE ALLOWED TO GO TO THE TOILET DURING BREAKS AND LUNCHTIME – this is to allow us to safely supervise each 'class bubble' and ensure hands are sanitised on entry and exit to the classroom. Those pupils in possession of a 'toilet pass' will be exempt from this but carefully monitored if they need to go to the toilet during these times. School will provide sanitary products to girls who require them during their school day.

Each pupil will be given a pack of equipment that is strictly for him or her. A pencil, pen and rubber (and coloured pencils for KS3) will be placed in a clear pencil case and with the pupil's name displayed. These will be sanitised at the end of the day and placed in a box ready for the following week.

All the classrooms have a social distancing layout and safety protocol in place. There will be clear protocol placed on each individual desk so that pupils know what the safety expectations are.

Pupils will follow a clear timetable (this will be shared with you once final numbers are known as this will also provide start and end times and their class allocation). All pupils will have a Wellbeing hour at the beginning of the day. Following this, year 7 and 8 pupils will be working on 'topic' based work incorporating a variety of their subjects. The aim of this project will be to develop pupils' key skills in preparation for their following academic year (including literacy and numeracy skills)

Year 9 and 10 will be following a bespoke timetable that will incorporate Maths, Science and English as well as further qualifications such as Skills Challenge and Equality and Diversity. These pupils will have time allocated to them to have a 'face to face' meeting with GCSE subject teachers so guidance can be given on work done and to be done. All pupils will also have the opportunity to meet with a member of staff for a one-one wellbeing 'catch up'

### **Break and Lunch Arrangements**

Break and lunchtimes will be staggered so that pupils will have this time within their 'class bubble'. Pupils will not be allowed to socialise or mix with other pupils from other 'bubbles'.

Providing the weather is good enough, pupils will be allocated an outside space for their recreation time. This time will also be supervised by a staff member. If the weather is inclement then the pupils will be required to remain at their desks in their classroom, they will not be allowed to freely move around in this space.

Pupils are to bring their own lunch in a disposable container/bag so that it can be easily disposed of at the end of lunch. Pupils MUST NOT share their food with anyone else.

Pupils may bring their own water bottles to school but, please note, there is no availability to fill up water bottles should the need arise.

There will be no opportunity for pupils to congregate for a 'football game' due to the social distancing measures in place.

### **Expectations of Behaviour**

Any pupils who do not adhere to social distancing and safety rules will be withdrawn from school and will revert to home learning only. This is to ensure a safe environment for all.

### **General Notes**

Teachers in close contact with pupils may wear a mask or visor. This is a school recommendation and not guidance from the Government. However, we believe it may further the reduction in the transmission of the virus in school. Our recommendation on face coverings also extends to our pupils, again we believe that this will reduce the potential of children transmitting the virus to our staff and also to each other. This is only a recommendation and as such pupils will be welcomed to school even if they choose not to wear one. Those pupils who do want to wear a face covering should wear it to school and bring a zip-lock bag with them to put it in when they are not wearing it. When not in use they should store it in the zip-lock bag.

If you require a meeting with a member of staff, please contact our school office and arrangements will be made to accommodate you.

Please be aware that the school canteen will not be open during the school day. As stated previously, you must provide lunch (following guidelines above) for your child.

Finally, when we have the details of which pupil will be attending, we will publish individual timetables to each parent indicating school start and finish times for your child.

Please do not hesitate to contact me with any queries or concerns that you have via [mailbox@ysgolbrynalyn.wrexham.sch.uk](mailto:mailbox@ysgolbrynalyn.wrexham.sch.uk)

It is a difficult time for us all but I would like to thank you for your ongoing support.

A handwritten signature in blue ink, appearing to be 'AS', with a vertical line through the center.

Mrs A. Slinn

Headteacher