



Ysgol Bae Baglan

Headteacher Mr R. Rees
Senior Leadership Team Mr G. Williams, Mr S. Davies, Miss N. Williams
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Seaway Parade, Port Talbot, SA12 7BL

18th June 2020

Dear Parent or Carer,

I hope you and your family are well and I would like to thank you again for your support in helping your child continue to progress in a new way of learning at home. We are now able to share more information regarding the re-opening of the school on June 29th. When your child returns to school it will be significantly different both in terms of provision and environment. This letter is intended to help you gain a better understanding of what changes will be put in place.

I would like to thank parents and carers who have completed our return to school survey, this was vital in helping our planning. Knowing which pupils are arriving each day is critical to ensuring our safety measures can be effectively implemented. Whilst I do not want to prevent any child from attending, if you have not already completed the form to return, I would ask that you contact school and speak to a member of the senior team before sending your child. We may not be able to accommodate children who we are not expecting to attend.

When pupils return, they will be in small groups in order to achieve 2m social distancing. When in classrooms, pupils will follow the 'check in, catch up and prepare' Welsh Government principle. Staff will support wellbeing and help pupils to prepare for the next phase of their learning.

The same pupils will not be attending every day and we will be organising a timetable to have different classes/form groups in school each day. More specific individual timetables will be distributed as soon as possible.

When will pupils attend?

Class	Days	Times
Mr J. Westermark	Mondays and Tuesdays	9:00 – 1:45
Mr D. Richards	Mondays and Tuesdays	9:00 – 1:45
Mrs J. Davies	Mondays and Tuesdays	9:20 – 2:00
Mrs Bhabra	Mondays and Tuesdays	9:20 – 2:00
Mrs Richards	Wednesdays and Thursdays	9:00 – 1:45
Mrs V. Daniel	Wednesdays and Thursdays	9:00 – 1:45
Mr J. Harris	Wednesdays and Thursdays	9:20 – 2:00
Mrs C. Jenkins	Wednesdays and Thursdays	9:20 – 2:00

Please try to arrive close to the times above to avoid crowding.

Wherever possible, children will be with their class teacher, though this cannot be guaranteed.

Secondary school aged pupils will be invited to either an AM or a PM session. Each registration group will be allocated a specific arrival and departure time.

Session	Arrival Window	Departure Window
AM	8:30 – 9:00	11:15 – 11:30
PM	12:00 – 12:30	2:45 – 3:00

Pupils within the Learning Support Centre will remain until 12.15 in order to access specialist support staff/ resources/ activities

	Dates
Year 7 AM	Monday 29 th June and each Monday thereafter
Year 7 PM	
Year 8 AM	Tuesday 30 th June and each Tuesday thereafter
Year 8 PM	
Year 9 AM	Wednesday 1 st July and each Wednesday thereafter
Year 9 PM	
Year 10 AM	Thursday 2 nd July and Friday 3 rd July and each Thursday and Friday thereafter.
Year 10 PM	

What will pupils do in school?

Time in school will be used to undertake activities which support the health and wellbeing of learners and staff, to check in with learners, undertake activities to develop their readiness for learning and begin to reintroduce in-school learning as appropriate and identify and support the needs of individual learners. Pupils will be with one teacher and in one classroom for each of their sessions in school. We are not expecting normal school learning and the focus of learning will not be the normal curriculum.

We will try and ensure that pupils are with a familiar teacher as much as possible, most likely their registration teacher or class teacher in primary phase. In the case of Year 10 we will also ensure that on different sessions, pupils spend the session with specialist English, Maths, Science or Option teachers to ensure at this critical time, we have the best opportunity to support their learning in light of exams next year.

Year 10 Sessions

Thursday 2 nd	Wellbeing
Friday 3 rd	English
Thursday 9 th	Maths
Friday 10 th	Science
Thursday 16 th	Option A
Friday 17 th	Option B
Thursday 23 rd	Option C

Due to the hairdressing option being off site, this session will not go ahead.

Staff and Pupils who cannot attend

[National guidance](#) is available for staff and learners who fall into one of the categories below:

- Extremely vulnerable or shielding staff or learners
- Clinically vulnerable staff or learners
- Living with or shielding a vulnerable person

In line with official guidance, under no circumstances should learners or staff attend YBB if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a high temperature, a new continuous cough and/or loss of smell or taste, or if they have tested positive for COVID-19 in the past 14 days.
- Live in a household with someone who has symptoms of COVID-19 or has tested positive for COVID –19 in the past 14 days.

If a learner or member of staff show symptoms of COVID-19 or is otherwise ill whilst at YBB then:

- They will be kept separate until they can be collected and taken home. Our base room for this will be TE2 where the learner or member of staff will be supervised at a distance of two metres. This room will be used exclusively for this purpose until the end of term. The external door will be used.
- Surfaces that learners or staff showing symptoms have come into contact with will be carefully cleaned immediately.
- Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well must stay at home for 14 days from the first day that the person started to show these symptoms.
- If clinical advice is needed, then we will phone 111 immediately.

If learners have booked into school but are unable to attend school for whatever reason they are to notify the school using the normal procedures that we have in place by calling school.

Attendance for pupils in the school is voluntary for the four weeks and there will be no fines or penalties for pupils who do not attend. We respect the wishes of parents and carers who do not wish to send their child into school. This face to face time with staff will become part of our blended learning provision that complements the distance learning (home learning), which could continue into the Autumn Term. We aim to use the four weeks to allow pupils to check in, catch up and prepare for the next stage in their learning.

I do not want pupils who do not attend to be disadvantaged and will be speaking to staff about making all learning resources used on days in school available online and continuing to develop our online provision.

Childcare

At the same time as reopening, we will continue to provide childcare for children of key workers. This will be prioritised as follows. 1. Children where both parents or a lone parent are key workers. 2. Children identified by school as at risk. 3. Children where only one parent is a key worker. Spaces will be limited to children in Nursey - Year 8 or those with ALN.

Transport

Arrival at school

When arriving at school pupils should use the front entrance. All pupils transported by Local Authority transport should use the rear entrance. Children attending childcare should use the rear entrance.

Children should be accompanied by at most one adult. Children who can enter the site independently should do so.

Entrances to school – Secondary Phase pupils enter and leave via door next to Main Hall entrance, Primary Phase pupils enter and leave via classroom doors or Primary Phase reception. Childcare pupils will enter via the clearly marked external door of EA7 at the rear of school.

At the front of school there will be clear indicators to enforce social distancing within the school grounds whilst pupils and adults wait to enter school. Pupils may be accompanied onto school site by one adult from the same household but will not be allowed into restricted areas or into the school. The school field is bounded by a fence with posts separated by a 2m distance which will be used if queues extend beyond the main school entrance. Entry to school will be completed as quickly and as safely as possible but socially distance queues may occur and pupils and parents will be expected to queue responsibly, even in the rain. Queues will be staffed.

Walking, Cycling and Scooting

Where possible, parents and carers should travel with their children to and from school, ideally on foot, or by bike, scooter or any other means of active travel. Social distancing should be maintained on the journey to and from school. Pupils from different households should not meet up on the way to school to travel together.

Pupils who cycle or scoot to school must dismount when in school grounds. They will queue in the same way as other pupils with their cycle or scooter and then leave these in the designated lockup area at the front of school as they approach. This area will be staffed to ensure social distancing.

Driving

School front gates will not be open. Parents who drive to school will use the parking bays at the front of school. Pupils who arrive with parents must only use the front entrance. Overflow parking is available on the road at the end of Western Avenue playing fields. Parents should try to arrive and depart within the allocated times to ensure that there are enough parking spaces.

People from different households should not car share.

Public Transport

It is recommended that pupil and staff using public transport use their own non-medical face coverings which should be removed and stored in bags on arrival. Parents, pupils and staff must check public transport timetables to ensure that they can arrive and depart safely and within the arrival and departure windows. The local authority, transport providers or school will not be able to demarcate or monitor bus stops and pupils and staff must ensure their own social distancing.

Local Authority Transport

All local authority transport will access the building via the rear gate. Parents of pupils with ALN who are transporting their children to school will also use this entrance. The gate will be staffed. Once parked, pupils will be met by staff who will remind them of social distancing. Pupils will be escorted to their allocated rooms.

Time in School

Groups of Learners

Pupils of primary school age will be placed into class groups of no more than 10 children. Pupils of secondary school age will be placed into groups of no more than 12 children. In Year 10 some pupils will be in slightly larger groups but will be in spaces which can accommodate this whilst maintaining social distancing. Pupils in our Learning Support Centre will also be supervised in some sessions by specialist staff. Pupils will spend all their time in school with the same group.

Supervision

Pupils will not move between classrooms.

Pupils who are in receipt of a statement will have the opportunity to access specialist staff and sessions will run by staff that pupils know well and have worked with them daily. Support staff will be involved in all sessions. Pupils with HI needs will be provided with their usual levels of signed support during their sessions.

Breaktimes for pupils

Primary Phase	10:20 – 11:00 in two sessions in two marked areas quad and primary yard.
Secondary Phase AM	9:50 – 10:20 in two sessions in 6 marked areas of the yard and 3G
Secondary Phase PM	12:50 – 13:30 in two sessions in 6 marked areas of the yard and 3G
Childcare Provision	As required in marked areas adjacent to EA7

During breaktimes pupils will be supervised by the same staff as in the classroom.

Lunchtimes

Primary Phase	12:00 – 12:50 in three supervised areas
Childcare Provision	12:00 – 12:50 in one supervised area

Those pupils in school for all day sessions will be supervised at lunchtime by lunchtime supervisors in one of four canteen areas, socially distanced.

What to wear

Learners can wear school uniform if they wish, but do not have to. Staff may wear normal professional clothing but may also choose to dress more casually. The main thing is to wear something that is comfortable and easily washable. Everyone should wear clean clothes when they attend and change clothes in the normal way following normal personal hygiene and washing of clothes following a day in a school. Clothing that cannot be machine washed should be avoided.

Face coverings

Non-medical face coverings are recommended where social distancing cannot be maintained. In school we will ensure the environment is organised and operated to ensure that social distancing can be maintained throughout the day. Facial coverings are not a replacement for far more effective measures such as social distancing and hand hygiene. Facial coverings may inadvertently increase the risk of transmission if they are not handled as directed and may be a source of contamination.

Additionally, the impact of wearing a face covering for a deaf person has been carefully considered, as communication for many deaf people relies in part on being able to see someone's face clearly may distort the voice. Facial coverings make effective communication between everyone more difficult. Pupils and staff must not wear facial coverings from home whilst in school. Appropriate PPE will be provided by school as described in the PPE section below.

What will be taught?

Our wellbeing leadership team have worked alongside teachers to develop resources which support a focus on health and wellbeing. Year 10 will also focus on exam subjects.

The return to school can offer learners a range of mental health benefits. It may provide them with time with friends, a sense of routine and a chance to spend time with adults in school who have become important to them.

Communication and conversations can be an important support. For some learners, being able to talk to a trusted adult who they know well can be more therapeutic and more immediate than being referred to another professional who may not be readily available. Conversations about how they are feeling will be critical throughout this period. Staff will encourage learners to discuss their questions and concerns. Learners should recognise that it is normal that they may experience different reactions and be encouraged to talk to staff if they have any questions or concerns, especially around COVID-19. Information will be provided in an honest, developmentally appropriate manner.

We will also use this time to support pupils in their engagement in distance learning, ensuring they know where to find resources, how to organise their time and communicate with their teachers when not in school.

Use of equipment

Equipment used each day will be restricted to that which can be easily cleaned. Pupils will not be allowed to share equipment. At the end of each day, equipment and books that have been used will be quarantined for 72 hours. Books brought into school must be quarantined on arrival and must not be used in the classroom. Pupils can bring their normal pencil case, but this must not be shared

or handled by others. Those without equipment will be provided with it for the day and it will be quarantined after use.

Breaktimes

Pupils will have the opportunity to use outdoor spaces during breaktimes. All learners will wash their hands before and after using the outdoor space. Use of outside space will be limited to restricted areas. Pupils will not be allowed to mix with pupils from other groups and older pupils will be expected to maintain social distancing during breaktimes. Primary school aged pupils will be encouraged to maintain social distancing but consistent groups of no more than 8 may mix. At lunchtime pupils will sit socially distanced to eat until the whole group have finished eating and will then be supervised in outside spaces by members of the senior team.

Toilets

When required, pupils will be sent to the toilets from their designated classroom. This will be minimised where possible. Toilet facilities will be supervised and only one pupil allowed into the toilet area at a time. Pupils waiting will queue socially distanced. Warm water and soap will be available at all times, in all toilet areas for pupils and staff. Pupils with ALN will have access to the specialist bathroom/toilet during this period. Staff who support pupils with their personal care will be provided with the relevant PPE.

Pupil Behaviour

We have the same behaviour expectations of pupils as always. However, our normal discipline processes which include detentions and internal exclusion will not be possible. Pupils who cannot maintain good behaviour including following instructions on social distancing will be removed from class and sent home. They will not be invited back to school until behaviour is discussed via telephone and reassurances given and will have to continue their learning from home.

Catering

I would like to thank parents for completing food requirements on our return to school survey.

Pupil Lunches and snacks

Pupils should bring a bottled drink as the water fountains will be switched off.

Pupils who attend for an AM Only or PM Only session will not eat lunch in school. They should not bring snacks into school and should not eat in school unless there is a medical need. Pupils who attend all day sessions in school or childcare can either bring a packed lunch to school or can pay in advance for a school meal to be provided.

Pupils who bring their own packed lunch will keep it in their learning space until lunchtime. They must take home any leftover food and packaging brought from home.

For those that have booked, there will be a limited cold choice of Ham, Cheese or Turkey sandwiches or a choice of hot food; pasta with tomato sauce or curry and rice. Choices will be made by pupils at the start of the day. All meals will include a drink, dessert and piece of fruit. No free meals will be provided even to those entitled to Free School Meals and parents' ParentPay accounts will be charged. Parents must ensure funds are available in their account. Meals are priced at £2.30.

All learners will wash their hands before and after eating. Lunch for the all-day sessions will be eaten in one of four temporary canteen areas where pupils will sit socially distanced. These areas will be supervised by lunchtime supervisors. Pupils will not be allowed to eat in classrooms and no mid-morning snacks, or morning fruit will be allowed.

Visitors and parents

Reception

A Perspex screen will be installed in reception to form a barrier with the public. Hand sanitiser and hand washing facilities are available. Only one member of staff will be behind reception at any one time to obey social distancing, so please be patient. Lower school reception will be closed.

No visitors will be allowed in the school building during the school day unless an appointment has been agreed with the Headteacher, with exception to parents or carers that have been contacted to collect a learner, who for example, needs to return home earlier than planned.

Cleaning

Cleaning of classrooms

Rooms used will be cleaned thoroughly at the end of the day by cleaning staff and high touch areas will be cleaned regularly throughout the day by the facilities team. A dedicated person will be on duty to clean as required. Hard surfaces will be cleaned with warm soapy water or the normal cleaning products. All cleaners have received full induction training. The use of "Screen" throughout the day will be used by trained staff at the school with attention being given to clean 'high-touch' areas and surfaces. These areas will be cleaned at least once a day and more frequently in high use areas, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers. Cleaning staff will always maintain social distancing.

Cleaning of Toilets

Regular checks will be made throughout the day to ensure that there is a plentiful supply of soap available for effective hand washing. Toilet areas will be cleaned frequently throughout the school day using "Screen" with attention being given to 'high-touch' areas and surfaces. At the end of the day the area will be cleaned with warm soapy water or the normal cleaning products by fully trained cleaning staff.

Cleaning lunch areas

Lunch areas will be cleaned before and after use.

Cleaning where someone has shown symptoms

Area will be evacuated, barriers with suitable signage will be used to manage the area. A clean down prior to reoccupation will take place, considering the cleaning in non-healthcare settings guidance. Particular attention will be given to any specific area with which the person has been in contact i.e. allocated desk as well as all other 'high-touch' areas.

If any waste is suspected of being in contact with someone showing symptoms, suspected or confirmed of COVID-19, it will be placed in a waste bag, held in a secure place for 72 hours then disposed of with other waste. This will be double bagged.

Cleaning staff will fully understand the cleaning requirements and will have had appropriate training, with products and equipment made available to them in a timely manner. PPE of gloves and aprons will be used when cleaning these areas.

Hygiene

Personal Hygiene

Learners and staff should cough or sneeze into their elbow. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze. Hand sanitising should also take place after learners / staff have blown their nose, sneeze or cough.

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. If a learner or member of staff sneezes onto a hard surface within a classroom then the surface will be cleaned immediately. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

Tissues are to be disposed of in blue plastic bags to be supplied for each room. These bags will be double bagged at the end of the day and quarantined for 72 hours before disposal.

Doors and windows and building ventilation

All staff are to ensure that there is always good ventilation within rooms, particularly during occupancy. The facilities team, upon arriving at school, will ensure that windows in rooms being used will be opened. It is paramount that there is an adequate supply of external fresh air within the rooms.

Social distancing

Pupils, when arriving at school, will line up at clearly marked 2m intervals following signage. Prior to entering the building pupils will cleanse their hands with sanitiser or soap and water. Learners will always be accompanied to their allocated room maintaining the 2m social distancing regulation. Clear floor markings will be used within the build to support and enforce social distancing. Learners will remain in the same seat and at the same desk whilst in school.

The morning session in the secondary phase will be in the Humanities wing. Pupils leaving Hu5, 6, 9, 10 and 11 will leave via the far stairs and the exit door in the Technology wing. All other pupils will exit the build via the same way as they entered.

All pupils will be supervised by the same teacher they have spent the session with until they leave the building. Members of SLT will be on hand to ensure that social distancing rules are enforced as pupils leave the school site.

For the afternoon session in secondary phase we will use the Communication wing.

When entering and exiting classrooms all learners and staff will sanitise their hands.

Personal belongings

In order to facilitate cleaning, all unnecessary items will be removed from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts e.g. lego or keyboards. Where practicable, we will remove soft furnishings, for example pillows, bean bags and rugs. Larger toys that are used with one group will be cleaned before use with other groups. Books and equipment used by individual pupils e.g. counting blocks will be quarantined for 72 hours after use.

The content of rooms has been reduced as much as practically possible and all personal belongings have been removed.

If learners have coats with them then these will need to be stored on the back of their chairs when in class. If bags are brought into school then they will be safely stored under the learner's desk.

Personal Protective Equipment (PPE)

No PPE is required when undertaking routine educational activities in classroom or school settings, However, parents can request PPE for pupils based on identified risk. In the case of learners, the use of PPE is strongly discouraged and will not be supplied if this increases the risk of infection. PPE from home is not to be used in the school building.

Accidents, Emergencies and Medical

First Aid

There will be enough trained first aid staff attending each day in line with the school first aid risk assessment. Should pupils require First Aid Treatment, this will be carried out in line with HSE guidance.

Medicine

The management of medications will continue to be overseen by the ALNCO. Daily medicines will continue to be administered by trained staff wearing appropriate PPE, but medication will be brought to pupils. Staff administering the medication will do so as instructed on the pupil's Health Care Plan. It will be the responsibility of the parent to ensure school has all necessary medication in order to administer. For pupils who have a known health condition, staff will adhere to the current Health Care Plan. It is the responsibility of the parent / carer to inform school of any changes to the plan.

Emergency Medication

Emergency medication will be administered by trained staff wearing PPE.

Fire Evacuation

In the event of the fire alarm sounding, normal evacuation procedures will prevail and will be communicated to learners at the start of each session. The building will be evacuated to the usual muster points. Muster point areas have been marked to ensure social distancing.

Use of the lift.

Where staff or learners can use the lift unaccompanied then they will be able to do so when required. This area will be cleaned on a regular basis. When learners need to be accompanied then face masks must be used in the lift.

I hope that this information helps in providing some comfort that we have closely considered all aspects of safety whilst trying to give children the best experience we can whilst they are in school. If you have any further questions or comments, please get in touch.

Yours faithfully,

Mr R. Rees.

Headteacher.