



Return To School

September 2020

This plan has been developed using the key principle of preventing infection by reducing contacts as set out by the Education Minister including:

1. grouping learners together,
2. avoiding contact between groups as much as possible,
3. arranging classrooms with forward facing desks where possible,
4. staff maintaining distance from learners and other staff as much as possible.

The reopening of schools offers pupils and staff an opportunity to enhance current support for wellbeing and learning.

- We will focus on supporting staff and pupils to return to their learning environments
- We will also focus on providing learning as close to 'normal' as possible.

Pupil Attendance

Tuesday September 1 st	Staff preparation day, no pupils.
Wednesday September 2 nd	Staff preparation day, no pupils.
Thursday September 3 rd	Reception -Year 7, Year 10 and Year 11.
Friday September 4 th onwards	Reception - Year11.

Nursery Provision - Parents will be notified with individual start dates for Nursery age pupils which will begin Monday 7th September.

	Arrival	Departure
Classes VDA, JWE	8:30	14:45
Nursery AM	8:35	11:05
Classes JHA,JDA,	8:35	14:50
Classes MRI, ABH	8:40	14:55
Classes DRI, CJE	8:45	15:00
Class JHU	8:45	12:45 (for first 5 days leading to 15:00 by Thursday 17 th)
Nursery PM	12:20	14:50
Year 7	8:35	15:00
Year 8	8:50	14:55
Year 9	8:45	14:50
Year 10	8:40	14:45
Year 11	8:30	14:45

During the period until 14th September, parents won't be fined for keeping their children at home. We will continue to work with all parents to ensure full attendance as quickly as possible. Parents of pupils who are expected to attend but do not will be contacted by the attendance team daily.

Pupils are to use the designated entrances and arrive with a staggered start time. This staggered start will continue for the duration of phase 2 until school conditions return to normal.

Under no circumstances should learners or staff attend schools/setting if they:

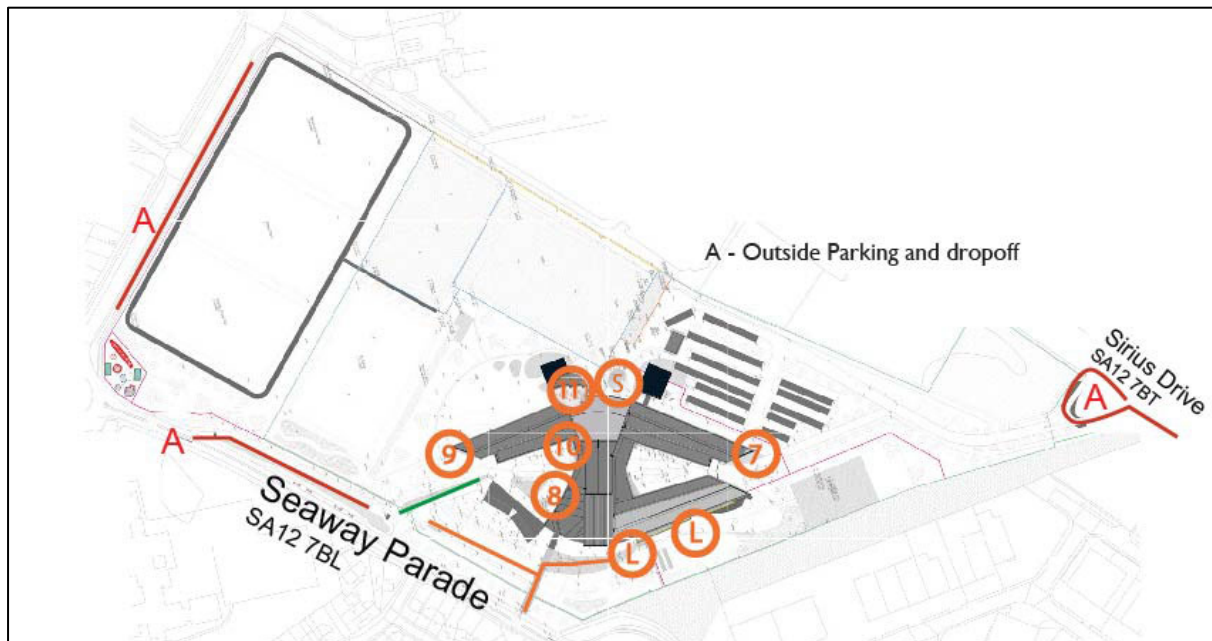
- feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or
- they have tested positive to COVID-19 in the past 7 days
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the 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 the PE Lecture Room where the learner or member of staff will be supervised at a distance of two metres. No member of staff or pupil will be able to access this room for the remainder of term. The exit closest to this room 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 are unable to attend school for whatever reason they should notify the school using the normal procedures that we have in place by calling school.

Arrival at School



Primary Phase pupils will enter via the normal entrance marked (L). All pupils will be dropped off at this point but will enter school via Lower School Yard in to their classes, or via the Lower School Reception or the Shared Breakout Area.

Secondary Phase pupils can use the front or rear main gates but must enter school through the allocated entrance. On the first few days the pupils will be met by staff to ensure they know where to go and may be required to queue to enter the building. This must be done whilst socially distancing.

At the entrances to the building 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 area 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 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.

We appreciate the co-operation of pupils and parents to arrive as close to their arrival time as possible which will reduce queueing and better support our efforts to maintain social distancing.

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. People of no more than two households should only travel together if social distancing is possible. 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. Staff who cycle to school will leave cycles at the rear designated lockup area and should maintain social distancing when parking and collecting their bike.

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.

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 by CPR/SDV. 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 in Years Nursery to Year 9 will be in classes of up to 32 pupils. These groups form contact groups and pupils will remain in these groups for all activities. Pupils will not change groups for any activity. Pupils will remain in these groups during break and lunch and will not mix with other classes and will social distance from other groups at these times.

In Years 10 and 11 pupils cannot stay in one class as pupils have chosen different option subjects. In order to deliver the curriculum Year 10 and Year 11 are each placed in large contact groups. The Year 10 and Year 11 contact groups should not mix.

Although pupils within any contact groups will not fully socially distance, they should maintain as much distance from one another as possible and should not touch other pupils.

Supervision

In primary phase pupils will spend their time in school with one teacher and support staff as required.

In secondary phase, specialist staff will move around the school to ensure the curriculum can be delivered to groups of learners. Year 7 will be in rooms in the LC corridor, Year 8 will be between the LC and HU corridors and Year 9 will be in the HU corridor. Year 10 and 11 pupils will move around the school to be taught in specialist rooms.

Pupils who are in receipt of a statement will have the opportunity to access specialist staff. Support staff will be involved in all lessons where needed. Pupils with HI needs will be provided with their usual levels of signed support.

Breaktimes for pupils

Primary Phase	10:20 – 11:00 in two sessions in two marked areas MUGA and primary yard.
Secondary Phase	9:50 – 11:05 in five 15-minute sessions in 10 areas of the quad, yard and 3G.

The school canteen will not be open during break time. Eligible pupils will continue to receive milk and fruit can be purchased by primary phase pupils through ParentPay. Pupils may bring their own snacks which can be eaten outside whilst on break. All packaging should be taken home. During breaktimes, pupils will be supervised by timetabled staff.

Lunchtimes

Classes JHU MRI JHU	11:30 – 12:00 in canteen, 12:00 – 12:20 in yard areas.
Classes VDA JDA JWE	12:05 – 12:25 in canteen, 12:25 – 12:55 in yard areas.
Classes ABH JDA JWE	12:30 – 12:50 in canteen, 12:50 – 13:20 in yard areas.
Year 07	12:00 – 12:30 in canteen, 12:30 – 12:55 in yard areas.
Year 08	12:30 – 12:55 in canteen, 12:00 – 12:30 in yard areas.
Year 09	12:55 – 13:15 in canteen, 13:15 – 13:55 in yard areas.
Year 10	13:15 – 13:35 in canteen, 12:55 – 13:15 and 13:35 – 13:55 in yard areas.
Year 11	13:35 – 13:55 in canteen, 12:55 – 13:35 in yard areas.

Pupils will be supervised at lunchtime by lunchtime supervisors in one of three canteen areas, socially distanced. Each group will be in different yard areas.

What to wear

Learners should wear full school uniform. On days when pupils have PE they should wear their PE kit all day.

Face coverings

Pupils and staff must not wear facial coverings from home whilst in school. Pupils and staff must remove face coverings when arriving at school. Learners will be instructed not to touch the front of their face covering during use or when removing them. They must place face coverings in a plastic bag they can take home with them and then wash or sanitise their hands before heading to their classroom. Appropriate PPE will be provided by school as described in the hygiene section below.

What will be taught

Learning in school will follow the normal curriculum with due regard to the latest curriculum guidance published by Welsh Government

<https://gov.wales/sites/default/files/publications/2020-07/guidance-on-learning-in-schools-and-settings-from-the-autumn-term.pdf>

Pupils in Years 7, 8 and 9 normally access specialist teaching facilities for some subjects. During this phase of reopening, pupils will not access these specialist teaching rooms which may restrict some of the activities taught.

Use of equipment

Outdoor playground equipment will be more frequently cleaned. It is still recommended that learners limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, bags, hats, coats, books, stationery and mobile phones. Learners and staff can take books and other shared resources home, although unnecessary sharing should

be avoided, especially where this does not contribute to learners' education and development. Similar rules on hand washing, cleaning of the resources and rotation should apply to these resources.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that learners have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between contact groups, such as sports, art and science equipment will be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups.

Breaktimes

Pupils will have the opportunity to use outdoor spaces during breaktimes. All learners will sanitise their hands before and after using the outdoor space. Use of outside space will be limited to restricted areas. Pupils are not allowed to mix with pupils from other contact groups.

Intervention and Support

Where specific intervention such as reading support can be delivered safely to one contact group, a subgroup of a contact group or individuals, this will continue. Intervention for pupils from more than one contact group will not continue.

After school activities

All after school activities which involve pupils from more than one contact group or involve physical contact cannot take place.

Toilets

Pupils in Year 7,8 and 9 will be encouraged to use the toilets on the 1st floor. Year 10 and 11 will use those on the ground and 2nd floor. Pupils waiting will queue socially distanced. Staff will use the toilets nearest to their work area. 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 the personal care will be provided with the relevant PPE. Toilets will be cleaned regularly.

Pupil Behaviour

We have the same behaviour expectations of pupils as always. Our normal discipline processes which include detentions and internal exclusion will apply. Pupils who do not maintain good behaviour including following instructions on social distancing and group distancing will face further consequences in line with the school behaviour policy.

Catering

Pupil Lunches and snacks

Pupils may bring snacks into school which can be eaten outside at breaktime or lunchtime. They should not eat snacks in the school building unless there is a medical need, other than at lunchtime. Pupils can either bring a packed lunch to school or can pay in advance on ParentPay for a school meal to be provided. Pupils who bring their own packed lunch will keep it with them until lunchtime. They must take home any leftover food and packaging brought from home.

For those opting for a school meal, pupils in Primary Phase will be served a hot set meal. Pupils in secondary phase will be served the hot and cold 'Grab and Go' menu. Free meals will be provided to those entitled to Free School Meals. All learners will sanitise their hands before and after eating. Lunch will be eaten in one of three canteen areas where pupils will sit within their contact group. These areas will be supervised by lunchtime supervisors. Pupils will not be allowed to eat in classrooms.

Visitors and parents

No visitors will only 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. External agencies providing support to pupils may by prior arrangement use a free classroom to meet with pupils.

Cleaning

Cleaning of classrooms

Rooms used throughout the day will be cleaned thoroughly at the end of the day by cleaning staff and high touch areas will be cleaned regularly 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 based on local assessment, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.

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 particular 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 each group use.

Cleaning where someone has shown symptoms

Management of the area will be physical where possible i.e. barriers with suitable signage or behind locked doors. 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 should 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.

Hygiene

Personal Hygiene

Learners 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 sneezes onto a hard surface within a classroom then the surface should be cleaned immediately.

Social distancing – entering and moving around exit in class signage

All learners must always adhere to social distancing rules when moving around the school which will be kept to a minimum. Signage will indicate the direction of flow for pupils and staff. 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. Clear floor markings will be used within the build to support and enforce social distancing. Learners in Years R-9 will remain in the same seat and at the same desk whilst in school. Pupils will leave by the same exit they entered at. When entering and exiting classrooms all learners will sanitise their hands.

Personal belongings

Personal belongings should be taken home at the end of each day. If learners have coats with them then these will need to be stored on the back of their chairs when in class. Pupils should bring bags which are to 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. Parents can, on behalf of learners, request PPE individually based on identified risk and wellbeing.

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 which is dependent on attendance numbers. 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. Pupils will report to reception. 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. The building will be evacuated to the usual muster points. Lines of groups of pupils will be 2m apart.