

Monday 10th August 2020

Dear parents / carers

I hope that all is well with you and your families as we continue to live with the challenges associated with the current situation and the measures in place in our lives to help control the spread of COVID-19.

We have all heard reference to the 'new normal' which we have to accept as we work to return to life as it was pre- pandemic and this 'new normal' is also the case for us at Llanwern High School as we prepare to welcome back all of the pupils to school in September.

The Education Minister, Kirsty Williams, has announced that all schools will have a degree of flexibility in planning for the return of all pupils to schools in September, allowing schools to engage in various transition or staggered year group arrangements for a period of up to two weeks, but with the expectation that all pupils will be in full time education from Monday 14th September.

Whilst it will be important to allow key year groups some additional time at school from September 1st, I want to welcome all pupils back to school full time from **Monday 7th September.**

For those pupils accessing our newly developed SLC provision, additional transition and support to return to school will be arranged and the relevant families informed directly.

The plan for each year group's return to school in September is summarised below:

Tuesday 1st September	Staff planning and repurposing day	
Wednesday 2nd September	Year 7 pupils (and their families) for transition and information sessions	8.30am - 2.30pm
Thursday 3rd September	Year 7	8.30am - 3.00pm
	Year 11	8.30am - 2.00pm
	Year 12 & 13	11.20am - 3.00pm
Friday 4th September	Year 7, 11, 12 & 13	8.30am - 3.00pm

Monday 7th September onwards (and until further notice)	Year 7 & 8	8.30am - 2.45pm
	Year 9 & 10	8.30am - 2.55pm
	Year 11, 12 & 13	8.30am - 3.00pm

Whilst it is important to try to establish as familiar an environment for our young people as possible when we welcome them back in September, it is also important to ensure that you and your children are clear about what to expect regarding the introduction of a range of different measures, which will need to be adhered to in order for us to comply with the Welsh Government guidelines produced in July.

The Welsh Government (WG) guidelines provides guidance to all schools on how to reopen to all pupils safely and it has been instrumental in supporting us as we prepare for September:

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

In light of the ongoing requirement to mitigate the risk of transmission and in response to the WG guidance, we will adopt a wide range of measures from September to work to keep your children safe and to reduce, as far as possible, the risk of spreading the virus.

However, please note that the measures planned for introduction in September are subject to change, dependent upon how the situation evolves.

Risk Assessments

As a legal requirement, I can assure you that all risk assessments have been updated so that additional risks associated with welcoming back all staff and pupils in September have been considered and appropriate control measures have been introduced . Updated risk assessments have been completed in conjunction with, and input from, local authority health and safety officers and the relevant trade unions. The focus of these risk assessments has been on reducing risks to the lowest reasonably practicable level, whilst not negatively impacting the well-being of staff and pupils.

Suspected COVID-19

Under no circumstances should any member of staff or any pupil attend school if they feel unwell and have any of the four identified COVID-19 symptoms:

- 1) A new continuous cough
- 2) A high temperature
- 3) A loss of taste or smell
- 4) Have tested positive to COVID-19 in the past 7 days or live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days

All staff are aware of this expectation and I ask for your support in adhering to this expectation too, so that we can collectively support each other in staying safe and minimising the impact of the virus within our community..

However, if there is a situation where a pupil presents with COVID-19 symptoms whilst at school the following action will be taken:

- 1) Senior leadership team to be notified and, with full personal protective equipment, the pupil to be collected and escorted to the newly designated Covid-19 medical bay.
- 2) Pupil to be supervised at a distance of two meters and contact to be made with parent/carer so that the pupil can either be collected or given permission to make their own way directly home.
- 3) All surfaces that the symptomatic pupil has come into contact with to be carefully and thoroughly cleaned.
- 4) As the pupil has displayed symptoms of COVID-19 they should stay at home and begin to self isolate for 7 days while making arrangements to be tested. However, if the test result is negative the individual with symptoms will not be required to complete the full 7 days self-isolation period.
- 5) The present advice is that it is not necessary to screen temperatures at school as parents/carers can check for signs of a high temperature. Such screening will also not identify all cases of COVID-19 and the means of checking temperature may put staff at greater risk of transmission.

Minimising contacts and social distancing

We all know that minimising contacts and mixing between people reduces transmission of COVID-19. However, as a fully functioning school with a full complement of staff and all year groups present from September, there are obvious challenges with this.

The guidance states clearly that 'schools must consider how to best implement this and do everything possible within their own context to minimise contacts and mixing while delivering a broad and balanced curriculum'.

All schools are different in size, space and geography, so approaches to maintaining minimal contact and ensuring social distancing will look different across schools and it is important to stress that the measures we are taking to minimise contacts and ensure social distancing are measures to *mitigate* the risk of transmission - we cannot completely eliminate the risk.

From September, the following measures will need to be adhered to in order to minimise contact and ensure social distancing is in place whilst also offering a broad and balanced curriculum to your child:

- 1) No pupils allowed into the school building at the beginning of the day to congregate in the atrium area. Pupils to remain outside until the first bell for registration.
In case of inclement weather, it is advisable to ensure your child has a suitable coat and/or umbrella.
- 2) There will be separate yard areas and controlled entrance to the building for registration each morning. KS4 and KS5 pupils will only be able to enter via the old reception area at the front of the school and KS3 pupils will only be able to enter via the rear of the atrium.
- 3) Year group entrance at the beginning of the day to be overseen by heads of year, with entrance controlled and staggered, as well as via different doors for each year group in each key stage.
- 4) Desks in classrooms will be arranged to support contact groups of approximately 30 pupils and teacher areas have been marked off to support the 2 meter distancing rule.
- 5) Unnecessary furniture will be removed from classrooms to generate more space for staff and pupils and all desks will be arranged side by side, facing forward rather than arranged in groups.
- 6) There will be 2 meter distance markers throughout the building to remind staff and pupils of the required social distance and signage displayed to further support this message.
- 7) A one way system to cross atrium bridges will be introduced.

- 8) The school bells to mark the end and beginning of lessons will be removed so that a controlled and managed exit from classrooms can be achieved, avoiding an excessive number of people in the corridors at any one time.
- 9) Whole year group assemblies will be suspended until further notice to avoid large groups of staff and pupils gathering in a closed area.
- 10) Staggered break times and lunch times will be introduced to further maintain minimising contact between year groups.
- 11) All furniture in the atrium will be removed initially in order to maximise the space in supporting social distancing. All pupils will be expected to take their breaks outside in the fresh air rather than congregate in the atrium area. In case of inclement weather, the school will only be able to accommodate limited numbers of socially distanced pupils inside the building during break times.
- 12) Separate yard areas for different year groups at break times will be introduced.
- 13) Staggered exits for year groups at the end of the day will be in operation to support minimising contact between year groups as they leave school.
- 14) Until further notice, lunchtime and after school clubs, where pupils from different year groups attend, will be suspended.

Cleaning, hygiene and health and safety

- 1) Sanitising stations have been introduced near to all entrances and pupils will be expected to clean their hands as they enter the building each morning.
- 2) Cleaning of all entrance areas and touch points will also be introduced following all pupils entering the building each morning.
- 3) There will also be additional sanitising stations within each classroom and throughout the day, as groups of pupils enter or exit a classroom for a lesson, the pupils will be expected to clean their hands.
- 4) Paper towels, tissues and anti-bacterial spray will also be available in each classroom to support regular cleaning of work surfaces.
- 5) Pupils will be expected to bring their own equipment to school each day and will be discouraged from borrowing or sharing pens, pencils, rulers etc.
- 6) Wherever possible, classroom doors and windows to remain open to ensure good ventilation.
- 7) Sanitiser available near the entrances to all toilets.
- 8) Increased cleaning team to be introduced to oversee the hygiene levels required throughout the day - including hourly cleaning of toilet areas and additional cleaning to take place in subject areas such as science, PE, DT and IT.
- 9) Screens introduced in the IT areas around workstations and the use of Rapid-10 spray sanitiser for all equipment three times daily.
- 10) 'Catch it, bin it, kill it' signage will be displayed around the building to reinforce the message of virus control.
- 11) As the Chief Medical Officer has been clear that there is minimal evidence to support the widespread wearing of non-medical face coverings within school settings, staff are not expected to wear face coverings for routine educational activities.
However, all staff will be provided with gloves, face visor and apron which can be used if a pupil becomes symptomatic and requires personal care.
- 12) Whilst pupils will not be provided with face coverings to wear at school, it is acknowledged that these are increasingly becoming part of our 'new normal'. Therefore, if you wish to send your child to school with an appropriate face covering that is your choice.
However, it is important to remember that minimising contact, social 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.

13) On return to school, all pupils will receive a health and safety briefing outlining everything they need to know to keep themselves safe.

It is also important to make you aware that in addition to the information outlined in this letter, detailing the measures we are taking at Llanwern High School, a video, outlining the new routines and expectations will be emailed to you before the start of the new term.

Can I ask that you take some time to watch this with your child / children so that they are clear of our 'new normal' and to go some way towards alleviating any fears they may have about returning to full time education whilst still living with the virus in our communities.

I am still awaiting further details and confirmation of a number of issues, including arrangements regarding school transport and catering, cashless payment and free school meal support during the first week of term. Rest assured, as soon as these details are relayed to me, I will contact you again in order to keep you as informed as possible.

The detail contained herein is accurate at the time of writing, but as you can appreciate, we are living within a changing context with the science and understanding of the virus continually developing.

However, I wanted to send early communication to you as families so that you are fully aware of plans to date as you and your child / children prepare to return to school in September.

I am sure that we have all experienced our own set of challenges since the start of lockdown and I don't doubt that we are all acutely aware that we now need to move forward living with and alongside this virus for the foreseeable future, but I can assure you that the safety of your child or children is of paramount importance, as we look forward to welcoming all our wonderful pupils back to school in September.

Take care.

Yours faithfully



Tracey Jarvis
Headteacher