



Llantwit  
Major  
School

*Ysgol  
Llanilltud  
Fawr*

## **Detailed Plan for re-opening LMS**

**September 2020**

**Updated December 2020**

## Plan for School Re-Opening in September 2020

The primary aim of the plan is to explain how the school will operate during the Autumn term and to reassure all stakeholders that it is safe to return to school in September.

### Rationale

- Our approach is and will always be linked to the latest understanding of the scientific advice and will be linked to Welsh Government guidance.
- We have also made informed judgements about how to balance the delivery of a broad curriculum, while ensuring suitable control measures are in place to manage the risk of the transmission of the virus
- All decisions made will be reviewed regularly and linked to the latest scientific advice. Reviews will occur during the summer holiday period, on the 11 September and at the end of every subsequent 2 week cycle.

### Start of term

Llantwit Major School will be open for staff only on Tuesday 1 September and Wednesday 2 September. This will allow school staff to plan in readiness for pupils returning to school. From Thursday 3 September, certain year groups will start to return to school. The following table provides further information in relation to how pupils will return to Llantwit Major School from Thursday 3 September:

School day start/end times	Thursday 3 September	Friday 4 September	Monday 7 September
Start: 8.30am End: 3pm	Years 7,12,13 start	Year 11 start  (Year 7,11,12,13 in school)	Years 8,9,10 start  (All pupils in school – Years 7-13)

### Expected attendance from September 2020

The school has welcomed a large proportion of the school population from 29 June. From September, the vast majority of students will be expected to return to school. However, it is worth noting that:

- a small number of students and members of staff may still be unable to attend, in line with Public Health Wales advice if they have had symptoms or a positive test result themselves; or because they have been in close contact with someone who has Covid-19
- the latest advice for those individuals who received a shielding letter from the Chief Medical Officer for Wales comes to an end on 16 August (advice updated on 16/7/20) thus they can return to school, as can those who have family members who are shielding
- some students may no longer be required to shield but, who generally remain under the care of a specialist health professional, are likely required to discuss their needs with their health professional prior to returning to school.

### **Transport**

Transport is coordinated and delivered by the local authority. Where this is provided, the local authority will be responsible for providing guidance to ensure safety and social distancing measures are maintained in accordance with the latest guidelines. Clear systems will be in place to ensure that students access the correct transport and are taken home safely. **In line with the latest guidance, the use of a face-covering will be required when using any form of public transport. This includes school transport.**

You will receive a letter from the local authority about transport arrangements for September. All queries relating to transport should be directed to:

Alex Bazley  
Transport Officer  
Tel: 01446 700111

### **School Uniform**

From September, the school will revert to its usual uniform expectations. School uniform helps play a valuable role in contributing to the ethos of the school.

### **Pupil groupings**

The use of consistent contact groups (or 'bubbles/year groups) of students helps to reduce the risk of transmission of the virus. This is the approach, which has been used by the school during the first phase of increased operations in the summer term. These distinct 'bubbles' do not mix with other groups. This minimises the number of contacts that every learner has during the school day and makes it quicker and easier in the event of a positive case to identify those who need to self-isolate.

The school recognises that the practicalities of managing this process from September is far more complex and challenging in a secondary school. This is because of the demands of delivering examination courses at GCSE and AS/A level, where students follow a broad range of options unique to their own individual pathway. In line with Welsh Government guidance, the school will create larger year group bubbles' in order to deliver the full range of curriculum subjects and enable students to receive specialist teaching.

Where practicable, the school will seek to maintain class 'bubbles' for students in years 7 & 8 through the delivery in tutor groups. These groups will be taught in subject specific classrooms. In Years 9, 10 and 11 pupils will, be taught in class bubbles in subject specific classrooms to allow access to the whole curriculum In years 12 and 13 to allow pupils to follow their options programme they will be taught across a variety of rooms in the school. Teaching and support staff will be able to operate across different classes and year groups 'bubbles'. Where staff need to move between classes and 'bubbles', they should socially distance from students and other staff as much as they can, ideally 2m from other adults.

In years 12 and 13 to allow pupils to follow their options programme they will be taught across a variety of rooms in the school.

As part of the planning for a full return, the school has identified how student and staff contact will be reduced, as much as is reasonably practicable and possible, to include

- grouping students together in ‘bubbles’ by individual year groups;
- wherever possible, limiting the number of people students and staff come into contact with during lessons through group teaching.

Teaching and support staff will be able to operate across different classes and year groups ‘bubbles’. Where staff need to move between classes and ‘bubbles’, they should socially distance from students and other staff as much as they can, ideally 2m from other adults.

**Plan of the day:**

1	8.30-9.30	60	
2	9.30-10.30	60	
Form/ Break	10.30-10.45 10.45-11.00	15	(No canteen access) Year 7/8 – break then pastoral Years 9,10,11 – pastoral then break
3	11.00-12.00	60	
4	12.00-1.00	60	30 mins canteen rota 7/8
4	1.00-2.00	60	20 mins canteen rota 9/10/11
5	2.00-3.00	60	

**Break time areas**

Year 7 - MUGA (wet weather- canopy or main hall)

Year 8 - YARD (wet weather- school street or gym) – 3G for ball games

Year 9 - MUGA (wet weather -school street or gym)

Year 10 - YARD (wet weather- walkways )

Year 11 - 3G (wet weather -canopy or Main Hall)

**Lunch time areas**

Year 12/13 offsite or provision in school (canteen 8.20-11.50 2.05-3.00)/ breakout spaces/sixth form study room. Snacks can be purchased from the canteen during the day and midday meals can be ordered in advance via Mrs Griffiths progress LSA

	Year 7	Year 8
12-12.30	Canteen	YARD (wet weather school street or gym) 3G for ball games only if no PE lessons
12.30-1.00	MUGA (wet weather canopy or main hall)	Canteen

	Year 9	Year 10	Year 11
1.00-1.20	MUGA (wet weather – school street or gym)	YARD (wet weather – walkways)	Canteen
1.20-1.40	MUGA (wet weather - school street or gym)	Canteen	3G and revision sessions (wet weather –canopy or main hall)

1.40-2.00	Canteen	YARD (wet weather-walkways )	3G and revision sessions (wet weather – canopy or main hall )
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### **Classroom measures**

The school will make necessary adaptations to support implementation of the latest health advice. Rooms will be organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Wherever possible, unnecessary furniture will be removed to maximise space. In line with the latest medical guidance, teaching staff will be expected to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (of 2m) from students. However, it is recognised that it is not possible for students with complex needs.

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the contact group. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or contact groups, such as sports, art and science equipment should 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 plastic) between use by different contact groups.

In line with Welsh Government guidance, student and staff can take books and other shared resources home, although unnecessary sharing should be avoided. This is particularly the case where it does not contribute to the education and development of students.

### **Measures beyond the classroom**

Contact groups or ‘bubbles’ should remain separate to lower the risk of transmission. Furthermore, movement around the school site will be managed by class teachers and all staff. As a result, large gatherings, such as assemblies will not take place until a time when Welsh Government and the local authority advice suggest otherwise.

The school will stagger break and lunch times between the different year groups as described above to ensure that movement and concentration of people is minimised and prevents overcrowding. This is relevant not only for the students and staff but for families.

If pupils are in their year group bubble outside at break or lunchtime and are on the 3G pitch/MUGA playing sport eg football, running around or involved in an activity, they are not expected to wear a mask.

**Pupils who are driven to school or who use school transport should arrive before 8.20 am. Pupils who walk or cycle to school should arrive between 8.20 and 8.30 am. From 8.20 onwards pupils should move to their period 1 classroom to avoid large gatherings on the yard.**

The entrance and exit to the site will continue to be controlled. Visitors, including parents/carers and governors, will be limited to essential only to reduce contact with different groups of people and will be by appointment only. Meetings with families will only take place on a face-to-face basis, when it is considered safe to do so. This measure is designed to limit the number of people entering the school site to help reduce the risk of transmission. This will be reviewed on a regular basis, in line with the latest guidance from Welsh Government and the local authority.

The school recognises that some direct or indirect mixing between students in different contact groups (or 'bubbles') is unavoidable. For example, this includes the use of school transport and when receiving specialist subject teaching. However, the school will endeavour to minimise the risk of transmission by implementing a range of cleaning risk controls.

### **Hygiene**

Strong personal hygiene helps to reduce the risk of coronavirus (COVID-19). As a result, the NHS 'catch it, bin it, kill it' principles will remain a strong feature of the school's approach to supporting good respiratory hygiene.

Regular washing of hands with liquid soap and running water for at least 20 seconds, as well as avoiding touching your face limits the risk of contamination. As a means of prevention, the school will ensure that all staff and students understand the importance of regularly washing their hands and that these facilities are in place. This will include access to handwashing stations, with regular supplies of liquid soap, and a fixed hand sanitiser station, with at least 60% alcohol, is placed inside every classroom.

The school will ensure that students and staff have an opportunity to clean their hands regularly.

### **Use of face coverings**

The Chief Medical Officer for Wales has issued guidance on the use of face coverings for the purpose of COVID-19. The school will follow this guidance. As a result, we will not supply face coverings beyond the use of personal protective equipment. However, the school recognises that students and staff may wish to wear a face covering if this supports their wellbeing and confidence. In this situation, the face covering should be worn to cover mouth and nose. Face coverings may not be transferred between individuals and non-disposable face coverings should be stored in a plastic bag when not used.

### **UPDATE 26-8-20**

Following the updated guidance provided by WAG and the advice of the Chief Medical Officer as written below:

The current advice from the Chief Medical Officer for Wales is that face coverings are recommended for all members of the public over 11 years in indoor settings in which social distancing cannot be maintained, including schools and school transport.

It has been decided that for the safety of all stakeholders all pupils and staff in corridors and communal indoor areas and as stated previously on school transport must wear face coverings. The only exception to this rule is when pupils are involved in an outdoor activity in their year group bubble or when they are eating in the canteen

It is not currently our expectation that all pupils will wear face masks during lessons but we will update you if we have any further guidance.

### **Cleaning and maintaining the site**

To support effective hygiene, the school will maintain an enhanced cleaning system to help prevent risk of transmission of the virus. The building will be cleaned throughout the day and, thoroughly, at least once per day.

LA COVID-19 School cleaning guidance is available to see on the school website

### **Identifying and managing students/staff with symptoms**

The most common, though not exclusive, symptoms of COVID-19 are a persistent dry cough; difficulty in breathing; loss of taste and/or smell and high temperature. Parents/carers and staff are asked to follow the national guidance in relation to 'stay at home' where these symptoms are identified. Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus will be isolated, so that they do not come in contact with other students and as few staff as possible. The student will remain safe until collection.

Where a symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. Parents/carers need to be aware that, for the safety of other students and staff, they may need to be available to collect their child in the event of them displaying symptoms and/or becoming unwell.

All areas used by a symptomatic student will require a deep clean once vacated.

Where a member of staff displays symptoms of COVID-19, they will report to the headteacher/deputy headteacher before returning home. Symptomatic staff are to follow advice given.

### **Test, Trace, Protect Strategy**

The school will actively engage with the Test, Trace, Protect strategy and apply the latest guidance. It will ensure that staff, parents/carers and students understand that they will need to be prepared to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by Test Trace Protect

- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

### **Managing confirmed cases of coronavirus (COVID-19)**

The school will work with the Public Health Wales in the event of an outbreak of coronavirus (COVID-19) in the education setting.

### **Safeguarding**

The school recognises that students will have encountered different experiences and home environments during lockdown. All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings.

Safe guarding procedures remain the same. In the event of a safeguarding concern, then students and staff are expected to follow the usual procedures. Where there is a safeguarding concern, students and staff should report the concern to Mrs Pownall, Deputy Headteacher immediately; or in her absence Mr Francis, Assistant Head.

### **Fire Procedures**

All staff and pupils will be provided/reminded on the first morning back in school of what to do in the event of a fire alarm.

### **Accidents and first aid**

There are a number of named members of staff qualified in first aid. A qualified first aider will always be present on site. In the event of an accident at school, the same procedures will apply. However, PPE will be available for staff to administer first aid.

### **Llantwit Major School Engagement Policy Addendum - Covid-19**

All pupils must continue to adhere to the principles outlined in the Engagement Policy.

In particular, pupils should be mindful of the following:

### **Be safe**

Be safe and responsible at all times. You must respect the revised day-to-day expectations of the class/year group 'bubbles' and wider school. This means that you must:

- follow the revised rules and expectations for arrival times
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- only interact with others in your own bubble/year group throughout the school day
- stay at your own seat/ desk unless directed otherwise
- follow hygiene rules, including wash or clean your hands on arrival, before and after eating, and after sneezing or coughing
- inform an adult immediately if you have any Covid-19 symptoms
- use your elbow to cough; use tissues to sneeze and dispose of them in bins ('catch it, bin it, kill it'). Avoid touching your mouth, nose and eyes with hands



- only go to the toilet one at a time (when permitted by a teacher); wash your hands (at least 20 seconds); dry your hands properly
- only use your own resources; do not interfere with or touch any other pupils' resources or equipment
- only use your own water bottle and eat your own food. No sharing is allowed
- if you bring a mobile phone to school for safety reasons you must not get it out of your bag during lessons unless directed by a member of staff.

### **Be Respectful**

Be respectful and obedient to those in authority, whether in person or online.

### **Be ready**

- Be ready to attend school safely.
- Wear your school uniform
- Pack your bag with the following items: filled water bottle, snack for break time, pen, pencil, ruler, rubber, bus pass (if needed), tissues, school books and homework diary.

### **Sanctions**

In the unfortunate event of misbehaviour or non-compliance, pupils will be given clear, explicit warnings and reminders of appropriate choices.

In the event that there is an incident which poses a risk to pupils or staff, parents will be contacted, and children collected from school to ensure the safety of themselves and others. An individual risk assessment will be completed to review the safety of that child on the school site during the pandemic restrictions.

### **Operational guidance**

- The hub will cease to operate.
- The pupil support email will also no longer be accessed, therefore please address all emails to the school email address.
- The check in pastoral calls will also now cease.
- All one way system/social distancing signage will be in place prior to pupils returning to school.
- Risk Assessments will be updated and shared with all stakeholders via the school website
- All rooms will be provided with sanitising equipment as per what is available now.

### **Other information**

#### **Canteen facilities**

**Break time-** No food will be served in the canteen. Pupils will be asked to bring their own snacks and drinks.

**Lunchtime**- Year group bubbles will have their own allocated time in the canteen as described above. The food available will be of a 'grab and go' variety similar to what is currently available at break time.

**Assemblies**- There will be no whole school assemblies until further notice. DACW will be delivered by the period 2 teacher as part of the form period.

**Extracurricular activities/school trips**- There will be no extracurricular activities until further notice apart from revision/catch up sessions with year 11 and 13. These sessions will follow the schedule as outlined in the year 11 and 13 survival guide.

**Calendar**- the whole school calendar has been modified. All large gatherings have been moved until after Christmas. This includes all parents evenings, the awards evening etc. The only event scheduled prior to Christmas is the prospective parent/pupil evening on the 3 November. With all of these events, if the guidance available at the time suggests that they should not run in this format we will modify/ change the event.

#### **ALN support**

For our students with additional learning needs, the learning support department will continue to work hard to support your child with their learning. Teaching assistants will be deployed as normal in September and be on hand to offer bespoke support.

#### **Equipment**

Students should bring their pens and equipment with them. They will be responsible for keeping their personal belonging with them. There will be an opportunity for staff to mark exercise books etc. However, in the first instance there will be greater emphasis on verbal feedback, electronic feedback and self-assessment to lower the risk of transmission.