



Llantwit  
Major  
School

*Ysgol  
Llanilltud  
Fawr*

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

**September 2020**

**Updated December 2020**

**Updated May 2021**

**(Pupil Version)**

## Plan for School Re-Opening in March 2021

The primary aim of the plan is to explain how the school will operate during the re-opening period and to reassure all stakeholders that it is safe to return to school

### 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.

### Expected attendance from March 2021

The school has welcomed a large proportion of the school population from 15 March. However, it is worth noting that the latest advice for those individuals who have received a shielding letter from the Chief Medical Officer for Wales comes to an end on 31st March thus they can return to school after Easter, as can those who have family members who are shielding.

### Plan of the day: After Easter 12 April Onwards

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	

### Staggered end of day:

2.55pm – Year 7/8

3.00pm – Years 9/10/12

### 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 –canteen)

Year 10 - YARD (wet weather- main hall)

### Lunch time areas

Year 12/13 offsite or provision in school (canteen 8.20-10.20, 11.00- 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
1.00-1.30	MUGA (wet weather – main hall)	Canteen
1.30-2.00	Canteen	3G (wet weather main hall)

### **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.**

The Local Authority have also implemented a year group seating plan which must be adhered to. (Please see letter dated 8 March 2021 available on front of the school website).

- Year 7 = Green (Front Seats) • Year 8 = Red • Year 9 = Blue • Year 10 = Yellow • Year 11 = White • Year 12 = Black • Year 13 = No Colour (Back Seats)

Example Seating Plan:

DOOR		DRIVER	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23 24	
25	26		
29	30	27	28
33	34	31	32
39	38	35	36
41	42	39	40
45	46	43	44

All queries relating to transport should be directed to:

Alex Bazley  
Transport Officer  
Tel: 01446 700111

### **School Uniform**

Students will be expected to wear school uniform. New uniform can be purchased from:

Point Ink Print & Embroidery  
Commercial house  
1 Commercial Street  
Llantwit Major  
CF61 1RB  
[Pointinkembroidery@hotmail.com](mailto:Pointinkembroidery@hotmail.com)  
07852590105

### **Pupil groupings**

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.

### **Classroom measures**

**Seating plans will be available and in use in all classrooms.**

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. **Frequently touched surfaces will be cleaned at the end of each lesson.** 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. **All visitors to the school site must wear face masks.**

### **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**

## Update 3/3/21 Guidance

Please make your son/daughter is aware that following Welsh Government guidance all pupils will need to wear facemasks in all classrooms and continue to wear them in all indoor school areas where they cannot social distance. The only exception to this is in the canteen when they are eating or when the pupils are doing PE in indoor areas, or if the pupil is medically exempt.

A list of pupils who are exempt from wearing a mask will be provided by LEP

### **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.

### **Lateral Flow Testing – Pupil**

The Welsh Government has recently announced that a free and voluntary programme of asymptomatic COVID-19 testing will be available in education settings across Wales for pupils in years 7-13.

Along with the primary infection control measures we have implemented, such as social distancing and good hand hygiene, testing will allow us to provide some additional reassurance to the wider school/college community.

A more detailed letter and consent form will be sent out to you in due course.

### **Lateral Flow Testing – Staff**

Lateral flow tests available to all staff working in primary setting/schools, from February 2021. **The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.**

Staff will receive training via an on-line training session and will also receive a process document from Vale of Glamorgan.

Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Monday morning and either a Wednesday or Thursday morning.

### **Anyone who tests positive using a Lateral Flow Test (LFT):**

- will log the result via the national portal <https://www.gov.uk/report-covid19-result> within 24 hours of taking the test.
- will not attend setting or school and will inform the school immediately so that all contacts can be informed to self-isolate.

- will have a PCR test within 24 hours of the positive LFD. Failure to do so will result in them needing to isolate for 10 days regardless of the follow up PCR result.
- if the result of the PCR is positive the school will complete the Initial assessment form which will be sent to [communicabledisease@cardiff.gov.uk](mailto:communicabledisease@cardiff.gov.uk) and COVID-19 Enquiries [COVID-19Enquiries@valeofglamorgan.gov.uk](mailto:COVID-19Enquiries@valeofglamorgan.gov.uk)
- the local contact tracing team will then contact the school.
- Contacts self-isolating will receive updated advice.

**A negative test result will be logged via the on-line form.**

Schools and settings will reinforce government guidelines and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show any of the COVID-19 symptoms to self-isolate immediately and book a PCR test.

**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 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 from 26 March
- The check in pastoral calls will also cease from 26 March
- All one way system/social distancing signage is in place
- 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**

**Seating Plans-** Please ensure pupils always adhere to the class seating plan

### **Canteen facilities**

**Break time-** No food will be served in the canteen for years 7-11. 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. The food available will be of a 'grab and go' variety.

**Assemblies-** There will be no whole school assemblies until further notice.

**Extracurricular activities/school trips**- There will be limited extracurricular activities until further notice. This will include 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. Year group extra curricular activities will also re-start in the PE department from Monday 26 April.

**Calendar**- the whole school calendar has been modified. Please check school website.

**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 and be on hand to offer bespoke support. Please be reminded that there must only be 2 members of staff in a room at any one time and this is for the class teacher to manage (the exception is the nurture class where 3 staff are allowed due to the size of the room and the size of the class)

**Equipment**

Students should bring their pens and equipment with them. They will be responsible for keeping their personal belonging with them.