

Together we can do great things

Gyda'n gilydd, gallwn wneud pethau mawr

Headteacher/Prifathro Mrs S Parry



22<sup>nd</sup> August 2020

Dear Parents, Guardians and Students/Annwyl Rieni, Gwarchodwyr a Myfyrwyr

With the autumn term rapidly approaching, I am writing to give as much clarity as possible on the arrangements for our return to school.

### **Getting our physical buildings ready:**

We are absolutely delighted with the building projects that have come to fruition over the summer break. The East Wing toilet block is a joy to behold (not a sentence I ever thought I would get the opportunity to write!). The same can be said of the new double glazing in the mathematics tower/East Wing foyer, the new fencing that now secures the perimeter of the school, and the new boiler in the science block. We still have a number of significant school improvement projects ahead in the next 18 months, including a new CCTV system and front gate access control, but it is good to feel the benefits of the work completed so far.

We also have new accommodation in situ to expand our ASD base. These temporary classrooms are adjacent to the current ASD base, with the permanent extension to follow next year.

Our new Center for Wellbeing is housed in a self-contained suite of rooms in the East Wing in the center of the school. The provision is led by Mrs Maria Prosser, Assistant Headteacher for Wellbeing and Inclusion. Within the Center, our support services will include our Attendance Team, our Thrive Team, our School Counsellor, and a range of interventions and other student services to support the needs of our students and families who have been under additional emotional, financial, and psychological pressure over the last 6 months.

Our Learning Support department has also expanded into more spacious accommodation in the West Wing where they are preparing to welcome their members back to help them recover and catch up.

Our Estates Team are making sure that the final preparations are underway to get all of our classrooms and learning spaces ready for the students. So let's see what that is going to look like.....

### **Back to school in September:**

The staff have 2 planning and preparation days on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September. All of our risk assessments have been thoroughly reviewed and updated and all staff will be fully trained in the processes and systems to ensure that we welcome everyone back safely.

Then it is time to bring our students back. We are starting with our new learners coming into Year 7 as well as those sitting examinations in the year ahead, and those students who are members of our special resource bases.

Years 7, 11, 12 and 13 return to full time school from Thursday 3<sup>rd</sup> September.

All other year groups will return in a staggered way in the second week. The schedule for return is as follows:

Week 1:	
Tuesday 1 <sup>st</sup> September	Staff start up and preparation day
Wednesday 2 <sup>nd</sup> September	Staff start up and preparation day
Thursday 3 <sup>rd</sup> September	Years 7, 11, 12 and 13
Friday 4 <sup>th</sup> September	Years 7, 11, 12 and 13
Week 2:	
Monday 7 <sup>th</sup> September	Years 7, 10, 11, 12 and 13
Tuesday 8 <sup>th</sup> September	Years 7, 9, 10, 11, 12 and 13
Wednesday 9 <sup>th</sup> September	Years 7, 8, 9, 10, 11, 12 and 13 (all year groups)
Thursday 10 <sup>th</sup> September	All students
Friday 11 <sup>th</sup> September	All students

In week 2, we will build capacity by bringing in an additional year group each day. A full induction will take place for all students on the day they return. Many of our students have not been able to return to school in June/July so the one-way systems and enhanced cleaning and hygiene will be new to them.

I am attaching the one-way systems ahead of the start of the new term but please do not worry about committing these to memory. We will be taking the students through everything when they return.

All members of the school community will be required to walk in single file, following designated routes. It is therefore important that we bring each year group back carefully in order to build confidence and understanding. We will be at full capacity by Wednesday 9<sup>th</sup> September, ahead of the expected date of 14<sup>th</sup> September.

On their return, students should arrive onto the school site no later than 8:20 am to ensure that they reach their designated venue in school for an 8:30 am start. This will be their form room. School will finish at 3:05pm as normal. Our one-way systems into and out of school will continue. The Senior Leadership Team and Year Team Leaders will be lining their route to welcome them back.

### **Travel to school**

We are assured that the NAT school bus service will resume usual routes, timings and provision in September. All students travelling on a school bus service or public transport will be required to follow the national guidance around the use of transport and will be required to wear a face mask while travelling.

Outside of school staff and the services for vulnerable students, the school buses will be the only vehicles that are permitted to drive on to the school site for the purposes of bringing children to school. Additional supervision will be in place at the school gates and to meet the students on arrival, whether that be on school bus, on foot or on bicycle. Students arriving by bicycle will need to dismount and walk their bicycle in. All of these measures are in place for the health and safety of all members of our community.

### **What essential measures will be in place in school?**

- Any member of our school community who is unwell with symptoms of COVID-19 must stay at home and contact us (see details below)
- Robust hand and respiratory hygiene including ventilation is in place
- We will continue with our increased cleaning arrangements

- We will engage actively with the Test, Trace, Protect system
- We will plan the structure of our school day to reduce the contact between groups of students as much as possible
- We have arranged our classrooms with forward facing desks
- Staff will maintain distance from learners and other staff as much as possible

### **So what does this look like in practical terms?**

As part of our planning for a full return in the autumn term we have carried out a robust review of all risk assessments that are currently in operation. We have put control measures in place for the additional risks presented by a return to full capacity, continuing to work with our LA Health and Safety Officer who supported our re-opening in June and July. We have reviewed all Fire Evacuation and Health and Safety policies in light of returning to full capacity.

### **What about attendance?**

All students should return to school in the autumn term unless they have a medical reason not to. All other students should attend, following the school rules and regular hand washing.

We will keep a daily record of attendance and request that parents notify us daily if their child is unable to attend, explaining the reason for this. We will be working proactively to engage with families to identify any barriers to students returning to school. We aim to identify any further support needed. If you are in doubt about a health condition, parents and carers should take advice from their GP or hospital doctor.

### **Student support – who to contact in school**

We have expanded the support in place for students and families. Every Year Team Leader is now supported by a dedicated PAL (Pupil Achievement Leader). Our PALs are non-teaching staff members who support the Year Team Leader to run the year group. They are available by telephone and email throughout the day. They will deal with a full range of pastoral based issues and should be your first port of call for concerns. The teams are as follows:

Year Group	YTL and PAL	Direct telephone number	Direct email addresses
Year 7	Mr M Card – YTL Mrs D Hagelstein - PAL	02920 680844	<a href="mailto:michael.card@llanishen.cardiff.sch.uk">michael.card@llanishen.cardiff.sch.uk</a> <a href="mailto:danielle.hagelstein@llanishen.cardiff.sch.uk">danielle.hagelstein@llanishen.cardiff.sch.uk</a>
Year 8	Mr R Bloor – YTL Miss A Hansen – PAL	02920 680843	<a href="mailto:rob.bloor@llanishen.cardiff.sch.uk">rob.bloor@llanishen.cardiff.sch.uk</a> <a href="mailto:a.hansen@llanishen.cardiff.sch.uk">a.hansen@llanishen.cardiff.sch.uk</a>
Year 9	Mr J Crosse – YTL Mrs S Evans – PAL	02920 680842	<a href="mailto:jack.crosse@llanishen.cardiff.sch.uk">jack.crosse@llanishen.cardiff.sch.uk</a> <a href="mailto:sam.evans@llanishen.cardiff.sch.uk">sam.evans@llanishen.cardiff.sch.uk</a>
Year 10	Miss R Evans – YTL Mr D James – PAL	02920 680806	<a href="mailto:Rachel.Evans@llanishen.cardiff.sch.uk">Rachel.Evans@llanishen.cardiff.sch.uk</a> <a href="mailto:darrel.james@llanishen.cardiff.sch.uk">darrel.james@llanishen.cardiff.sch.uk</a>
Year 11	Mrs S Tyler – YTL Mrs C Giddy – YTL	02920 680855	<a href="mailto:styler@llanishen.cardiff.sch.uk">styler@llanishen.cardiff.sch.uk</a> <a href="mailto:Catherine.Evans3@llanishen.cardiff.sch.uk">Catherine.Evans3@llanishen.cardiff.sch.uk</a>
Sixth Form	Mrs E Lloyd & Mrs A Hornblow Mrs J Jones - 6 <sup>th</sup> form administrator	02920 680840	<a href="mailto:elloyd@llanishen.cardiff.sch.uk">elloyd@llanishen.cardiff.sch.uk</a> <a href="mailto:Amy.Hornblow@llanishen.cardiff.sch.uk">Amy.Hornblow@llanishen.cardiff.sch.uk</a> <a href="mailto:jjones@llanishen.cardiff.sch.uk">jjones@llanishen.cardiff.sch.uk</a>

## **What protective measures will be in place?**

### **Prevention**

- We will minimise contact between students wherever possible, focusing on distancing, classroom layout, zoned breaks and lunchtimes (including fair weather and wet weather provision), and controlled systems for one-way movement
- We will minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
- We will continue with our enhanced cleaning, including cleaning frequently touched surfaces often
- Where necessary, specific staff will continue to wear appropriate PPE, particularly those who support students in our SRBs and other specialist provisions
- Good hygiene and hand washing routines will be built into our school culture, supported by behaviour expectations. This will be a feature of our pastoral education from day 1 of our return
- Good respiratory hygiene will be promoted via the 'catch it, bin it, kill it' approach. We will ensure that we have enough tissues and bins available in the school to support learners and staff to follow this routine
- We will designate toilets blocks for year groups, encouraging the use of hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly

### **Should I wear a face covering or PPE?**

Face coverings are recommended where social distancing cannot be maintained. They are not a replacement for far more effective measures such as social distancing and hand hygiene. Where possible, we will organise our school environment to operate social distancing. The wellbeing of our learners is critical to any considerations around whether staff or older learners wear face coverings. This will be at the discretion of individuals.

The staff that work in our Hearing Impaired and ASD provisions will continue to use visors and PPE as a suitable adjustment that allows for good communication and good support for each of our learners.

We are very aware of the changing position in relation to face coverings. The LA are able to provide 2 washable face coverings for every member of staff and every student in our school if this is required in September. At present, it remains a matter for personal preference.

### **Response to any infection**

Our risk assessments include a protocol for any cluster/outbreak of two or more cases of COVID-19 in the school community. Our planning and groupings will minimise the impact of a local lockdown. We must reiterate that no student or member of staff should attend school 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
- We have a clear escalation policy and procedures in place if learners or staff begin to show symptoms of COVID-19 while at the school. Those showing symptoms will be kept separate until they can be collected and taken home

## **Identifying clusters and outbreaks**

A potential cluster is defined as two or more cases of COVID-19 among learners or staff in our school within 14 days, or an increased rate of absence due to suspected or confirmed cases of COVID-19.

If an outbreak is declared we have protocols in place to work with the Outbreak Control Team to implement the recommended adjustments to how our school operates. The priority will be infection prevention, control measures and social distancing.

## **What about catering facilities in school?**

Our catering facilities in school are provided by Cardiff Schools Catering. We understand that the provision will open from Monday 14<sup>th</sup> September at the earliest. The direct payment of free school meals via ParentPay and supermarket vouchers will continue until the catering facilities are fully operational.

Students will therefore be required to bring a packed lunch for the first two weeks of school at least. This will assist us in introducing our zones for each year group in the first instance. Students in Years 7 through to 11 will not be permitted to leave the school site during the school day. Students in Years 12 and 13 are permitted to do so if they wish.

When school catering services recommence, students will be required to top up their ParentPay accounts online. The unit in school that students use to load cash to their accounts will not be available. If you have not activated your Parentpay account please email Mrs Bradford from our finance team to get set up:

[finance@llanishen.cardiff.sch.uk](mailto:finance@llanishen.cardiff.sch.uk)

When students come to use the canteen facilities they will be required to use hand sanitisers immediately before using the biometric unit.

## **What about the sharing of equipment?**

Many of the activities that we carry out in school involve the use of specialist equipment. This includes subjects such as Science, IT, DT and Music, to name a few.

The current guidance provides us with clear instructions on the cleaning of equipment when used within contact groups. For example, a football can be used in PE with a group of up to 30 students. It would be thoroughly sterilised before use with a different group.

Please be assured that we have risk assessed and planned for the appropriate use of all equipment prior to our return next week.

## **Will visitors be allowed onto the school site?**

We have peripatetic staff and cleaning staff that will be required to come onto the school site each day. Risk assessments are completed to ensure that these colleagues do so safely.

From September, we will be able to meet with parents on the school site. Please note that parents will only be able to come onto the school site for a pre-arranged appointment. Social distancing and hand sanitising will be in place in our reception area. Our Inventory sign in system will be cleaned after every use. I apologise that we are required to remove the seating from our reception area at this time but can assure you that you will be met promptly for your appointment.

## **What if there is a second spike?**

Although the intention is for all students to return to school in the autumn, we have already commenced our contingency planning in the event of a further local lockdown. Given the uncertainty over future transmission levels, for the foreseeable future, it is essential that we prepare for a range of possible circumstances.

## **INSET days for 2020-21:**

I can now confirm the 6 INSET days for the new academic year:

- Friday 25<sup>th</sup> September 2020
- Friday 27<sup>th</sup> November 2020
- Monday 4<sup>th</sup> January 2021
- Friday 26<sup>th</sup> March 2021
- Monday 19<sup>th</sup> July 2021
- Tuesday 20<sup>th</sup> July 2021

The summer term will end on Friday 16<sup>th</sup> July 2021 (in case any families are holding on to the hope of less complex holiday possibilities next summer).

## **School Uniform and equipment for the autumn term:**

All students in years 7 through to 13 will be required to be in full school uniform in September as our uniform plays a valuable role in contributing to our ethos, identity and preparation for learning.

We would also request that your child returns in September with a fully fitted out pencil case (pens, pencils, ruler, rubber, coloured pencils). This will reduce the need for resources to be shared.

Classroom-based resources, such as books will be used and shared within the contact group but will 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.

## **Conclusion:**

All that remains is for me to wish you all a restful, happy and healthy conclusion to the summer break.

Stay safe and well.

Thank you for reading/Diolch am ddarllen,

Mrs Sarah Parry, Headteacher