



Ysgol Gyfun Gymunedol Penweddig Ffordd Llanbadarn Llangawsai Aberystwyth SY23 3QN
T (01970) 639499 F (01970) 626641 E ymholiadau@penweddig.ceredigion.sch.uk

26 June, 2020

Dear Parents, Guardians and Pupils,

I sincerely hope that you and your families, as members of our School community, continue to keep healthy and safe.

This week, I would like to inform you of the final arrangements to re-open the school on 29.6.20.

GRADUAL RE-OPENING OF SCHOOLS – PENWEDDIG UPDATE

We look forward to welcoming our pupils to the **Hugh Owen** building, Penglais Campus, Aberystwyth University on 29.6.20. Our priority is to ensure the safety of our pupils and staff. The Hugh Owen Library will remain closed during this time. Whilst special arrangements are being made for Penweddig pupils and staff, the Penglais campus remains closed to all but essential University staff. Between 8:00am and 5:00pm, Monday to Friday, and for the duration of Penweddig's time on campus, the Hugh Owen Building will effectively become a school environment. For this reason, Aberystwyth University staff will not have access to the building during these hours.

Pupils will have the opportunity to attend the site on **3 occasions** before the summer holidays to “check-in, catch-up, prepare for summer and September.” The school will re-open for up to **one third** of pupils **at any one time**. The last day of the summer term will be **17.7.20**.

FOCUS OF THE LAST WEEKS OF TERM

Focus will be given to the safety and mental, emotional and physical well-being of pupils and staff. We will prepare both staff and pupils mentally, emotionally and practically – for the “new norm” in September. We will ensure that we “check-in” by reconnecting as a school community, re-establish teacher and pupil relationships and “check-in” what support is required.

The last weeks of term will provide an opportunity to “catch-up”, providing an opportunity for pupils to see teachers face to face in order to assess their wellbeing and see what support is needed. There will also be a focus on ensuring that pupils become ‘learning fit’: preparing pupils to learn again, on their progression and next steps. Teachers will continue to support pupils to work effectively from home by distance learning as well as identifying and supporting the needs of individual pupils.



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RETURN OF PUPILS TO SCHOOL

Pupils from every year group will return to school on the following days:

Year 7	Monday
Year 8	Tuesday
Year 9	Wednesday
Year 10	Thursday
Year 11,12 and 13	Friday

Years 12 and 13 must remain on site **all day**.

TIMETABLE

Attached is an example of the timetable for the last weeks of term. Years 7, 8 and 9 timetables will be available on 'Show My Homework' by Friday 26.6.20. Year 10,11,12,13 timetables will be available on 'Show My Homework' by Monday 29.6.20.

The school is following Welsh Government and Local Authority guidance regarding ensuring limited contact between pupils and teachers. As a result, in some instances, your child may not be taught by a subject specialist for a particular lesson. The subject specialist will have set the work and pupils are welcome to contact their subject teacher using "Show My Homework".

GROUPING OF PUPILS

We will share information regarding class groups as follows :

Years 7, 8 & 9 Friday, 26.6.20 on 'Show My Homework'

Years 9,10,11,12& 13 Monday, 29.6.20 on 'Show My Homework'

Important If you as parents have decided that you do not wish to send your child to school and then change your mind, you will need to give the Headteacher an **entire week's notice** by e-mail at [ymholiadau@penweddig.ceredigion.sch.uk](mailto:yholiadau@penweddig.ceredigion.sch.uk) in order to give the school sufficient time to adapt the provision.



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PUPIL ENTRANCE TO THE HUGH OWEN BUILDING

The pupil entrance to the Hugh Owen building will be opposite Penbryn building. Signs will indicate the way. Please see map attached.

DROP OFF AND PICK UP ARRANGEMENTS FOR PUPILS

BUS

If pupils will be travelling to the University site by bus, the drop off point is by the University bus stop. A member of staff will be on duty to help and supervise pupils as they cross the crossing and make their way towards the temperature reading point.

CAR

Cars will need to follow the University's one-way system (see image 2), towards the University's Sports Centre and Science Faculty, before arriving at the temperature point for pupils arriving in cars. Pupils will need to stay **in the car** so that staff can record the temperature of pupils.

If pupils walk to school, they will need to walk towards the temperature point located in front of the Hugh Owen building.

ARRANGEMENTS FOR COLLECTING PUPILS BY CAR AT THE END OF THE SCHOOL DAY

You will need to collect pupils in the same location as the "drop off" point in the morning. We will stagger the collection time of pupils as follows:

Pupils in Rooms A	3:20 pm
Pupils in Rooms C	3:25 pm
Pupils in Rooms D	3:30 pm

SCHOOL TRANSPORT INFORMATION - UPDATE

Only pupils who are eligible to receive transport (not spare seats) and who have completed the on-line questionnaire indicating that they would require Transport before the deadline will receive transport during this period.

Everyone who completed the questionnaire on the Council's website indicating that they require transport should **by 5.00pm on Thursday** have received an e-mail



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stating whether or not you are eligible. If you have not received an email confirming that you are eligible, then no transport has been arranged for you and so you will need to find your own way to school.

All pupils in receipt of transport will need to **wear a face covering/mask** – parents will need to provide these for pupils. Spare disposable masks will be available on the bus if pupils have forgotten their masks. If a pupil refuses to wear a face covering/mask, they will **not** be allowed on the bus/taxi.

If transport has been arranged for you and you have changed your mind, please notify cptu@ceredigion.gov.uk in order to cancel the provision.

The authority will undertake 'spot-checks' in terms of numbers of pupils who will be coming off the bus and to confirm that pupils are wearing masks etc.

PUPIL TEMPERATURE CHECKS ON SITE

We will be taking the temperature of **all pupils** when they arrive on site, using an infra red non-invasive thermometer.

If pupils arrive on site by bus or on foot, they will be led to the temperature taking point by teachers. If the thermometer indicates a temperature of above 37.5°C, we will ask the pupils to go to a waiting area before taking their temperature for the second time using an ear-thermometer. If the temperature reading continues to be above 37.5°C, we will then contact the home to make arrangements to collect the pupils from site and return home.

If pupils arrive on site by car, pupils are requested to stay in the car whilst their temperature is recorded by a member of staff. If the thermometer reading is above 37.5°C, we will ask the pupils to stay in the car for 15 minutes, before taking a second reading, using an ear thermometer. If the reading continues to be above 37.5°C, the pupil is required to leave the site and return home.



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GUIDE FOR PARENTS / GUARDIANS IF YOUR CHILD IS SENT HOME DUE TO TEMPERATURE OVER 37.5°C OR DISPLAYING OTHER SYMPTOMS OF COVID 19

Context

- Your child's temperature is measured daily at the School entrance using a light thermometer on the forehead. If there the reading is **over** 37.5°C then in about a quarter of an hour, a second reading will be taken using an ear thermometer. If the second reading also indicates that your child's temperature is over 37.5°C then your child will be sent home.
- If a pupil becomes ill with a new, persistent cough, high-temperature or mentions that he or she is unable to taste effectively, during the day, they will be sent home. In both of the above cases any brothers, sisters or anyone else living in the same Household as the pupils will also be sent home.

Next steps

- 1** On return from school, the parent/guardian will need to phone 119 or visit the <https://www.nhs.uk/ask-for-a-coronavirus-test> website; in order to arrange a Covid-19 test. Following the test, the result will arrive in 48-72 hours.
- 2** Until the test results are known, EVERYONE living with the pupil will need to self-isolate.
- 3** If the test result is negative then the parent/guardian needs to provide evidence of this to the school(s) before the pupil(s) can attend school again.
- 4** If the test comes back positive, EVERYONE living in the household will need to self-isolate for 14 days.
- 5** Following a positive test result, the Authority's Contact Tracing Team will contact you and you will need to work closely with them to help prevent the infection spreading further.

SOCIAL DISTANCING ARRANGEMENTS ON SITE

Pupils and staff must maintain a social distance of at least 2 metres on site. Classrooms have been measured to ensure that seating arrangements adhere to the requirement of at least 2 metres between individuals. Yellow tape along corridors and outside the building as well as signage remind pupils of the 2m social distancing rule.



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Lunchtime and break times will be staggered to reduce the numbers of pupils during these times. During break times and lunch times, pupils will not be allowed to mix with pupils outside their group.

For break times and lunch-times, picnic tables and wooden benches on the piazza, in front of the Arts Centre indicate the 2m social distancing rule.

Social distancing will be supervised during the school day and during break and lunch times.

To reduce the risk of transmission, where possible the same staff will interact with the same group of pupils over time.

Pupils will be kept in small cohorts and movement between classrooms will be minimised.

A one-way system is in place on site.

Use of toilets will be on a 'one in, one out' basis and will be supervised by teachers to ensure social distancing.

Wherever possible we will avoid multiple groups of pupils from interacting or having the opportunity to mix.

HAND-WASHING/HAND HYGIENE

Staff and pupils will be reminded to maintain high standards of hand hygiene and to wash their hands regularly. Posters are visible around the site and there are handwashing facilities and sanitizer available for pupils and staff to clean their hands regularly. There are clear expectations regarding hand hygiene - when arriving on site, before and after break, before lunch, before returning to the class room and after using the toilet. Please see posters attached.

Cleaning of the site will be increased during the day. This will include the regular cleaning of desks, chairs, door handles, door plates and stair bannisters. Evening cleaning arrangements will remain.

Pupils are required to take their rubbish from break and lunchtimes home.

Isolation rooms will be used for any pupils who develop Covid 19 symptoms during the day until parents/carers can collect them from site. Staff will follow the issued health and safety protocol for the use of these isolation rooms and when caring for pupils.



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A separate First Aid Room is available to deal with First Aid matters.

TOILETS

Specific toilets will be allocated to every teaching group. The teacher supervising the session will release pupils to use the toilet facilities one by one.

PPE

The latest Welsh Government guidance on PPE indicates that no PPE is required when undertaking routine educational activities in classrooms or the school setting, however, pupils can wear a mask if they wish.

PPE will be provided for intimate care and for First Aid.

SCHOOL UNIFORM FOR THE LAST WEEKS OF TERM

We ask our pupils who are returning to school for the last weeks of the summer term to wear smart and practical clothes, as follows:

School polo shirt **or** school jumper **or** school rugby shirt **or** school PE top (the school's logo must be on the item of clothing)

Coat (which can be kept in the school bag when in the building)

Smart and practical trousers **or** skirt **or** shorts

Practical shoes – trainers are allowed but **no** flip-flops, sandals, high heels (pupils' feet must be covered.)

Due to hygiene reasons, pupils are asked **not to wear any jewellery**.

False-nails and nail varnish are **not** permitted

SIXTH FORM UNIFORM

Sixth Form jumper or a white shirt but **no** school tie

Smart and practical trousers **or** skirt **or** shorts

Practical shoes – trainers are allowed but **no** flip-flops, sandals, high heels (pupils' feet must be covered)

Coat (which can be kept in the school bag when in the building)



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PUPILS WILL NEED TO BRING:

A packed lunch (including an ice pack)

Their own large water bottle clearly labelled with their name. Pupils will **not** be able to fill their water bottle on site due to hygiene reasons.

A pencil case

Notepaper

Laptop / Tablet / Mobile Phone which is **fully charged**. (If you do not have a device, the teacher will be able to access the work for you and show it on the interactive screen in class)

A coat (to be kept in the school bag, in the classroom and stored under the desk when in the Hugh Owen building)

Sun cream and a sun hat (we will be unable to provide suncream)

Each pupil should attend school with suncream already applied and bring more for reapplication if required – sun cream should not be shared. Each pupil should bring their own sun hat.

It is no longer practical to borrow equipment from friends and the school will not be able to provide equipment.

Pupils must ensure that they have prepared their bag beforehand and bring the necessary equipment to school every day.

Any work that has been completed beforehand at home to mark will not be accepted. Furthermore, no work that is completed on paper on the school site will be presented to the teacher. Pupils will continue to present their work via 'Show My Homework'. Please see details below regarding how to submit work on 'Show My Homework'.

<https://help.teamsatchel.com/en/collections/1695417-students>

Pupils can bring a laptop or a mobile phone so that they can access the 'Show My Homework' website. This is to facilitate learning. Mobile phones will be used within the classroom to access 'Show My Homework' only. The teacher will allow pupils to use their mobile phones for a specified time in order to access information from the SMH website, and then pupils be required to put their phones away, until instructed by a teacher.



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Phones should not be seen or heard on the corridors nor during break and lunch times.

Phones must be on silent during lessons.

Pupils must not make any phone calls or send text messages to others during school time.

It is forbidden to take pictures or film pupils and teachers.

BEHAVIOUR

As a school, we have revised our code of conduct and behaviour for the site and during COVID 19 to ensure the safety of pupils and staff. Attached are copies of the revised 'Dewch a'ch Dyfais' policy as well as an addendum to the school's behaviour policy during COVID 19.

We will share a film on the school's facebook account so that pupils who are returning to school next week can familiarize themselves with the Hugh Owen building and the on-site arrangements. You are welcome to e-mail any queries to me at [ymholiadau@penweddig.ceredigion.sch.uk](mailto:yholiadau@penweddig.ceredigion.sch.uk)

I would like to thank Aberystwyth University staff, Local Authority staff and Penweddig staff for all their help and support during the last few weeks in preparing for our re-location to the Hugh Owen building. We look forward to welcoming our pupils back to school next week.

Look after yourselves and keep safe.

Sincerely,

Rhian Morgan
Acting Headteacher