



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

28 August 2020

September is almost upon us after an unusual and challenging period for everyone, and Ysgol Penweddig is once again ready to welcome students back to the school site. As the new headteacher of the school I look forward to meeting your children as they return to school. Working with your people and seeing them develop over time is an honour. I believe that teaching is an opportunity to raise ambition among pupils, and then equip them to work towards their dreams.

“The important thing is to dare to dream big, then take action to make it come true.”

This is an exciting time but I know many of you will have questions regarding how the school will operate and the steps we will take to ensure the health, wellbeing and academic and wider progress of your children. There is a lot of information in this bulletin, with some of it repeating what was communicated to you by Miss Morgan at the end of the Summer term to ensure that everyone is clear on the arrangements for the next few weeks. I must take this opportunity to thank Miss Morgan and all the staff of the school for their hard work ensure pupils were supported during lockdown and on the university site, and their help and support for me over the last few weeks.

If, after reviewing this bulletin, you have any further questions regarding the arrangements I will be hosting a number of ‘surgeries’ to allow you to ask these. They will be held virtually using the ‘Microsoft Teams’ software. As these are open sessions with groups of parents together, it will not be appropriate to discuss the situation of individual students, but if you have concerns or questions regarding individual pupils these can be directed to the relevant head of progress and welfare. If you wish to book a spot in one of these sessions you can email m.jones9@penweddig.ceredigion.sch.uk and she will be able to allocate you a time slot. We will try to produce a summary of common questions and their answers to share with all parents following these sessions to ensure that everyone receives the same answers.

Surgeries Timetable

Year 7 (Welsh Medium) - Tuesday 1.15 and Wednesday 2.00

Year 7 (English Medium) - Tuesday 12.30 and Wednesday 2.45

Years 12-13 (Welsh Medium) - Wednesday 4.30

Year 12-13 (English Medium) - Wednesday 5.15

Year 10-11 (Welsh Medium) - Friday 12.00

Year 10-11 (English Medium) - Friday 1.00

All the plans outlined below are based on the most recent guidance provided to schools on a national and county level. Our arrangements have been reviewed by county health and safety representatives to ensure that everything needed is in place for your children. As we have all seen the situation and the guidance can change quite quickly and we will communicate any changes to you as soon as we can.



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This document is a long one, so I'll start with a summary of some key points:

- The school will open to year 7 and 12 pupils on Thursday, September 3rd.
- One extra year will attend each day until everyone is back on Thursday 10th September.
- The school site will open at 8.30am and lessons will finish at 3.30pm. There will be no activities or events on the school site outside these hours and **there will be no access to the building before 8.30am or after 3.30pm to ensure adequate cleaning time.**
- **A pupil displaying one of the four COVID symptoms (High temperature, new permanent cough, Loss of smell, Loss of taste) should not be sent to school**, and the school will check the temperature of individuals on arrival and isolate individuals who show high temperatures until you arrive to collect them. There will be the same procedure for an individual who displays one of the symptoms during the day.
- Pupils' education takes place in contact groups - year 7, 8 and 9 work in class groups and use one room throughout the day; year 10 and above will be in a full year contact groups to enable us to maintain option subjects.
- Rooms and other areas around the school will be regularly cleaned. Rooms will be cleaned between lessons if they are to be used by different groups.
- Outside areas will be allocated to specific groups, and we will adjust the timetable to create different break and lunch times for different groups.
- For the school day **pupils will wear normal school uniform** (details in the letter sent before the summer but also in this letter). Changing rooms will not be available so pupils will wear exercise kit on days they have PE lessons.
- Equipment will not be shared so it is important that pupils bring the necessary equipment every day.
- **The canteen will be closed until Monday, 14th September** so pupils will need to bring a packed lunch and plenty of water to drink until then.
- **Pupils will have to carry face covering every day** and this will be used on transport and other places where social distancing and segregation of groups are not possible.
- We will provide many opportunities for pupils to sanitise or wash their hands during the day and they will be expected to do this each time they enter or leave the building.
- The school's behaviour policy has been adapted to reflect the seriousness of misbehaviour that can spread the infection.



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FULL DETAILS

1. When will my child(ren) start in school?

During the first fortnight, pupils return to school will be phased, as follows:

03.09.20	Year 7 and Year 12 pupils only
04.09.20	Year 7, Year 12 and Year 13 pupils only
07.09.20	Year 7, Year 12, Year 13 and Year 11 pupils only
08.09.20	Year 7, Year 12, Year 13, Year 11 and Year 10 pupils only
09.09.20	Year 7, Year 12 Year 13, Year 11, Year 10 and Year 9 pupils only
10.09.20	Year 7, Year 12, Year 13, Year 11, Year 10, Year 9 and Year 8 pupils
1.09.20	Year 7, Year 12, Year 13, Year 11, Year 10, Year 9 and Year 8 pupils

2. What will they need each day?

- A packed lunch (including an ice pack) no canteen facilities will be available until 14.09.20
- 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 with the usual contents
- School books for the school day
- A coat (to be kept in the school bag, in the classroom and stored under the desk when in school)
- In warm weather: Sun cream and a sun hat (we will be unable to provide suncream)

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.

Learners and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to learners' education and development.

3. School uniform

All schools have been encouraged to return to their usual uniform policies in the autumn term so we will be adhering to the expectations as noted below. Please note, however, in the current climate, no ties will be allowed for Sixth Form pupils. **Make-up is not permitted.** Earrings are limited to one pair of 'studs' or 'sleepers' in the ears only.



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Years 7-11

- Black sweatshirt, round neck with school badge
- Penweddig polo shirt with school badge (green, white or red)
- Long, black, plain formal trousers - no shorts in winter (summer term only)
- Formal black knee length skirt
- White or black socks
- Plain black tights
- Plain black shoes – not trainers, boots or canvas shoes

6th form uniform

- Penweddig sweater/cardigan with school badge
- White or black shirt/blouse

Physical Education Kit

- Blue t-shirt with the school logo
- Navy shorts

We appreciate every effort made by parents to ensure that their children wear the correct uniform, and that parents support the school in its effort to maintain a neat appearance by all pupils, by ensuring that pupils do not wear 'fashion' clothes which are inappropriate for the daily life of the school. These include tight trousers, such as jeggings/leggings, short and tight skirts, jeans style or denim fabric trousers and wearing trainers. Clothing of this kind will not be allowed as part of the school uniform.

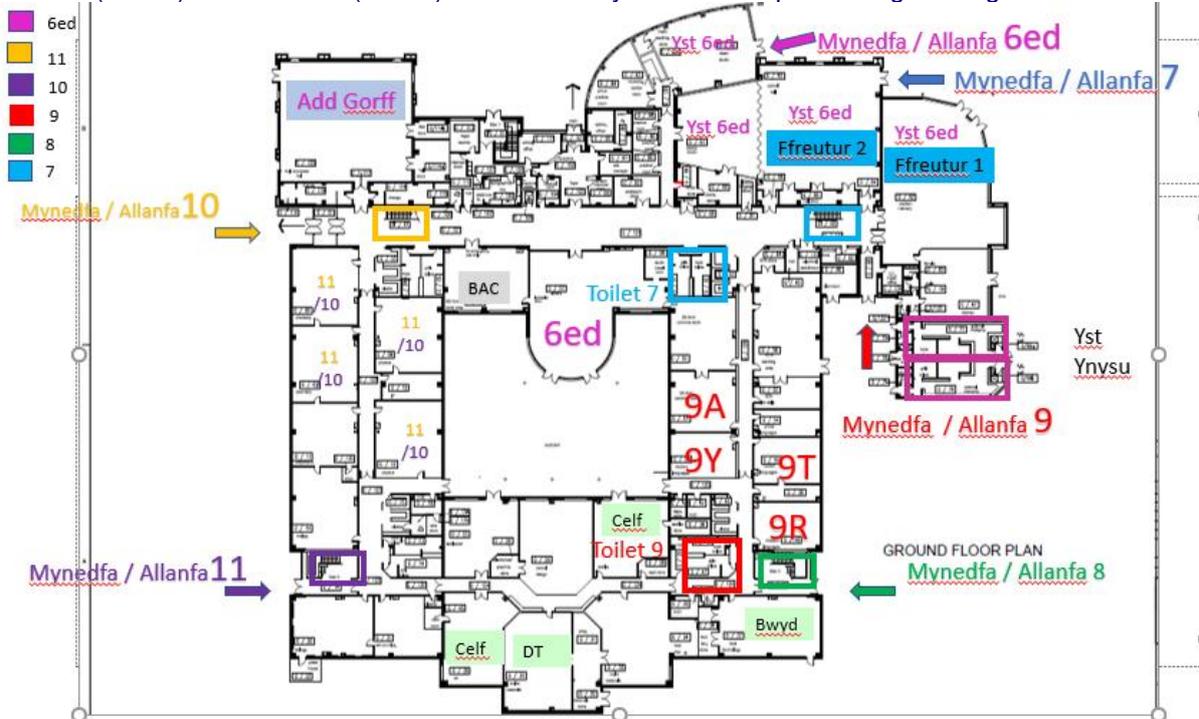
4. What will happen when they arrive?

For health and safety issues, please note that the **school site will not be open for pupils until 8:30 am**. There will be no access to the building for pupils arriving before this and there is only limited cover outside the building in case of inclement weather so we ask that pupils do not arrive on site too early. Access for each year group will be through the designated entrances as noted on the plan below.

At 8.30am pupils will be met by their form tutors at their designated entrance doors as shown on the school plan. The temperature of each pupil will be measured as they enter the building and any pupil with a temperature above 37.8°C will be isolated prior to being sent home.



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5. How will they be grouped?

As a school, we will, as much as possible, minimise contact between pupils, avoid contact between different groups of pupils as well as avoid mixing between staff and pupils. It is our overarching principle to reduce the number of contacts between pupils and staff, to reduce the potential of transmitting the virus, where reasonable practicable.

KEY STAGE 3

Years 7, 8 a 9 will be organised into fixed groups of around 30 pupils for the entire day within their year group. Each group will stay in the same classroom for the day. Key Stage 3 pupils will receive every lesson within these groups.

KEY STAGE 4

For Years 10, 11, 12 a 13, the contact groups will be the size of a year group so that we can deliver the full range of curriculum subjects and for students to receive specialist teaching. Key Stage 4 pupils will be suitably grouped in fixed classes for the core subjects and in their usual classes for their individual option groups.

KEY STAGE 5

Key Stage 5 pupils will continue in their usual subject classes.

In order to ensure the safety of our pupils and staff, groups of pupils will receive different break and lunch-times and groups of pupils will be unable to mix with each other.



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6. Timetable

The day's timetable will consist of four 1¼ hour lessons to provide 5 hours of subject teaching each day. Break and lunch will be held at different times for pupils in different years and there will be different zones for each contact group to ensure social distancing. There will be no school bell during the day. This timetable reduces movement of pupils and allows us to arrange for rooms to be cleaned during the day. An example of the timetable is given below.



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	Blwyddyn 7-9	Blwyddyn 10-13
08:50:00		
9:00:00 AM	Cofrestru a Lles (8.50 - 9.20)	Cofrestru a Lles (8.50 - 9.20)
9:15:00 AM		
9:30:00 AM		
9:45:00 AM		
10:00:00 AM	Gwers 1 (9.20 - 10.35)	Gwers 1 (9.20 - 10.35)
10:15:00 AM		
10:30:00 AM		
10:45:00 AM	Gwers 2a (10.35 - 11.05)	Egwyd (10.35 - 10.55)
11:00:00 AM		
11:15:00 AM	Egwyd (11.05-11.25)	
11:30:00 AM		
11:45:00 AM	Gwers 2b (11.25 - 11.55)	Gwers 2 (10.55- 12.10)
12:00:00 PM		
12:15:00 PM		
12:30:00 PM	Gwers 3a (12.10 - 12.50)	Cinio (12.10 - 12.40)
12:45:00 PM		
1:00:00 PM	Cinio (12.50-1.20)	
1:15:00 PM		
1:30:00 PM	Gwers 3b (1.20 - 2.55)	Gwers 3 (12.40-1.55)
1:45:00 PM		
2:00:00 PM	Gwers 4a (1.55 - 2.30)	Egwyd (1.55-2.15)
2:15:00 PM		
2:30:00 PM	Egwyd (2.30-2.50)	
2:45:00 PM		
3:00:00 PM	Gwers 4b (2.50-3.30)	Gwers 4 (2.15-3.30)
3:15:00 PM		



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7. Arrangements for breaks

Each year group will have assigned areas of the school grounds for their free time at break and dinner. At the end of a lesson the class teacher will take the class down to the external door and the teacher for the following lesson will collect the class from the door.

8. Lunch arrangements

The canteen will not be available until 14th September so for the first two weeks pupils will need to bring a packed lunch. We suggest you put an ice block, or a frozen water bottle, in the packaging to keep the food fresh. Pupils will need to bring plenty of drinking water for the day. Pupils will eat their food in their rooms.

When the canteen opens there will be fixed periods for different groups and we will use the hall and canteen to ensure social distancing between pupils.

9. Classrooms

Each classroom is arranged with desks facing forward so that pupils are not facing each other. There is a marked area to ensure social distancing between teacher and pupils. All classrooms are equipped with sanitisers and anti-viral wipes. If any classrooms are used by different groups during the day they will be cleaned thoroughly by Professional cleaners between sessions.

10. Hygiene around the school

Sanitiser points have been installed at all entrance points and other key points around the school. Pupils will be expected to either sanitise or wash their hands at regular intervals. Pupils will be reminded of the catch it, bin it, kill it protocol for coughs and each classroom will have a supply of tissues. There will be a programme of cleaning of contact points around the school such as handrails, handles, doors and the lift throughout the day.

11. Pupil illness

Any pupil showing any one of the four COVID symptoms (temperature, new continuous cough, loss of taste, loss of smell) should not be sent to school and should be isolated and tested. If a pupil shows any one of the symptoms during the school day they will be isolated until you can collect them. Any other symptoms of illness will be treated as usual, however staff will wear PPE to reduce risk.

12. End of the school day

Pupils will be expected to wear their face coverings in their classrooms before they are escorted down to the exit or bus bay. There will be a minute of two between the departures of



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each class to avoid any crowding around exits. If parents collect their children from school they should stay in their cars to ensure social distancing,

13. Toilets

Each contact group will have toilets assigned to them. There will be sanitiser outside each toilet and pupils will use this prior to using the facilities. They will need to wash their hands thoroughly afterwards.

14. Face coverings

Pupils in secondary schools in Ceredigion will be expected to carry a mask or face covering each day. Where social distancing is challenging pupils will be expected to wear these. We will keep our arrangements under review as required by the current guidance. Initially we will expect pupils to wear masks on school transport and in the building until they reach their classroom. At the end of the day pupils will wear their masks when they leave the class to go to the buses. We have put steps in place during the school day to minimise movement and ensure order in the corridors, but should any areas of concern arise, we will review our plans.

15. Partnership courses

We work with many other providers to provide vocational options at key stage 4 and 5. These can sometimes be in mixed classes with pupils from other schools or with teachers from other institutions. In the first few weeks of school these will be courses will be provided by virtually. We hope that arrangements can be normalised as soon as possible.

16. Pupil Welfare

We always give pupil welfare a high priority. To help pupils get used to returning to school we have extended the morning tutor time to allow for more work on pupil welfare. We have modified how we work with some external agencies, such as the school counsellor, but the Services will continue to run. We will continue to provide support through the Hafan. **The Hafan** is a room within the school to where a pupil can be referred for emotional and practical support. It aims to support the pupil's wellbeing and offer practical support. A pupil may self-refer to Hafan or be referred by a member of staff.

To make an appointment please text the following number **07970069723 with your name in full (pupil's name) and school year**. We will endeavour to text the pupil 5/10 mins before the appointment to prepare the pupil.

The designated 'Hafan' personnel will escort the pupil from the lesson to the 'Hafan' during the school day to access the support. The 'Hafan' personnel will also escort the pupil back to the lesson. This is to ensure safeguarding procedures and social distancing procedures are adhered to.



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Parents can also contact the head of progress and welfare for their child's year by e-mailing [ymholiadau@penweddig.ceredigion.sch.uk](mailto:yholiadau@penweddig.ceredigion.sch.uk), noting your child's name and year group.

17. Extracurricular activities, after-school events and appointments with staff

At present extracurricular activities will not run. Similarly, we are not able to run important activities such as parents' evenings and open evenings. We are investigating alternative methods of ensuring that the benefits of such activities can be achieved, even though a different approach is used. Where parents need to speak to the head of welfare and progress this will be done over the phone, or by a virtual meeting wherever possible. It will not be possible to turn up to school to see someone – planning ahead will be needed for any meetings.

I hope these details have answered your questions and I look forward to meeting your children on their return to school. If you have further questions I and the progress and wellbeing leaders will try to answer them in our online question sessions.

Thank you in advance for your co-operation over the coming weeks,

Dr Rhodri Thomas
(Pennaeth)