

# West Monmouth School

## Ysgol Gorllewin Mynwy



*Believe Achieve Succeed Credu Cyflawni Llwyddo*  
*WMS - a caring School*

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

### Updated Plans for the full re-opening of school from January 6th

Dear parents and carers,

As you will be aware, the Welsh Government have now increased the COVID alert level across the country which requires us to review our operating procedures within schools to reduce potential transmission opportunities. As a school, we need to balance the increased risk posed by the new variant with the need to maintain pupils' access to the full curriculum and so minimise additional disruption to education. With that in mind, please see below a summary of the control measures we will be putting in place to keep staff and students safe this term.

Attendance	<ul style="list-style-type: none"><li>- Our staffing levels are currently ok and so we will be able to open to all pupils from Thursday 6<sup>th</sup> January.</li><li>- Arrival times cannot be staggered due to transport constraints but different year groups will continue to be directed to different entrances as follows: Year 7 – MUGA via top gate Year 8 – Canteen yard via top gate Year 9 – Front Terrace via main gate Year 10 – Science block yard via back gate Year 11 – Technology yard via side gate</li></ul> <p>Don't worry, there will be plenty of staff on duty each morning to direct pupils to where they need to be.</p> <ul style="list-style-type: none"><li>- All pupils are expected back to school except those who have been advised not to attend for medical reasons. Please let us know if this applies to your child.</li></ul>
Transport	<ul style="list-style-type: none"><li>- The LA have confirmed that school transport will be running as normal – information on routes and collection points can be found on the Torfaen website</li><li>- Pupils using school buses will be required to wear a face mask unless they are unable to for medical reasons. <b>It is up to parents to ensure that pupils have a suitable face covering.</b></li><li>- If you choose to drop your child off by car, please identify a safe drop-off / collection point within walking distance of school. Please do not drop off at</li></ul>

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	<ul style="list-style-type: none"> <li>- school bus bay or on Blaendare Road as this will cause congestion and pose a safety risk to pupils.</li> </ul>																		
Uniform & Equipment	<ul style="list-style-type: none"> <li>- Full school uniform will be required for all pupils including on days when pupils may have PE.</li> <li>- Pupils must have a face covering in school every day as they will be required to wear them in all indoor areas ( including classrooms) unless medically exempt.</li> <li>- Pupils must bring a bag and equipment to school each day as equipment cannot be shared in school. This should include at least: pen, pencil, ruler, calculator and glue stick*</li> </ul> <p>*a glue stick is important as teachers will have to rely on photocopied sheets more than normal and these can't be shared.</p>																		
Catering	<ul style="list-style-type: none"> <li>- There will be staggered lunch slots with access to the canteen for pupils in different year groups.</li> <li>- <b>Due to the need to keep year groups separated, no pupils will be able to access the canteen / café at morning break so pupils will need to bring in any snacks they require.</b></li> <li>- The canteen will not be open for breakfast before school.</li> <li>- All pupils should bring a bottle of water each day as water fountains will not be available.</li> <li>- At break and lunch times pupils will be outside wherever possible with different year groups restricted to certain areas in order to prevent mixing:</li> </ul> <table border="1" data-bbox="518 981 1481 1209"> <thead> <tr> <th>Year Group</th> <th>Break</th> <th>Lunchtime</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>MUGA</td> <td>MUGA</td> </tr> <tr> <td>8</td> <td>Canteen Yard</td> <td>Front Terrace</td> </tr> <tr> <td>9</td> <td>Front Terrace</td> <td>Quad</td> </tr> <tr> <td>10</td> <td>Science Yard</td> <td>MUGA</td> </tr> <tr> <td>11</td> <td>Quad</td> <td>Quad</td> </tr> </tbody> </table>	Year Group	Break	Lunchtime	7	MUGA	MUGA	8	Canteen Yard	Front Terrace	9	Front Terrace	Quad	10	Science Yard	MUGA	11	Quad	Quad
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Social Distancing	<ul style="list-style-type: none"> <li>- There will be marked one-way routes around the school and staff will supervise their implementation.</li> <li>- Classroom layouts will remain with all pupils facing forward and there will be strict seating plans in place so that we know where pupils have had close contacts during each day.</li> <li>- Arrivals and departures will be supervised.</li> <li>- No parents will be able to access the school site unless by prior arrangement to collect pupils.</li> </ul>																		
Hygiene	<ul style="list-style-type: none"> <li>- All areas of the school will be cleaned thoroughly each day.</li> <li>- Frequent touch areas will be cleaned throughout the day.</li> <li>- Pupils will be required to hand-sanitise on arrival at school and throughout the day – supplies will be available in every classroom.</li> <li>- Where specialised equipment needs to be used (eg Science) this will be sanitised between uses.</li> <li>- Lidded bins and tissues will be available in every classroom.</li> <li>- Pupils will be reminded frequently of hygiene routines in place.</li> </ul>																		

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	<ul style="list-style-type: none"> <li>- <b>All pupils (except where medical conditions prevent them) will be required to wear a face covering in all indoor areas including classrooms at all times. The only exception to this will be the canteen whilst pupils are eating. Face masks will not be required when pupils are outside at break and lunchtimes. It is up to parents to ensure that pupils have a suitable face covering.</b></li> </ul>
Toilet Facilities	<ul style="list-style-type: none"> <li>- Year groups will have allocated toilets as follows:  Year 7 – Upstairs in Haberdashers Year 8 – Downstairs in Haberdashers Year 9 – Ground floor W Block Year 10 – Glass bridge toilets Year 11 – 1<sup>st</sup> floor W Block</li> <li>- Pupils should plan to use toilets during break and lunchtime wherever possible to avoid disruption to their learning.</li> <li>- Pupils will only be released from class one at time from lessons to use the toilet.</li> <li>- Pupils will be required to hand sanitise before entering the toilets and reminded to wash their hands thoroughly after use.</li> <li>- Facilities will be cleaned throughout the day.</li> </ul>
Learning	<ul style="list-style-type: none"> <li>- All pupils will have access to the full curriculum and will be able to use specialist rooms and equipment.</li> <li>- Teachers will continue to assess the impact of closure periods and adapt schemes of learning to compensate.</li> <li>- Key stage 4 schemes of learning will be adapted to account for changes made to content and exam requirements by the exam boards.</li> <li>- We will continue to ensure all pupils are prepared for online learning in case there are any future lockdowns.</li> <li>- We will provide online learning for any pupils who are required to self-isolate due to COVID – this will be in the form of independent tasks as we do not have capacity to provide online teaching in addition to live teaching at school.</li> </ul>
Discipline	<ul style="list-style-type: none"> <li>- Any poor behaviour will be dealt with via our normal discipline policy.</li> <li>- Any pupil deliberately breaching social distancing or hygiene rules will receive a warning in the first instance which will be recorded on Classcharts. A second breach during the day will result in the pupil being removed from their class and parents being called to take them home. They may then be banned from attending on subsequent days also.</li> </ul>
Sickness	<ul style="list-style-type: none"> <li>- No pupil should attend school if they are showing symptoms of Covid 19. In this instance, they should take an LFT test and then, if the result is positive, a PCR test.</li> <li>- Any pupil who has tested positive for COVID 19 must isolate for 7 days starting from the date symptoms began. Pupils may then return to school as long as LFT tests taken on days 6 and 7 are negative.</li> <li>- Pupils are no longer required to isolate if they are identified as a close contact or even a household contact of a positive case. Instead, they should take daily lateral flow tests for 7 days.</li> </ul>

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	<ul style="list-style-type: none"> <li>- If any pupil becomes unwell during the day, they will be removed from their class and isolated until a parent comes to collect them.</li> <li>- All areas where the individual has been will be deep-cleaned.</li> </ul>
Testing	<ul style="list-style-type: none"> <li>- Welsh Government now strongly recommends that all pupils undertake lateral flow tests 3 times a week on Mondays, Wednesdays and Fridays. Test kits will be provided by the school but carried out at home on a voluntary basis.</li> <li>- <b>Pupils cannot be issued LFT tests unless we have parental permission. If you have not yet signed up for this, the electronic system to do so will be re-issued shortly.</b></li> </ul>
Communication	<ul style="list-style-type: none"> <li>- As with all other public services, our ability to operate may be adversely affected by low staffing levels in the coming weeks. We will do our best to maintain onsite learning for all pupils throughout this period but may be forced to revert to online learning for some groups if we cannot maintain safe levels of supervision. We will, of course, keep parents informed of any decisions and our primary methods of communication will be text and our Facebook page. With that in mind, please ensure that we have your up to date mobile phone numbers</li> </ul>

We know that many of you will have concerns about sending your children back to school in light of the new variant and will also be worried about further disruption to their learning. Hopefully, the above outline of the precautions we are putting in place will give you some reassurance. However, if you have any further queries, please don't hesitate to contact us directly.

Yours sincerely



Miss E. Jordan

Headteacher

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