

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.

Plans for the phased re-opening of school from June 29th

Dear parents and carers,

Please see below a summary of the plans we have developed for keeping staff and students safe when we begin to re-open at the end of the month. Please note that the Local Authority have now confirmed that schools in Torfaen will only be open for 3 weeks not 4 as originally announced:

Attendance	<ul style="list-style-type: none">- Due to the nature of our buildings, we can currently only safely accommodate 1 year group each day. The rota for attendance will be as follows:<table border="1" data-bbox="520 1061 1481 1267"><tr><td>Monday</td><td>Year 10</td></tr><tr><td>Tuesday</td><td>Year 8</td></tr><tr><td>Wednesday</td><td>Year 9</td></tr><tr><td>Thursday</td><td>Year 10</td></tr><tr><td>Friday</td><td>Year 7</td></tr></table>- Arrival and departure times will be staggered – more information on this will follow next week when LA have finalised plans for transport.- The decision on whether to send children to school rests with families and those who choose not to will not be penalised.- If you wish your child to attend, you will need to book them in each week via an online booking system which will be made available next week. This is so we can plan for expected numbers.	Monday	Year 10	Tuesday	Year 8	Wednesday	Year 9	Thursday	Year 10	Friday	Year 7
Monday	Year 10										
Tuesday	Year 8										
Wednesday	Year 9										
Thursday	Year 10										
Friday	Year 7										
Transport	<ul style="list-style-type: none">- The local authority have not yet finalised their plans for school transport. However, it is very unlikely that this will be available as normal for the vast majority of pupils and that the responsibility for getting them to school will lie with parents. We will update on this as soon as we know more.										

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Year 11	<ul style="list-style-type: none"> - We will not be opening to Yr. 11 students as their official leaving date has now passed. - Form tutors will be making contact with students to check on wellbeing and plans for next year. - We will re-schedule the usual leavers' events (including Prom!) as soon as government guidance allows.
Uniform & Equipment	<ul style="list-style-type: none"> - School uniform will not be required for these 4 weeks - Pupils should wear comfortable, washable clothes which are suitable for physical activity as there will be a PE / wellbeing session every day. - Pupils should change and wash their clothes when they get home. - Pupils must bring a bag and basic equipment (pen, pencil, ruler, calculator) to school each day as equipment cannot be shared in school.
Catering	<ul style="list-style-type: none"> - The local authority will not be resuming catering services in schools so there will be no food available. - Therefore, we will not be having a full lunch hour and will be finishing school earlier – staggered departures from 1.30. - There will be a mid-morning break and pupils must bring a snack or packed lunch if they wish to eat at this time. - All pupils should bring a bottle of water each day as water fountains will not be available.
Social Distancing	<ul style="list-style-type: none"> - Classes will be divided into 'pods' of approximately 10 pupils – they will remain in these same groups all day. - Pods will remain in the same seats and rooms all day with teachers coming to them. - There will be marked one-way routes around the school. - A limited number of classrooms and large spaces will be in use. - Classroom layouts will be altered to allow for 2m distancing. - Pupils will remain in their pod room at break time. - Arrivals and departures will be supervised. - No parents will be able to access the school site unless by prior arrangement to collect pupils. Any contact or meetings required will be via telephone.
Hygiene	<ul style="list-style-type: none"> - Pod rooms will be cleaned thoroughly each day. - Pupils will be required to hand-sanitise on arrival at school and throughout the day – supplies will be available in every pod room. - No equipment will be shared or textbooks used. - Only GCSE IT students will have access to IT equipment and they will have dedicated PCs for their sole use.

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	<ul style="list-style-type: none"> - Lidded bins and tissues will be available in every pod room. - Pupils will be reminded frequently of hygiene routines in place.
Toilet Facilities	<ul style="list-style-type: none"> - Pupils will have access to toilets throughout the day but will only be released one at a time from pods. - Entrances to toilets will be manned by staff all day to ensure that only one pupil enters at a time. - Pupils will be required to hand sanitise before entering the toilets and reminded to wash their hands thoroughly after use. - Facilities will be cleaned frequently throughout the day.
Learning	<ul style="list-style-type: none"> - A blended learning approach will be followed whereby 'live' learning sessions will support the virtual tasks set for the following week. - Years 7 & 8 will have live learning sessions covering all areas of the curriculum. - Year 9 sessions will focus on core subjects only to get them ready for GCSE courses. - Year 10 will have core subject sessions on Mondays and option subjects on Thursdays – one subject each week. - All pupils will have a wellbeing session each day – this will include some fresh air, physical exercise and mindfulness-type activities. - Please note, there may be a drop off in the setting and marking of online work next week as staff will be busy in school preparing work and classrooms for re-opening.
Discipline	<ul style="list-style-type: none"> - Any poor behaviour will be dealt with via our normal discipline policy. - Any pupil breaching social distancing 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 pod and parents being called to take them home. They may then be banned from attending on subsequent days also.
Sickness	<ul style="list-style-type: none"> - No pupil should attend school if they or anyone in their household or who they have been in contact with is showing symptoms of Covid 19. In this instance, families should follow government guidance on self-isolation and testing. - If any pupil becomes unwell during the day, they will be removed from their pod and isolated until a parent comes to collect them. - All areas where the individual has been will be deep-cleaned. - Advice will be sought on whether there is a need for other members of the pod to isolate and parents will be informed.

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Childcare Hub

- For children of keyworkers and vulnerable learners (regardless of year group), there will be childcare provision available on site everyday between 8.30 and 3.00.
- **The LA have advised that registrations for Hub provision will be frozen as of June 10th meaning that no new families can now access the provision. The only exception to this will be for the children of parents who work in schools and so are now returning to work.**
- This is a childcare facility and will not offer formal learning. Pupils may join their year group on the designated days but parents should be aware that doing so will introduce them to a different 'pod' of pupils.
- Places must be booked in advance via an online booking system which will be available next week.
- The LA requires us to ask for proof of keyworker status – we will provide more detail on this when we get it.

We know that many of you will have concerns about sending your children back to school and hope that the precautions we are putting in place will give you some reassurance. If you have any further queries, please don't hesitate to contact us directly.

Yours sincerely



Miss E. Jordan

Headteacher

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