

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 March 15th

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 to all pupils later this month. Any changes or additions to the information previously sent out are highlighted in red.

Attendance

- To give us time to ensure that all our new routines and processes work safely, there will be 2 planning and preparation days in the week commencing 8th March and then a staggered start for different year groups. **The focus for these two weeks will be on our examination year groups (10 & 11) with years 7, 8, 9 only required to return to school for a one day check-in to prepare them for full return after Easter.**

Thursday 11 th March	Staff Training Day – no online learning
Friday 12 th March	Planning & Preparation Day – online tasks set but no live lessons
Week commencing 15 th March	Year 11 return to school, online learning for all other pupils.
Week commencing 22 nd March	Year 10 & 11 in school
Wednesday 24 th March	Year 9 Check-in day
Thursday 25 th March	Year 8 Check-in day
Friday 26 th March	Year 7 Check – in day
Monday 12 th April	All pupils return to full-time school

- Arrival times cannot be staggered due to transport constraints but different year groups will be directed to different entrances as follows:
Year 7 – Canteen via top gate
Year 8 – N Block foyer via top gate
Year 9 – Main entrance via main gate
Year 10 – Technology block via main gate
Year 11 – Science block via back gate

Don't worry, there will be plenty of staff on duty each morning to direct pupils to where they need to be.

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	<ul style="list-style-type: none"> - Departure times will be very slightly staggered in order to avoid crowds: Year 7 – 2.53 Year 8 – 3.00 Year 9 – 2.50 Year 10 – 2.55 Year 11 – 3.00 - 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.
Transport	<ul style="list-style-type: none"> - 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 - Pupils using school buses will be required to wear a face mask unless they are unable to for medical reasons. It is up to parents to ensure that pupils have a suitable face covering. - If you choose to drop your child off by car, please identify a safe drop-off point within walking distance of school. Please do not drop off at school or on Blaendare Road as this will cause congestion and pose a safety risk to pupils.
Uniform & Equipment	<ul style="list-style-type: none"> - Full school uniform will be required for all pupils. We have been advised by LA that Supermarkets are now able to sell school uniform as 'essential' should any new items be required. If you are experiencing financial difficulty, please contact the school and we will assist. In addition, we would welcome any donations of out-grown uniform which could be passed on to others. - On days when pupils are timetabled for a PE lesson, they should wear their PE kit to school as we cannot provide changing facilities safely. - Pupils should change and wash their clothes when they get home if possible. - 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* <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"> - The local authority will be providing normal catering facilities. However, in order to reduce crowding in the canteen, we strongly advise pupils to bring packed lunches if possible. - There will be staggered lunch slots with access to the canteen for pupils in different year groups. - There will be a mid-morning break for all pupils but they will not be able to access the canteen at this time and should therefore bring in any snacks they require. - The canteen will not be open for breakfast before school. - All pupils should bring a bottle of water each day as water fountains will not be available. - At break and lunch times pupils will be outside wherever possible with different year groups restricted to certain areas in order to prevent mixing: <p>Year 7 – MUGA Year 8 – Front Lawn Right Year 9 – Front Lawn Left Year 10 – Quad and technology yards Year 11 – Front terrace and Science yards</p>

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Social Distancing	<ul style="list-style-type: none"> - With over 1000 pupils in the school, social distancing between pupils in year groups will not be possible. However, there will be no mixing between year groups and measures will be in place to reduce movement and contacts. - KS3 will be taught in their teaching groups (j,w etc.) and will remain in these same groups all day. - Class 'bubbles' will remain in the same seats and rooms all day with teachers coming to them apart from PE. - KS4 pupils will have to be taught in different groups in order for us to offer the whole curriculum. However, there will be fewer different lessons in the day to reduce movement and contacts. - There will be marked one-way routes around the school. - Classroom layouts will be altered to ensure that all pupils are facing forward. - Year groups will be segregated at lunch and break times. - 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"> - All areas of the school will be cleaned thoroughly each day. - Frequent touch areas will be cleaned throughout the day. - Pupils will be required to hand-sanitise on arrival at school and throughout the day – supplies will be available in every classroom. - Where specialised equipment needs to be used (eg Science) this will be sanitised between uses. - Lidded bins and tissues will be available in every pod room. - Pupils will be reminded frequently of hygiene routines in place. - 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.
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 classes. - Entrances to toilets will be monitored 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"> - All pupils will have access to the full curriculum however key stage 3 pupils will be unable to carry out practical activities other than in PE. - There will be no collaborative activities which require face-to-face talk. - Key stage 4 schemes of learning will be adapted to account for changes made to content and exam requirements by the exam. Boards. - We will continue to ensure all pupils are prepared for online learning in case there are any future lockdowns. - Online learning will continue to be provided in the two weeks prior to Easter for days when pupils are not in school. - Once pupils are back in school, online provision will cease as we do not have the capacity to provide both live learning and online learning.

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Discipline	<ul style="list-style-type: none"> - Any poor behaviour will be dealt with via our normal discipline policy. - 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.
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 class 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 class or year group to isolate and parents will be informed.
Testing	<ul style="list-style-type: none"> - All pupils in years 10 & 11 will be offered the opportunity for twice weekly lateral flow home-testing. Test kits will be provided by the school but carried out at home on a voluntary basis. - More information on the routines for testing will follow to those who wish to engage with the programme. - Unfortunately, a positive lateral flow test from a pupil will still require us to send the whole 'bubble' (usually a year group) home pending the result of a more accurate PCR test.
Childcare Hub	<ul style="list-style-type: none"> - The childcare hub for children of key workers will continue to operate as normal in the two weeks prior to the Easter holidays. Obviously, pupils will attend normal lessons with their year group on the days they are in school.

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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