

# Ysgol Gyfun Emlyn



## Parent and Pupil Information Booklet



# Pupil and Parent Returning to School Handbook

## Priorities Before the End of the Summer Term

Ysgol Gyfun Emlyn always prides itself on putting children first. We are a happy, nurturing, and inclusive school. These principles are more important than ever.

Our priority will be:

- Provide pupils with as much teaching time as possible.
- Nurture and support the health and wellbeing of our children , especially those who are feeling anxious.
- Ensure that children have time, space and structured activities to re-form relationships with other learners and staff.
- Support pupils to understand and observe hygiene and social distancing requirements. Expectations will be reasonable, applied sensitively and support their well being
- Check in with learners and support them in their preparedness for learning and next steps as appropriate.
- Focus on the needs of individual learners.

## Capacity

The operational COVID-19 capacity for schools is **21%** of normal capacity. The official capacity of Ysgol Gyfun Emlyn is **642**. The school capacity under COVID-19 regulations is therefore **135**. This means that no more than 135 people will be on campus at any time. We also have to consider the size of classrooms and related staffing levels when deciding on pupil numbers.

## Start and End of the Day

- School transport will only run on a limited capacity. The transport authority will contact parents / carers directly with information.
- As far as possible parents / careers are encouraged to transport their child to school themselves.
- Pupils should be dropped off at the main gate (not the side gate next to the leisure centre).
- Members of staff will be on duty at the start and end of the day.
- When they arrive pupils must go directly to their allocated classroom. The school will send out individual timetables so each pupil knows where to go. Pupils do not go to their form room.
- Out side each point hand washing facilities are available. These must be used before the pupil enters the building.
- At the end of the day pupils will be escorted back the main gate.
- Some buses will be present on campus at this time so you may have to wait.



## Uniform

Pupils do not need to wear uniform for the rest of the term. They can wear their own clothes.

Current guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in a school or setting. Clothes that **cannot be machine washed should be avoided**.

Pupils must not wear any jewellery.

## Equipment

We will not be able to lend pupils any equipment or resources and they will not be allowed to share with their classmates. Pupils will need:

- Pens
- Pencils
- Ruler
- Rubber
- Sharpener
- Pencil Case

They will be allowed to bring their school bag with them.

## Break / Lunch

All pupils should bring:

- A packed lunch. The kitchen will not be open for the remainder of this term. **Children in receipt of free school meals must also bring a packed lunch.**
- Enough water for the day, 1 – 2 litres, in bottle/s.
- Pupils will eat their packed lunch in their classrooms or outside in their allocated areas.
- Each room will be allocated an area of the school campus where they can go during break and lunch. This will help maintain social distancing.

## Classrooms

- In Year 7 and 8 pupils will be allocated the classroom every time they are in school.
- Year 9, a1 and 12 pupils will stay in the same classroom for their core subjects but will move to another classroom for their option subjects. They will not move class more than once a day. The classroom they move to will not have been used that day.
- Some chairs and desks have been removed to create more space.
- Pupils will be allocated a desk in the classroom.



- Resources will be wiped down after use.
- Hand sanitising units are located outside every classroom. Pupils must use these every time they enter the room.



## Health

- Parents / carers will be required to complete a pupil health risk assessment before their child returns to school. This will be emailed to parents and returned in the same way.
- If there is a change in the pupil's circumstances the form will need to be re-submitted.

## Pupils Showing Symptoms

Under no circumstances should children attend school if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days.
- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.
- Conform to the necessary self-isolation requirements in both instances.

## Personal Protective Equipment (PPE)

There is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

PPE may be required when:

- Dealing with suspected coronavirus (COVID-19)
- Providing Intimate Care\_(an individual risk assessment will be carried out for pupils to determine the level of PPE needed)
- Some aspects of First Aid

Non-medical face coverings are recommended where social distancing cannot be maintained. They are not a replacement for far more effective measures such as social distancing and hand hygiene. We are organising our environment to ensure that appropriate social distancing can be maintained throughout the day.

Furthermore, the wellbeing of learners is critical to any considerations around face coverings and especially the impact on relationships and pupil anxiety. Therefore, we are not recommending the wearing of face masks in school.

## Hygiene and Cleaning

- The building will be cleaned regularly during the day and at the end of the day. Hard surfaces will be cleaned with warm soapy water or the required cleaning products. Particular attention will be given to cleaning 'high-touch' areas and surfaces such as tables, equipment and door handles.
- Each class will have cleaning materials and wipes for cleaning high touch resources/surfaces during the day.
- Hand sanitiser will be provided at key locations. Every classroom has an anti-bacterial station for pupils to use when entering their class from outside.
- Only one pupil will be permitted in any toilet block at a time.
- Appropriate PPE will be provided for First Aid etc.

## Childcare

School will provide some child-care to key worker parents of Year 7 pupils who are working. **Numbers will be limited as the children in the care hub will affect the numbers allowed in the education classes.**

An application system for this child-care will be in place to ensure all applications are processed. This is done electronically. The form will be sent out to parents / carers.

**Please be aware that proof of shift patterns will also be required. You will be asked to provide proof of employment. We would also be asking that every consideration has been made that there is no one else available to care for your child whilst at work.**

Please note that there have been a small number of instances in other hubs whereby leads have been made aware that parents have accessed provision when not required. If this is the case, the headteacher will have the right to refuse entry.

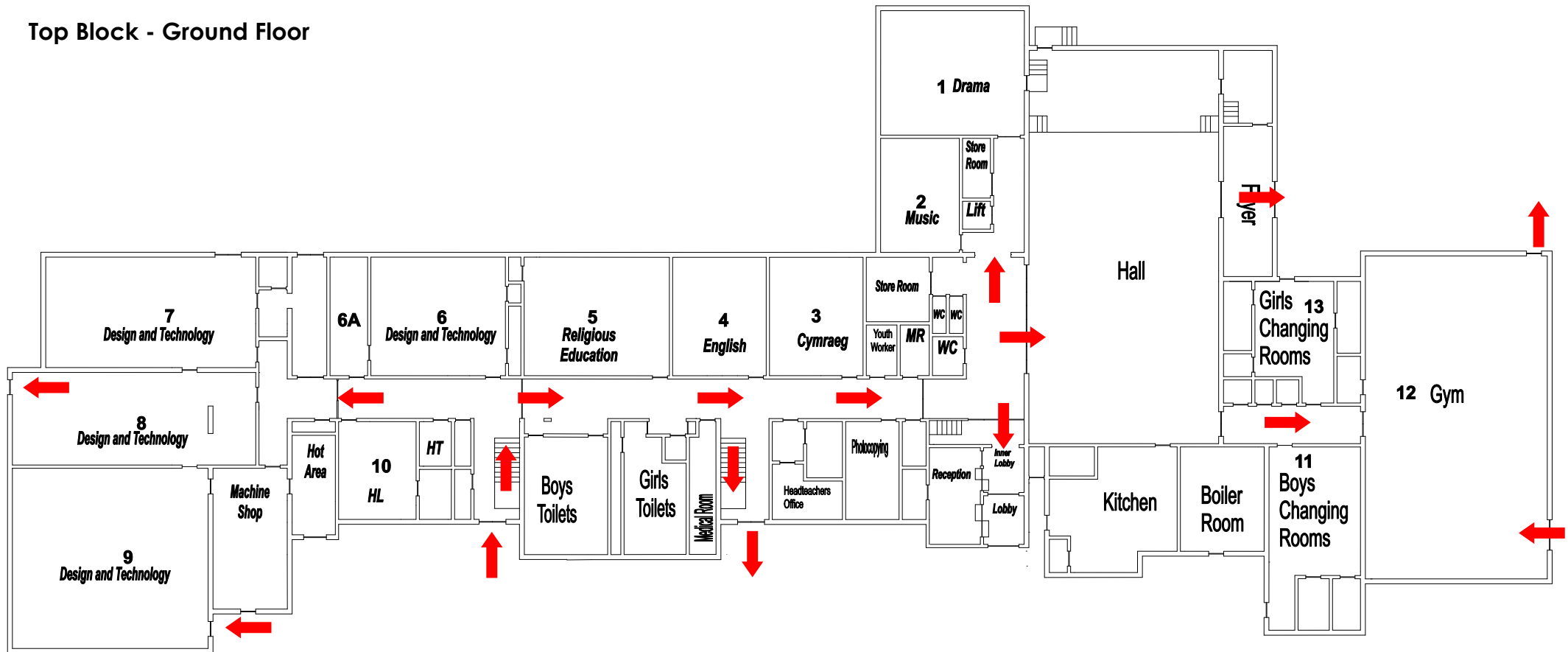


## Campus Management

- A one way system will operate around the school campus and in the buildings.



## Top Block - Ground Floor



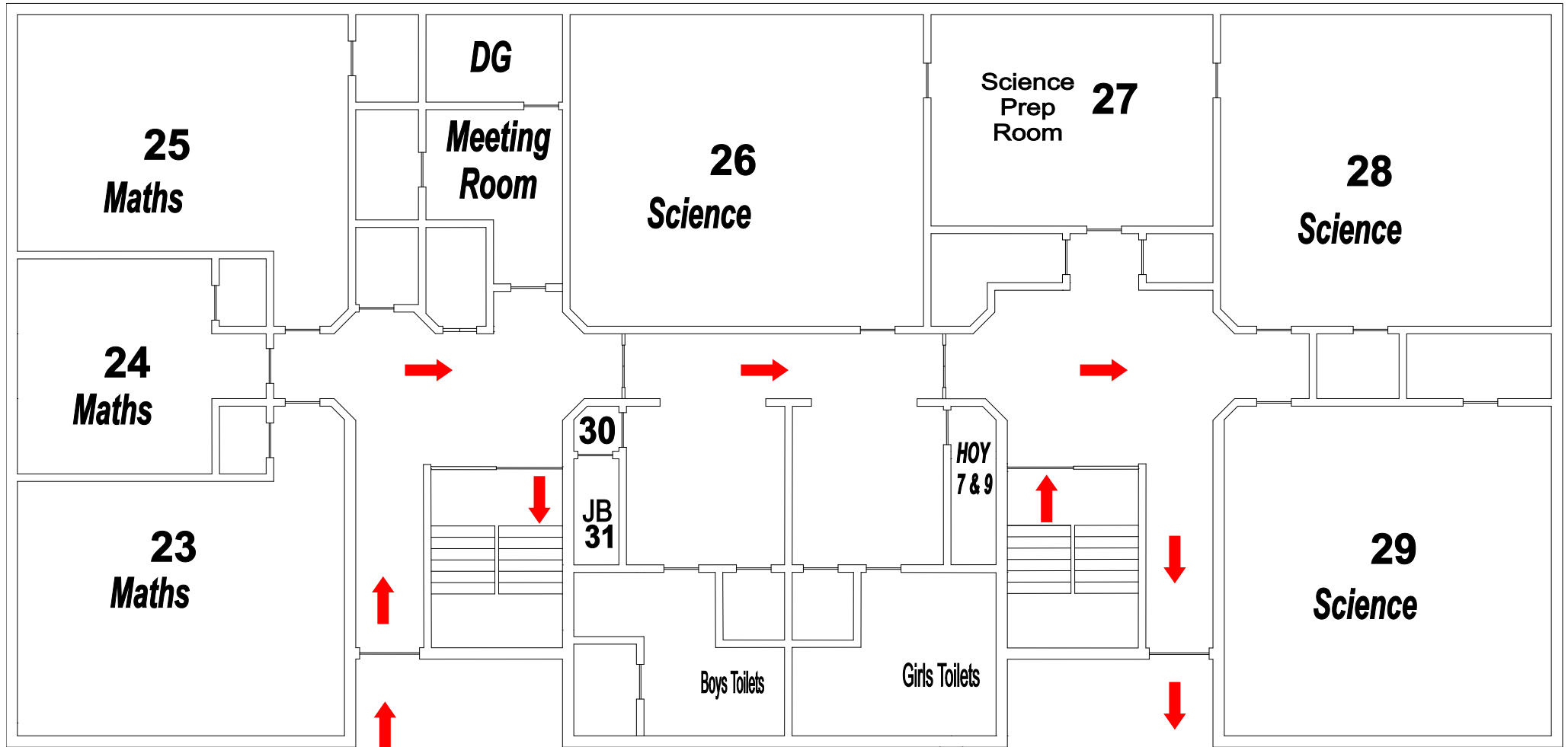
- The door next to the boys toilet is the way in.
- The doors by the Headteacher's office and reception is the way out.
- The stairs next to the boys toilets is the way up.
- The stairs next to Room 20 and the sixth form study room are for going downstairs.
- In order to exit Room 8, the hall and the gym the fire doors are used.

## Top Block - First Floor



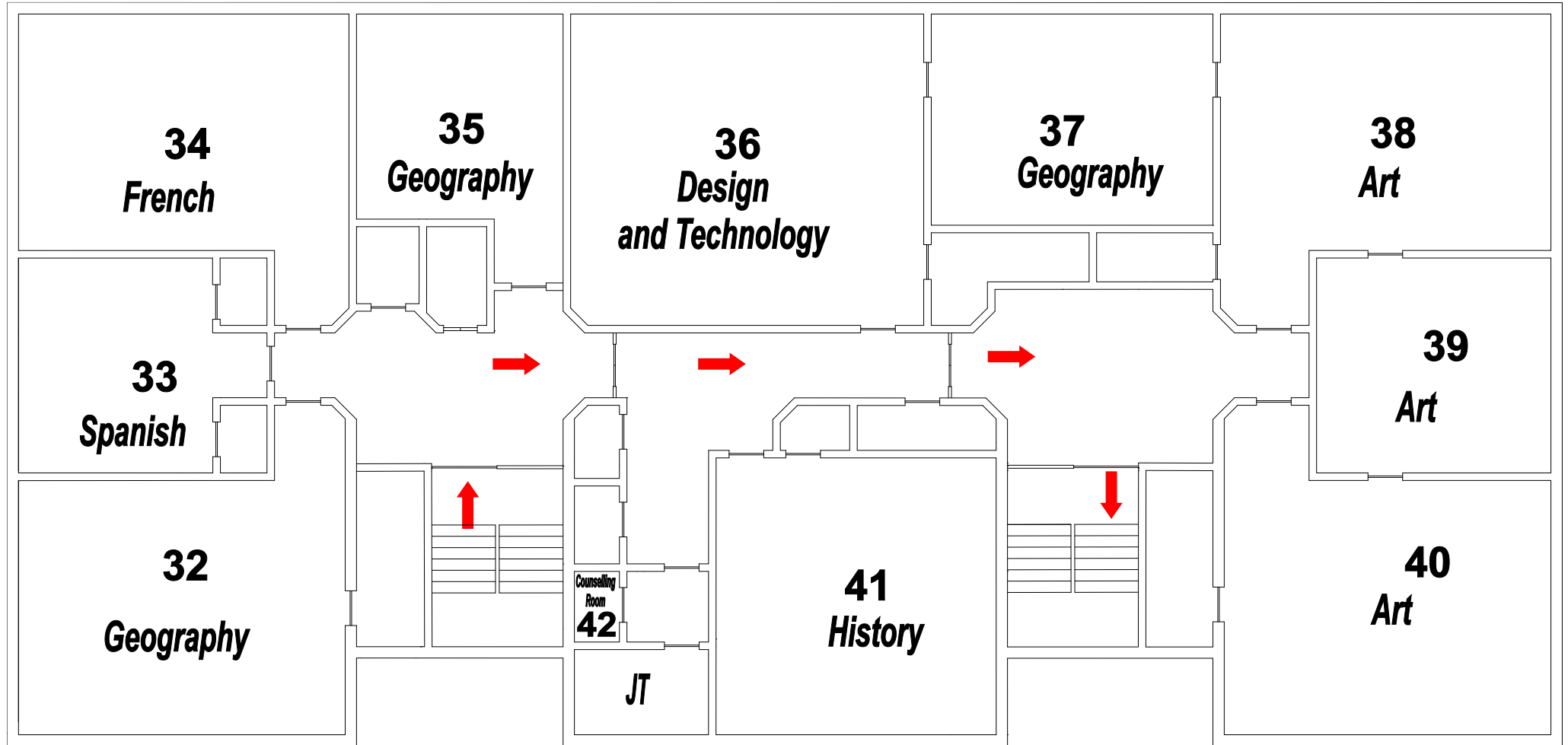
- The stairs next to the library is the way up.
- The stairs next to Room 20 and the sixth form study room are for going downstairs.

## Bottom Block - Ground Floor



- The door next to the Room 23 is the way in
- The door by the Room 29 is the way out.
- The stairs opposite Mr O'Sullivan's is the way up.
- Th stairs opposite the Science prep room are for going downstairs.

Bottom Block - First Floor



- The stairs opposite Room 35 is the way up.
- Th stairs next to the Art room are for going downstairs.

# Ysgol Gyfun Emlyn



**Home School  
Agreement**

## The School

The school commits to:

- Provide a safe and welcoming environment, which has been risk assessed in response to the COVID-19 virus
- Create small class groupings or 'bubbles' for 'check in, catch up and prepare' sessions, which will focus on pupil well-being and strategies to improve future learning opportunities;
- Follow Carmarthenshire County Council Risk Assessment Policy, in conjunction with the Welsh Government Guidance: <https://gov.wales/keep-education-safe-operational-guidanceschools-and-settings-covid-19>;
- Mitigate and reduce as many risks as possible in our school setting;
- Social Distancing - We will do our utmost to adhere to, and enforce, social distancing rules in and around school;
- Designate drop off and collection points for the start and end of the day;
- Hand Washing- Pupils and staff will be required to wash/sanitise their hands thoroughly and regularly throughout the day. Correct hand washing will be modelled and supervised by staff, in an age-appropriate manner. In addition, dedicated hand sanitising stations will be available around school.
- Adhere to school capacity arrangements - Welsh Government guidance states that no more than one third of the total number of pupils should be on the school site at any time. Groupings may change, as guidance changes;
- Work stations - Every child will be allocated their own desk and chair space and will need to work within this space as much as possible. Each child will be given a pack of resources in school, solely for their use. Please do not send in unnecessary items from home.
- Cleaning: Cleaning regimes will be rigorous, with regular cleaning of frequently touched surfaces, door handles, toilets, etc. There will be a cleaner on site throughout the day.
- Hub Provision: Our school will continue to support pupils who are currently accessing hub childcare provision. However, please note that parents should still make every effort to care for children at home at this time. If a hub place is necessary, please make sure you book in advance, as advised. A priority system will apply.
- Clothing/uniform: The school does not expect pupils to wear uniform. Guidance suggests that pupils should wear clothing that is suitable for the school environment, comfortable and easily washable. Ideally, clothing worn to school should be washed on returning home.
- Food and drink: The school kitchen is closed at this time, so we will be unable to provide lunches in the usual way. All pupils will need to bring in their own packed lunch, snacks and drink.
- Attendance: If parents choose not to send their children to school, this decision will be respected. Welsh Government have stated no fines will be issued at this time. Distance learning will continue for all pupils and it is vital that all pupils engage with this. Children who are in receipt of a shielding letter should not attend school.
- Symptomatic Pupils: The school will contact parents/carers if a child displays symptoms of COVID-19 and parents will be expected to collect children from school immediately;
- Isolation Room: If a pupil shows symptoms of COVID-19 whilst in school, there will be an isolation room made available for them until their parent / guardian collects them
- PPE: Welsh Government guidance does not require the wearing of personal protective equipment (PPE) at this time by either staff or pupils, other than in cases where social distancing is compromised, e.g. first aid, assistance with toileting, and where bespoke packages of care and support dictate this is necessary.

## **Parents / Carers**

**Parents/carers are required to respect and adhere to guidance set out by Welsh Government, the Local Authority and the school, in order to ensure staff, pupils and their communities remain as safe as possible.**

Families are required to reflect on individual risk assessment daily. Please do not send any children to school who:

- Feel unwell
- Have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days
- Live in a household with someone who has symptoms of COVID-19, or has tested positive to COVID-19, in the past 14 days;

### **Parents/carers should agree to the following:**

- I will support school staff in their efforts to create a safe environment during this crisis by following school and government guidance in minimising any possible risk
- I will support my child with their learning at home, in line with the school's expectations
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately and arrange for immediate testing
- In this instance, or if anyone in my household shows symptoms of COVID-19, we will self-isolate, in line with government guidance
- I will let the school know results of testing, as soon as possible
- When dropping my child off and collecting, I will adhere to the allocated time and 2 metre social distancing rules. I will wait at the designated drop off/ collection points
- I will remind my child about social distancing rules and encourage this practice as far as possible, according to their age and ability
- My child will wash their hands before coming to school and every effort will be made to provide clean clothes each day
- I will provide lunch, snack and drinks daily
- I will not send my child to school with any unnecessary items
- I will not enter the school building without an invitation. If I need to talk to my child's teacher, I will phone, email or leave a message with the member of staff at the drop off/pick up point
- If my child's behaviour is deemed unsafe/not following the rules, I will collect him/her as soon as possible. I agree that he/she will undertake supported home learning, until it is agreed that he/she can return to school safely.



## Pupils

I will do my best to:

- Take care of myself and others
- Engage with my home and school learning experiences, in line with the school's expectations
- Tell an adult if I feel unwell
- Follow the social distancing rules in class, around school and in the outdoors
- Not bring unnecessary things into school from home
- Bring my own equipment to school
- Stay safe with the pupils in my group.
- Only enter and exit the school building from the designated location and adhere to the 'movement around school' systems/signage
- Be safe - coughing and sneezing into a tissue - 'catch it-bin it-kill it', using the correct bin for tissues (or cough/sneeze into elbow, if no tissue available)
- Follow good hand hygiene – use soap and water for 20 seconds using the correct technique / use hand sanitiser
- Behave well at all times to maintain the safety of myself and others
- Follow these expectations to the best of my ability
- Understand that opportunities to come to school could be restricted if I do not behave safely in the school environment
- Let others know how I am feeling
- Listen carefully and follow instructions
- Speak and move calmly around school
- Be kind, friendly and respectful of others.

By sending your child to school we presume that as parents/guardians and pupils you will adhere to the content of the agreement.



Pennaeth / Headteacher