



CYFARTHFA HIGH SCHOOL



**Reset and Restart
At
Cyfarthfa High September 2020**



Reset and Restart at Cyfarthfa High School September 2020

'Achievement by Caring'

This document has been put together to advise and support you and your child on their return to school. Following the Welsh Government guidance of the re-opening of schools, we will be delighted to welcome our students back to school fully in September. The school has worked closely with the Local Authority to make this happen.

This document outlines the changes to create our 'new normal' ways of running the school and hopefully it clarifies many questions you have during this unprecedented time. If you have any further questions, please email the school on **studentinformation@cyfarthfahigh.merthyr.sch.uk**

School Return Arrangements:

Tuesday 1 st September – Friday 4 th September	Preparation, remodelling and readjustment. Staff only.
Monday 7 th September	Year 7 and Year 11
Tuesday 8 th September	Year 7 and Year 11
Wednesday 9 th September	Year 7, 10 and 11
Thursday 10 th September	Year 7, 9, 10 and 11
Friday 11 th September	Year 7, 8, 9, 10 and 11
Monday 14 th September	All Year Groups

Attendance

The Welsh Government expects all students of statutory school age to attend school fully from September 2020. This includes the majority of students who were previously shielding for medical reasons. We will do all we can to support all students to settle back into school life safely. Attendance is no longer voluntary and parents/carers should follow the school's usual arrangements – contacting the school every morning - if a student is not well enough to attend.

Staff and students should NOT attend school if they, or someone at home, has the following symptoms:

- Feeling unwell with any of the four COVID-19 symptoms (new persistent cough, high temperature, loss / change in ability to taste or smell) or have tested positive for COVID-19 in the last 10 days.
- Are living in with someone or are part of an extended household with someone who is displaying COVID-19 symptoms; or has tested positive for COVID-19 in the last 14 days.
- Anyone exhibiting the above symptoms should self-isolate for at least 10 days while arranging for a COVID test. If the test is negative, the individual will not be expected to complete the 10 days of isolation. Anyone living with someone or part of an extended household with a person exhibiting the above symptoms is expected to remain at home for 14 days from the first day of the person's illness or until the COVID test, result has been received.
- If a child is sent home ill displaying COVID-19 symptoms, they will be required to self-isolate until test results come back. Parents/carers to immediately request a test for their child. All other students are expected to attend school. The track and trace procedures will be fully abided by.

Outline of the day

Arrival to school

Year 7	Arrival to school on Monday 7 th September	8.30am	Day 1 – Hall and Blue Gym Staff will be on duty to direct students to each area.
Year 8	Arrival to school Friday 11 th September	8.30am	Day 1 – Hall and Blue Gym Go to allocated zones (see below)
Year 9	Arrival to school Thursday 10 th September	8.40am	Day 1 – Hall and Blue Gym Go to allocated zones (see below)
Year 10	Arrival to school Wednesday 9 th September	8.50am	Day 1 – Hall and Blue Gym Go to allocated zones (see below)
Year 11	Arrival to school Monday 7 th September	8.50am	Day 1 – Sports Hall Go to allocated zones (see below)

All students will have a morning break and a lunchtime. Alternative arrangements have been made to ensure compliance with safety guidelines and WG guidelines, which includes staggered lunch times. For the near future, all students will remain on site and will have designated year group areas during their break and lunch. We will continue to review the situation in light of the changing guidelines and parents will be kept informed.

Outside Zones and Eating areas

	Eating area	Outdoor play area/Zone	Wet play/Zone
Year 7	Hall	Back of canteen	Hall – Split areas
Year 8	Hall	Muster point	Hall – Split areas
Year 9	New block café	Art and grass area	Atrium
Year 10	Demountable	Quad/back car park	Demountable/Blue Gym
Year 11	Demountable	Quad/back car park	Demountable/Blue Gym

End of school day

Year 7	Staggered end of day	2.45pm finish
Year 8	Staggered end of day	2.45pm finish
Year 9	Staggered end of day	2.50pm finish
Year 10	Staggered end of day	2.55pm finish
Year 11	Staggered end of day	2.55pm finish

Grouping of students

The use of consistent contact groups of students helps to reduce the risk of transmission of the virus. This approach has been used by the school during the first phase of increased operations in the summer term. These distinct 'contact groups' do not mix with other groups, making it quicker and easier in the event of a positive case to identify those who may need to self-isolate.

The school recognises that the practicalities of managing this process from September is complex and challenging in a secondary school. This is because of the demands of delivering examination courses at GCSE, where students follow a broad range of options unique to their own individual pathway. In line with Welsh Government guidance, the school will create larger 'contact groups' in order to deliver the full range of curriculum subjects and enable students to receive specialist teaching.

Health and Safety at Cyfarthfa High School/Classroom measurements and beyond

Following guidance issued by Welsh Government and the Local Authority, Cyfarthfa High School has re- assessed the risks and taken reasonable steps to protect staff, students and others from coronavirus (COVID-19). This assessment has been agreed by the school Governors and Local Authority, a copy of this assessment can be viewed on our website.

As a school we actively engage and support Test, Trace, Protect and work closely with the Local Authority and health professionals to implement the latest guidance.

Your child must not attend school if they are unwell in any way -regardless of symptoms or reasons for feeling unwell. **Please ensure that you have arrangements in place that will enable your child to be collected from school within 30 minutes should they become unwell during the day. They will be required to go home regardless of symptoms, reasons or severity.**

Students should wash or sanitise their hands on arrival at school and throughout the school day. This will be actively encouraged by school staff. There are numerous sanitiser stations located throughout the school and in each classroom as well as signage to support this.

We encourage students, where possible, to walk to school to avoid public transport. Parents/carers are requested to drop off their child at designated drop off point at the front of the school, we will continue to control the entrance and exit to the site.

Visitors, including parents/carers and Governors, will be limited to “essential only” to reduce contact with different groups of people. Parents/carers will not be able to enter the premises without a prior arranged appointment.

The school has a well-established one-way system in operation, which must be adhered to at all times. Students are to remain within their contact groups and spend recreational time in their designated zone to avoid mixing with other contact groups of students.

Our new open plan restroom (toilet) facilities will be supervised throughout the day by a Housekeeper and cleaned regularly throughout the school day. All restrooms will be available at all times however only two students at a time will be permitted to use the facilities provided. Students should ensure good hand hygiene after using the toilets.

In the classroom

- Students will all be seated facing the front.
- Students will be required to sanitise hands upon entry and exit from the classroom as well as their own personal work area at the end of every lesson.
- Students and staff to use a tissue when sneezing or coughing and sanitise their hands again once tissue is thrown away.
- Students should bring all necessary equipment and stationary and use only their own equipment.
- We encourage students to bring in hand sanitiser to use.

Staff will remind students about the requirements of social distancing and all students will receive a presentation on the new rules and expectations for safety procedures on their first day returning to school.

Face Coverings

Students are expected to wear face coverings for use when moving around communal areas of school buildings where physical distancing mitigations cannot be adequately controlled. There is no requirement for them to wear face coverings within the classroom.

The Local Authority will provide a reusable face covering. Where students plan to use their own facemask, the mask must be plain, with no words or pictorial or symbolic representations that may be considered controversial and/or would detract and possibly cause offence to others in our school. In such circumstances, the student will be asked to wear a plain facemask.

A risk assessment will be undertaken for any student with underlying medical conditions.

Social Distancing

We will do our best to ensure that students follow all distancing guidelines but social distancing cannot be guaranteed.

While there is a limited expectation that students will need to social distance within their own contact group there is an expectation that they will socially distance from all adults and other students in different year groups.

Students should respect and adhere to social distancing rules taking responsibility to keep at least a 1-meter distance between adults and themselves.

All students must remain in their allocated seat during lessons unless given permission to move by their teacher and must abide by the seating plan.

Uniform

On our return to school, we expect all students to wear full school uniform and our high standard of presentation is to be maintained. Our blazer, tie and blue shirt/blouse are **compulsory** along with black formal school trousers/knee-length skirt. The grey school jumper is an *optional* extra. Footwear *must* be leather/leather-look formal shoes. Daps, canvas style footwear or trainers will not be accepted.

In light of Local Authority guidance, parents/carers are politely reminded of the expectation to provide clean uniform regularly and ensure that face coverings are washed daily.

If your circumstances have changed you may be eligible for a uniform grant, please visit <https://www.merthyr.gov.uk/resident/benefits-and-grants/school-clothing-grants/>

Catering

For the week of the 7th September, all students must bring in a packed lunch, as there are **no** canteen facilities available. Students are also encouraged to bring a filled water bottle for the foreseeable future, as there will be no access to water fountains or cups etc. There will be no catering facilities available before school or at break time. The importance of a good breakfast is essential as it has often been called 'the most important meal of the day', and for good reason. Breakfast boosts your energy levels and alertness, whilst providing other essential nutrients required for good health and concentration.

From the 14th September, onwards a dedicated member of our canteen staff will take pre-orders in from 8.30am. All orders must be completed in the morning. The menu offerings will be advertised on the school and MTCBC websites so that parents/carers are aware of the offerings available. A meal will cost £2.70 and will be served as a 'Grab & Go'.

Parents/carers are encouraged to sign up to and pre order via Parent Pay, as we are unable to handle cash. Please note that the biometric finger system will be discontinued at present

and will be reviewed according to safety guidance. Arrangements are in place to provide vouchers to parents/carers of Free School Meals.

Year 7	8.30am	Order food from 8.30am	Outside Hall
Year 8	8.30am	Order food from 8.30am	Outside Hall
Year 9	8.40am	Order food from 8.40am	Upstairs canteen
Year 10	8.50am	Order food from 8.50am	Demountable
Year 11	8.50am	Order food from 8.50am	Demountable

Year 11 will not be able to leave site at lunchtime in order to minimise contact with others. This is a short-term measure, which will be reviewed following advice.

If your circumstances have changed, you may be eligible for Free School Meals. Please visit the council website or directly at <https://www.merthyr.gov.uk/resident/benefits-and-grants/free-school-meals/>

Cleaning

The school was “deep cleaned” during the last week of the school holidays ahead of the start of the new term. Additional cleaning will be undertaken during the school day to help minimise the risk of transmission of the virus. Particular attention will be given to clean ‘high-touch’ areas and surfaces, including restrooms (toilets), door handles, handrails, light switches, tables, equipment etc. This also includes our canteen facilities and following staggered lunch breaks.

The school will continue to dispose of waste in line with latest guidance and ensure it is removed daily. There will be a vigorous programme of cleaning throughout the school at the end of the day. **All litter from packed lunches must be taken home.**

Teaching and Learning

Students will continue to receive a timetable, which ensures a broad and balanced curriculum in line with Welsh Government recommendations. In the coming weeks we will be reviewing and assessing the needs of our students to ensure, we can plan to assist with improving their gaps in learning.

Equipment

The Local Authority recommends that as little as possible be brought between home and school. All students will be required to bring their own pencils, pens, ruler and eraser as well as a school bag.

Although extra-curricular activities are a key part of student’s development, at this stage we do not envisage that extra-curricular activities can be offered for the first half term at least. This will be reviewed regularly, following the latest guidelines.

Parental Contact with School

We will continue to maintain the clear communication between the school and parents/carers on all matters through Class Charts and social media sites, letters etc.

It is not possible for parents to attend the school without an appointment, as we need to limit visitors. For any matters that cannot be resolved via telephone or email, where possible, online meetings will take place. You are encouraged to email the school with any queries.

Behaviour expectations

Our expectations of students' behaviour on our return to school continue to be high and we insist that students' reflect our Cyfarthfa High School values. Rules, including those relating to social distancing, must be adhered to at all times.

High standards of behaviour and compliance to existing and new rules will be expected at all times.

If a student does not adhere to the rules and expectations, they will be isolated and parents/ carers will be contacted to collect them immediately. The parent/ carer will also be informed of when their child is permitted to return to school. This decision will be at the Head teacher's discretion.

All students must take responsibility for their own behaviour and actions and the impact that they have on their own safety and the safety of others.

Face Coverings

Parent's information - Face coverings use in Cyfarthfa High School

Here's what you and your child can expect as they will now need to wear a face covering when moving through shared areas at school.

When will my child need to wear a face covering at school?

Your child will need to wear a face covering at our school from when school starts in September. We have decided to introduce this measure because we feel it is appropriate to keep everyone safe at school, based on the latest guidance.

Where exactly will my child need to wear it in school?

Students aged 11 and over are expected to wear face coverings when moving around communal areas of school buildings where physical distancing mitigations cannot be adequately controlled. They **will not** need to wear it in their classrooms.

What will my child need?

Your child needs to come to school with:

A **face covering**. We would recommend a reusable one so that they can use it more than once, as they will need to take it on and off several times during the school day. If this is

not an option, they will need to bring in several single-use face coverings each day. Their face covering should be secured to your child's head using ear loops only

A **sealable plastic bag** to keep their face covering in when they're not using it so that it doesn't contaminate (or get contaminated by) other surfaces in school.

Reusable and single-use face coverings are available to buy in shops or online or can be made at home.

How should my child use their face covering?

Their face covering needs to cover their nose and mouth when they are wearing it, they should not touch the front of the face covering or the part that has touched their mouth or nose. They should wash their hands before and after touching the face covering, including taking it off or putting it on. They should store it in an individual, sealable plastic bag between uses. If it becomes damp, they should not wear it, and they should replace it carefully. Single-use face coverings should be disposed of after use (**not** in a recycling bin)

How often will it need to be washed?

Reusable face coverings will need to be washed at the end of each day, ready for your child to wear the next day. If your child has taken a spare reusable mask from school, this will also need to be washed before they use it again. You can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent.

What if my child is exempt from wearing a face covering?

They will not need to wear one in school. Please let us know by contacting the Business Manager if your child is exempt.

What if my child forgets their face covering?

We will have a small supply of spares available at school.

To be safe in the knowledge that everyone has one, please make sure your child has their own so that we can keep our supply of spares for emergencies.

Year 7 – New students

We look forward to welcoming all our new Year 7 students to school on Monday 7th September. They will receive a week of transition, induction and learning activities which will enable students to familiarise themselves with their new school. We will hold a virtual question and answer session for parents/carers of Year 7 at a future date.

For any other queries, please contact the school on:

studentinformation@cyfarthfahigh.merthyr.sch.uk or
office@cyfarthfahigh.merthyr.sch.uk

Contact number 01685 725222