



St Cenydd Community School

Questions and Answers

September 2020: Return to school

Under no circumstances should pupils or staff attend schools/settings if they:

- **feel unwell with any of the identified COVID-19 symptoms.** They should remain at home and self-isolate and arrange a COVID-19 test
- **have tested positive for COVID-19**
- **live in a household with someone who has symptoms of, or has tested positive for COVID-19**

Any pupil who shows symptoms compatible with COVID-19 while in school will be immediately isolated and their parent/carer will be called to collect them and their siblings immediately as quickly as possible. The pupil and their whole household should immediately isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child and their siblings will not be able to return to school until the isolation period is over or on production of a negative COVID test result.

Please inform the school if your child is rightly kept at home because they or another member of your household feel unwell with COVID 19 symptoms or have tested positive for COVID 19.

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I and the staff of St Cenydd are very much looking forward to welcoming all pupils back to school for the new academic year.

Over the past few months, school life has changed significantly. I hope that this document will provide answers to your important questions. I will update this document as new questions and situations arise, and the latest version will be available on the school website.

On the main page of the school website you will also find the latest advice about symptoms and copies of the latest letters from the school. There are also useful links on our school website to Public Health Wales and Welsh Government guidance which will also address your questions.

Thank you for your continued kindness and support.

Miss Collins
Headteacher

Updated 16.9.2020: Questions about testing

My child has Covid-19 symptoms – what do I do?

Covid-19 symptoms are: high temperature, a new continuous cough, or a loss of or change in sense of smell or taste.

1. **Do not send your child/children to school.** You and your whole household (this includes your extended household) should stay at home and not go to work or school.
2. You should **book a test for your child who has symptoms.**
3. Please inform the school that your child/children will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
4. Everyone in the household must remain at home waiting for the test result.
5. Once you know the result of the test, please inform the absence line of the outcome and dependent on the result take action as below.....



If the test is positive, the child who has tested positive must isolate for 10 days and the rest of their household (this includes your extended household) must isolate for 14 days and not leave the house. Even if someone else in the household has a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

If the test is negative, your whole household can come out of isolation and return to work and school.

Someone in our household has Covid-19 symptoms – what do I do?

Covid-19 symptoms are: high temperature, a new continuous cough, or a loss of or change in sense of smell or taste.

1. **Do not send your child/children to school.** You and your whole household (this includes your extended household) should stay at home and not go to work or school.
2. You should **book a test for the household member who has symptoms.**
3. Please inform the school that your child/children will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
4. Everyone in the household must remain at home waiting for the test result.
5. Once you know the result of the test, please inform the absence line of the outcome and dependent on the result take action as below.....



If the test is positive, the person who has tested positive must isolate for 10 days and the rest of their household (this includes your extended household) must isolate for 14 days and not leave the house. Even if your child has a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

If the test is negative, your whole household can come out of isolation and return to work and school.

My child has tested positive for Covid-19 – what do I do?

1. **Do not send your child/children to school.** You and your whole household (this includes your extended household) must stay at home and not go to work or school.
2. If you know the positive test result **in school hours please phone the main school line** (029.2085.2504) and ask to be put through to my PA, Mrs Richards, who will take your details to inform a senior member of staff. She will also ask you to share the case number of the positive case.
3. If you know the positive test result **out of school hours, please email the main school account** stcca@caerphilly.gov.uk marking the email for the attention of Miss Collins with details of your child/children and a telephone number to contact you on.
4. A senior member of staff will be in contact with you and will also confirm the earliest day that your child/children can return to school. This will be for a minimum of 10 days.
5. Everyone else in your household (this includes your extended household) must isolate for 14 days. Even if they have a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

My child has tested negative for Covid-19 – what do I do?

1. Contact the school absence line to confirm the day that your child can return (same day / next day).
2. Your child can return as soon as their negative test has been confirmed as long as
 - a) Your child has not been told to isolate for 14 days due to their contact with a positive case (in this instance, even if your child has a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact).
 - b) no one else in the household is displaying Covid-19 symptoms.
 - c) no one else in the household has tested positive for Covid-19 in the past 14 days.

Someone in our household has tested positive for Covid-19 – what do I do?

1. **Do not send your child/children to school.** You and your whole household (this includes your extended household) must stay at home and not go to work or school.
2. Please inform the school that your child/children will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
3. A member of staff will be in contact with you to confirm the earliest day that your child can return. This will be a minimum of 14 days.
4. The person who has tested positive must isolate for 10 days. Everyone else in your household (this includes your extended household) must isolate and remain at home for 14 days.
5. Even if your child has a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

Test, Trace, Protect Service has contacted us and said that my child has been in close contact with someone who has tested positive for Covid-19 – what do I do?

1. **Do not send your child to school.**
2. Please inform the school that your child will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
3. A member of staff will be in contact with you to confirm the earliest day that your child can return. This will be a minimum of 14 days.
4. Even if the child has a test result and it is negative during this period, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

We have been told by the school that my child must stay at home as they have been in close contact with a positive case – what do I do?

1. **Do not send your child to school.** The text / letter from the school informing you of this will have the earliest date that your child can return to school.
2. You do not need to phone the absence line to inform the school that your child is isolating at home.
3. Distance learning will be provided for your child and every child in their bubble.
4. Even if your child has a test result and it is negative during this period, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

We have travelled abroad and have to isolate due to quarantine – what do I do?

1. **Do not send your child/children to school.**
2. Please inform the school that your child/children will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
3. A member of staff will be in contact with you to confirm the earliest day that your child can return. This will be a minimum of 14 days.
4. Even if your child has a test during this period and it is negative, they **must complete the 14 days isolation at home** as this is the incubation period of the original positive contact.

In the event that shielding may be resumed.

We have had a letter from the Chief Medical Officer saying that my child must resume shielding – what do I do?

1. **Do not send your child to school.**
2. Please inform the school that your child will be absent by phoning the absence line as normal on the main school line (029.2085.2504 and press 1).
3. Ask the Head of Year to contact you to discuss this and how we can support your child, their wellbeing and their distance learning at home.
4. Your child should continue to shield until informed otherwise by a medical professional or if the Chief Medical Officer pauses shielding again.

When should my child wear a face covering?

These are **strongly advised** in all communal areas such as toilets and corridors.

Many children and staff are also wearing them in classrooms and in their lessons. This is also **strongly advised**.

Please note that all secondary aged pupils **must wear** face coverings on school and public transport.

All pupils and staff have been issued with 5 reusable face coverings from CCBC so that a clean face covering can be worn each day. Face coverings should be used responsibly. We have promoted the World Health Organisation video and poster about the safe use of face coverings -

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Questions about how the school will reopen

When will the school reopen?

The autumn term in Wales will start on Tuesday, 1 September 2020 for staff, followed by a phased return for all pupils.

The Education Minister has allowed for a staggered return to school over the first two weeks along with two national 'planning and preparation days' at the start of term.

When will each year group return to school?

Our focus initially will be on an enhanced transition for our Year 7 pupils and then a focus on our Year 11, Year 12 and Year 13 students who will be sitting exams next summer.

All pupils will return to school full time by Monday 14 September 2020.

The phased return for all pupils is as below and Y8 and Y9 will have learning to complete at home in the week beginning 7 September in readiness for their return to school.

	Tues 1 Sept	Wed 2 Sept	Thurs 3 Sept	Fri 4 Sept	Mon 7 Sept	Tues 8 Sept	Wed 9 Sept	Thurs 10 Sept	Fri 11 Sept	Mon 14 Sept
Year 7	National Planning and Preparation Days Staff only		INSET Day Staff only	✓	✓	✓	✓	✓	✓	✓
Year 8					Learning at home					✓
Year 9					Learning at home					✓
Year 10								✓	✓	✓
Year 11							✓	✓	✓	✓
Year 12					✓	✓	✓	✓	✓	✓
Year 13						✓	✓	✓	✓	✓

What is the procedure for my child arriving at school on their first day?

Year 7: For our Year 7 pupils, the school day timings for Friday 4 September will be adjusted to support their arrival in our school on their first day. Departure times will also be adjusted just for this first day for Year 7. Parents will receive a text on Wednesday 2 September with details about where and when their Year 7 child should report to school, and their departure time.

From Monday 7 September, the school day timings for all pupils, including Year 7, will be 0830 start (pupils should arrive on school site no earlier than 0815) and a staggered end to the day between 1355 and 1405 (all pupils will leave the school site by 1415).

Year 8-Year 13 pupils: Parent/carers will receive a text 2 days before your child is due to return to school with information about where and when they should report for school on their first day back. We are likely to send the same information to the pupils school email account as well.

Y8 and Y9 pupils will also receive an email on Monday 7 September with their online 'learning from home' work to be completed that week before they return to school. They will have two lessons each from English, Maths and Science, and one lesson each from all of their other subjects (e.g. Geography, IT, Spanish, etc.).

Please note that parents/carers must not enter the school premises or school site under any circumstances. No visitors will be allowed on school site at this time to ensure as few people as possible are on our school premises at the same time. This is a key part of our risk assessment. Telephone appointments and email will remain our main ways of communicating with you at this time.

What are the timings of the school day from Monday 7 September onwards?

The school day timings have changed to support social distancing, to accommodate school transport and to minimise contact between groups.

The school day for the foreseeable future will therefore

0815	This is the earliest time that a child should arrive on school site
0830-0930	Lesson 1
0930-1045	Lesson 2 including a 15 minute break
1045-1145	Lesson 3
1145-1305	Lesson 4 including a 20 minute break
1305-1405	Lesson 5 (there will be a staggered end beginning at 1355 for some year groups)
1410	All children should have left school site

What is the procedure for my child leaving school at the end of the school day?

There will be a staggered end to the school day between 1355 and 1405. If you wish to collect your child, please wait outside the school premises and do not come on to school site. Pupils will be expected to leave the school site within 5 minutes of the allocated departure time.

Will the school reception be open?

No, the reception will not be open to any parents, carers or visitors.

If you wish to speak to someone at school, please do not hesitate to contact the school by phone. Our switchboard will be open from 1030-1330 on Tuesday 1st September – Thursday 3rd September, and our admin staff will answer your call and be pleased to help. Other staff may not be immediately available as they will be involved in training, and in meetings preparing for your child's return. However, you can, as always, leave a message for them, and they will get back to you within 24 hours.

From Friday 4th September onwards, the school switchboard will be open from 0800-1600.

Should my child wear their school uniform?

Yes. School uniform is compulsory from the beginning of term. Please contact your child's Head of Year if you have any queries about this. School uniform details are on the school website.

What items should my child bring and not bring into school?

Pupils are requested to bring their own pens and pencils. A pencil case should contain only relevant minimal equipment. No equipment is to be borrowed from or shared with another pupil. The school will provide pens if necessary.

Pupils will be given a new exercise book for each subject which they will bring into school for their lessons as per their timetable. Timetables will be issued on their first day

We cannot guarantee that any items brought onsite are COVID-19-free. As such, students must limit the number of items they bring onsite to those that are essential for their learning that day.

As such, a pupil should bring the following to school in their school bag

- Pencil case with their own pens, pencils, eraser, ruler and calculator
- Exercise books and equipment for their timetabled lessons that day
- PE kit if they have a timetabled lesson that day
- Drink bottle – preferably still water
- Snacks for their two break times
- Face covering in a resealable bag (bag and face covering labelled with their name)

As always, any items brought onto school site are the responsibility of the individual pupil and their family. Please do not allow your child to bring expensive items onto school site.

Is attendance compulsory for all pupils?

All pupils will be expected to return to school unless they have a medical/health reason not to. This includes pupils who were previously shielding, and we would urge anyone with specific concerns to seek advice from their GP / consultant. If you have any questions about attendance, you can also contact the Education Welfare Service at CCBC.

Questions about minimising mixing and contact

What are 'contact' groups?

Contact groups are year groups known as cohort 'contact' groups e.g. Y10 will be a cohort 'contact' group.

How will cohort 'contact' groups work to limit mixing and contact?

By working in cohort 'contact' groups we can deliver the full range of curriculum subjects and pupils will receive subject specialist face to face teaching. It will also mean that GCSE and A level pupils will have some access to specialist teaching rooms.

We will seek to minimise mixing of students from different year groups as much as possible. Some direct or indirect mixing between children in different cohort 'contact' groups will be unavoidable, such as on school transport and as such face coverings are strongly advised for all pupils using school transport.

Each cohort 'contact' group will have an allocated classroom block / mini school site for their day in school with designated toilets, outdoor and indoor space. Pupils must not leave these areas in order to protect the cohort 'contact' groupings, for their own health and safety, as well as the health and safety of the school community.

We seek to minimise mixing of year groups in many ways, such as:

- Mini school sites for different cohort 'contact' groups with strict expectations that children do not enter unauthorised areas of the school for their contact group
- One-way systems in all corridors and stairwells
- Staggered breaks, start and departure times
- Upon their arrival at school in the morning, pupils are to go immediately to their classroom for lesson. Pupils must not congregate in corridors or on the school site
- Teachers will move to each class' classroom, rather than the normal way in which students moved to the teacher's classroom

How is mixing between staff and pupils being addressed?

There will be a 2m marked area at the front of the classroom in order for the teacher to maintain a 2m distance from all pupils in the classroom. By maintaining this 2m distance at all times, teachers and staff will be able to move around the school as they will not have had close contact with pupils. This means that teachers will be able to teach classes in all cohort 'contact' groups, ensuring specialist teaching and a full curriculum for all year groups. Classrooms have been arranged so that all pupils are forward facing following Welsh Government guidance.

Will staff and pupils be wearing face coverings in school?

This is from CCBC with further detail to follow

You will no doubt be aware that Welsh Government issued updated advice earlier this week about the use of face coverings in school settings which can be found on their website

<https://gov.wales/technicaladvisory-group-face-coverings-children-and-young-people-education-settings>

Ministers have determined that it will be up to schools and local authorities to decide if face coverings are required, based on appropriate risk assessments.

Following discussions between the council and Headteachers it has been agreed that face coverings are strongly advised for staff and secondary school pupils where social distancing of 2m is not possible and where appropriate in corridors, classrooms, toilets and communal areas (and school transport). This is subject to review and change in line with the risk assessment.

School based staff will also be required to wear face coverings, where social distancing cannot be maintained.

You will be pleased to know that we (CCBC) have taken proactive steps and placed a significant order for face coverings. We (CCBC) will have sufficient supplies so that we can initially issue 5 reusable masks per pupil, per term, as well as for staff.

We understand that CCBC are delivering the face coverings to schools this week, and that these will be distributed to pupils on their first day at school.

What will the inside of school buildings and classrooms look like?

All school corridors and stairwells have one-way systems and these are clearly signposted.

All classrooms have been arranged so that the maximum number in that room at any one time does not exceed social distancing regulations (pupils are forward facing and teachers and staff are two metres away from pupils).

Questions about teaching, learning and wellbeing

How will classes be arranged?

In order to minimise movement around the school, pupils will remain in one classroom as much as possible, with teachers moving around the school.

In Year 7, Year 8 and Year 9 pupils will have their lessons in their set. Each set has been allocated one classroom in their mini school site, and they will have all of their lessons (with the exception of PE) in this classroom. There will be a seating plan for each classroom drawn up by the Head of Year; every child will have a designated chair and desk.

In Year 10 and Year 11, pupils will have their core lessons in their set. Each set will be allocated a classroom in their mini school site for all of their core lessons. Year 10 and Year 11 will have their option lessons in their option groups, and will be allocated a classroom in their mini school site for these lessons. Each group will have a seating plan for each classroom with designated chairs and desks.

In Year 12 and Year 13 students will be taught in their option groups within the mini school site. Each group will have a seating plan for each classroom with designated chairs and desks. Year 12 and 13 pupils will attend their lessons only; they will be permitted to go home when they do not have a lesson.

What will be the structure of the day?

The school timetable will be five 1 hour lessons each day. There will be two staggered breaks during the day at different times for different year groups. As such KS3 and KS4 pupils will have 25 hours of face to face teaching each week.

What will classroom learning look like?

It is important to realise that some of what might be considered 'usual' learning will not be possible as pupils will be required to sit facing forward. Therefore activities such as group work cannot be allowed.

Behaviour expectations will be strictly adhered to to ensure the health and safety of all. There will be regular reminders of the rules of non-contact, 2m physical distancing, movement around the school, and accepted behaviours.

Teachers and support staff will begin to informally assess pupils to identify potential learning gaps. This will not happen immediately and all pupils will have time to settle back into school, their learning and become familiar with conduct routines and expectations. However, in the meantime, these learning gaps may be counteracted by pupils being proactive and revisiting areas of their curriculum covered before and during the school closures.

Where possible, practical lessons for KS4 and KS5 pupils such as ICT, Food and Technology will be taught in specialist rooms. Equipment will be cleaned between cohort 'contact' groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)

between use by different cohort 'contact' groups. KS3 pupils will not have practical lessons (with the exception of PE) for the time being.

PE will be delivered to all pupils in KS3 and KS4 as it is important that pupils have exercise. Therefore PE lessons will continue, but will not be as previous (e.g. no contact sports). We hope to use both the school changing rooms and Leisure Centre changing rooms to support social distancing and to ensure no mixing between cohort 'contact' groups. PE kit will be worn for PE lessons. We will work with CCBC Health and Safety Officers to finalise these arrangements at the beginning of term.

Will the school have assembly /acts of worship?

There will be a weekly virtual assemblies when all pupils will have the opportunity for reflection. There will be no mass gatherings or daily acts of worship as a school for the time being.

My child has ALN. Will they get the one-to-one support they usually do?

Our Teaching Assistant team will continue to provide the ALN and wellbeing support your child needs. They alongside our other support staff will help them with issues which may have arisen through school closure and our home learning programme. Mrs Hannah Evans, our ALNCo, will as always oversee this support.

What about Sixth Form consortiums between the different schools in the Caerphilly Basin?

In order to avoid infection transmission, usual post 16 consortia arrangements with Bedwas and St Martin's will not take place for the time being. Instead, KS5 students will access these lessons either through live-streamed lessons or through recorded lessons.

How has transition been planned for Year 7 and Year 12 pupils?

Year 7 will receive 'enhanced' transition activities spread over their first three days to familiarise them with the school, what we expect of them, and how we will support and look after them. They will have lessons as well in these first few days to support their settling into secondary school. Their programme will be overseen by their Head of Year (Miss Steer), their Assistant Head of Year (Mrs Frost) and the Assistant Headteacher who oversees KS3 (Mr Dickinson). Our programme will build on the transition offer in the summer term.

Year 12 students have been asked to sign up for sixth form using the online form (there is a link on the school website). There will be an induction to sixth form on their first day which will be overseen by their Head of Year (Mr Jones), the KS5 Administrator (Mrs Davies) and the Assistant Headteacher who oversees KS4/5 (Mr Harrison).

Will children have breaks during the day?

Our CCBC canteen will remain closed for now. There will not be a lunchtime but pupils will have two short supervised breaks spaced across their time in school.

Pupils may bring a snack and a drink to school and will be expected to take home any debris and containers for disposal safely at home. Pupils will eat in their cohort 'contact' groups and within their mini school site in these two break times to minimise any risk of cross contamination.

Break times will be outside unless in the event of poor weather and, if needed, food will have to be consumed in their classroom.

There will be an earlier finish to the school day (staggered from 1.55-2.05pm), so pupils can have their lunch at home.

What happens if my child receives free school meals (FSM)?

Parents who are registered with the local authority will continue to receive FSM throughout September. This supply should be used to provide your child with snacks for school.

Will my child be allowed to go to the toilet during the day?

Yes they will. But they must carefully follow the procedures explained to them at the start of the term (such as following the one-way system, social distancing, washing of hands and using the toilets allocated to their cohort 'contact' group). Every child must wash their hands thoroughly and will be required to use hand sanitiser/antibacterial gel outside their classroom.

CCBC strongly advise that all pupils wear a face covering in toilets and corridors if 2m social distancing is not possible.

What about behaviour management?

Due to the risks posed by COVID-19, we all have a heightened awareness of the need to ensure the behaviour of any pupil does not impact on the health or wellbeing of others. As such, our levels of tolerance for poor behaviour will be significantly reduced, and any pupil who chooses to behave in a way that could cause harm to another member of our school community (physically or emotionally) will be immediately removed from the school.

In the event that this behaviour occurs, the pupil's parents/carers will be called to collect them immediately. Sanctions will be applied, will be appropriate and will be in line with our school policy.

As always we want our students to be happy, content, and relaxed whilst in school, and we expect everyone within our school community to ensure this remains the case.

My child is worried that they have not completed all of the work set over the past few months. Will they be in trouble?

No, absolutely not! We are looking forward to welcoming back our students and we will support them in accessing their work from now on, building up their confidence and helping them to get back into good study habits.

Questions about CCBC services (Cleaning, Catering & Transport)

How will CCBC ensure cleanliness of the building and surfaces?

We will have a team of CCBC cleaners on site throughout the day and the school will have an 'enhanced' clean at the end of each day. All rubbish will be removed daily. Throughout the school day CCBC will ensure that their cleaning team clean surfaces, hand-rails, door knobs etc. The handling of objects between individuals, including staff and students, will be minimised.

Will the school CCBC canteen be open?

No. Our CCBC canteen will be closed for the time being and there will not be a lunch break. Our school day timings have changed to accommodate this so that pupils can have lunch at home.

Our school day timings will therefore be

0815	This is the earliest time that a child should arrive on school site
0830-0930	Lesson 1
0930-1045	Lesson 2 including a 15 minute break
1045-1145	Lesson 3
1145-1305	Lesson 4 including a 20 minute break
1305-1405	Lesson 5 (there will be a staggered end beginning at 1355 for some year groups)
1410	All children should have left school site

Our water fountains will also be switched off and will not be available.

Please send your child to school with a snack and drink, preferably still water. Your child will be expected to take all packaging and containers home with them to dispose of safely there.

What happens if my child receives free school meals (eFSM)?

Parents who are registered with the local authority will continue to receive frozen meals, etc. delivered to their home throughout September. This supply should be used to provide your child with a packed snack for their day at school.

Will CCBC school transport be available?

School transport is organised by local authorities and third-party providers, not by the school. Caerphilly Council are responsible for all arrangements for school transport.

Caerphilly Council strongly advise that face coverings are worn on school transport.

Parent/carers are strongly urged to make alternative arrangements to school buses and taxis. We strongly advise that wherever possible your child walks, cycles or is given a lift to school by a member of your household. If your child is being dropped off/picked up from school, car drivers are requested to stay in their car.

This is a link to CCBC FAQs about school transport <https://www.caerphilly.gov.uk/Services/Schools-and-learning/School-transport/School-transport-FAQs?lang=en-GB>

Questions about health, safety and hygiene

Under no circumstances should pupils or staff attend schools/settings if they:

- **feel unwell with any of the identified COVID-19 symptoms.** They should remain at home and self-isolate and arrange a COVID-19 test
- **have tested positive for COVID-19**
- **live in a household with someone who has symptoms of, or has tested positive for COVID-19**

Any pupil who shows symptoms compatible with COVID-19 while in school will be immediately isolated and their parent/carer will be called to collect them and their siblings immediately as quickly as possible. The pupil and their whole household should immediately isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child and their siblings will not be able to return to school until either the isolation period is over or on production of a negative COVID test result.

Please inform the school if your child is rightly kept at home because they or another member of your household feel unwell with COVID 19 symptoms or have tested positive for COVID 19.

How will we ensure high standards of hygiene?

We have a robust school specific risk assessment in place that is in line with the CCBC risk assessment for school. Our risk assessment will be reviewed and updated in line with WG guidance.

CCBC cleaning services will

- clean surfaces that children are touching, such as desks, chairs, doors, sinks, toilets, light switches, more regularly than normal
- ensure that bins for tissues are emptied regularly
- clean touch surfaces and toilet facilities during the school day with an enhanced clean of all facilities at the end of each day

We will

- ensure that sufficient handwashing facilities are available. Hand sanitiser will be available in areas without frequent access points to soap and water
- where possible, open windows so that spaces are ventilated
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

We will strongly encourage all staff and students to:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly/use sanitiser.
- clean their hands on arrival at school, before and after eating, and after sneezing or coughing.
- not to touch their mouth, eyes and nose.
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ensure that help is available for children who have trouble cleaning their hands independently.

What happens if my child is ill with unrelated COVID-19 sickness or hurts themselves?

They will be treated by a trained first aider in appropriate PPE and parents/carers will be called immediately to collect their child and siblings from the school's main gate. The school cannot make a medical decision about whether a child is unwell with Covid 19 sickness or another reason. As such unwell pupils will not be permitted to remain in school.

How will you support social distancing for staff in the classroom?

Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain a minimum 2m distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Therefore, adults should maintain a 2 metre distance from each other, and from pupils. Classrooms have been arranged for the teacher to be 2 metres away from the students at the front of the room.

Pupils should maintain a social distance from one another wherever possible throughout the school e.g. in corridors, toilets, communal areas and in classrooms. They should maintain distance and not touch staff and their peers where possible.

We have adapted our classrooms to support distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Face coverings are strongly advised in circumstances where social distancing is not possible in secondary schools. Please see below information from CCBC

You will no doubt be aware that Welsh Government issued updated advice earlier this week about the use of face coverings in school settings which can be found on their website

<https://gov.wales/technicaladvisory-group-face-coverings-children-and-young-people-education-settings>

Ministers have determined that it will be up to schools and local authorities to decide if face coverings are required, based on appropriate risk assessments.

Following discussions between the council and Headteachers it has been agreed that face coverings are strongly advised for staff and secondary school pupils where social distancing of 2m is not possible and where appropriate in corridors, classrooms, toilets and communal areas (and school transport). This is subject to review and change in line with the risk assessment.

School based staff will also be required to wear face coverings, where social distancing cannot be maintained.

You will be pleased to know that we (CCBC) have taken proactive steps and placed a significant order for face coverings. We (CCBC) will have sufficient supplies so that we can initially issue 5 reusable masks per pupil, per term, as well as for staff.

My child has received a letter from Public Health Wales and were told to 'shield'. They have now been told that shielding has been paused. Should they return to school?

In most cases, children who have been shielding can return to school. If your child was shielding please follow Welsh Government advice on shielding or seek advice from your GP.

My child lives with a shielding or vulnerable person. Should they attend school?

There is an expectation to send your child / children back to school in September. Individuals should follow Welsh Government advice on shielding or seek advice from their GP.

Clinically vulnerable individuals are at greater than average risk from COVID 19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health. Pregnant women are specifically advised to work from home after 28 weeks' gestation.

We recommend you follow Welsh Government advice on shielding, vulnerable or seek advice from your GP. We will continue to work with the Local Authority in clarifying queries relating to staff attendance.

Questions about 'Test, Trace, Protect' and PPE

If we have symptoms, can we be tested for COVID-19?

All symptomatic members of the public, including critical workers and children, should immediately book a test for coronavirus.

The government advice on this is: *When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative.*

To access testing parents/carers will be able to use the 111 online coronavirus service if their child is 5 or over. Parents/carers will be able to phone 111 if their child is aged under 5.

What is 'Test Trace Protect'?

The WG Test, Trace, Protect strategy is to test people with symptoms in the community, tracing those who have come into close contact with people who have tested positive for coronavirus, and protecting family, friends and our community by self-isolating.

In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.

People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to two days before symptom onset and ending when the case entered home isolation. This is based on current understanding of the main period of infectivity.

A contact is defined as someone who has had close contact during this period, specifically:

- within one metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within one metre for one minute or longer;
- within two metres of the person testing positive for more than 15 minutes.
- have travelled in a vehicle with the person who has tested positive.

How can you stop anyone with COVID-19 coming into school?

As it is possible for someone with COVID-19 to be asymptomatic (meaning they are not showing any signs or symptoms of having the virus), we cannot guarantee that no one with the virus comes into school.

Any symptomatic individual will be immediately sent home and engage with the Test, Trace, Protect programme.

How will Personal Protective Equipment (PPE) be used?

The school will follow Public Health Wales guidance on PPE. First aiders will have PPE to fulfil this role safely as social distancing of 2m may not be possible in these circumstances.

What happens if a student or member of staff shows symptoms of COVID-19?

Under no circumstances should pupils or staff attend schools/settings if they:

- **feel unwell with any of the identified COVID-19 symptoms.** They should remain at home and self-isolate and arrange a COVID-19 test
- **have tested positive for COVID-19**
- **live in a household with someone who has symptoms of, or has tested positive for COVID-19**

Any pupil who shows symptoms compatible with COVID-19 while in school will be immediately isolated. They will wait in a separate room, supervised at a distance of two metres while their parent/carer will be called to collect them and their siblings immediately. The pupil and their whole household should immediately isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child and their siblings will not be able to return to school until either the isolation period is over or on production of a negative COVID test result.

Parents /carers can seek clinical advice online to 111 Wales (or call 111 if they don't have internet access).

The pupil will then self-isolate for a minimum of 10 days, with the strong recommendation that they are tested for COVID-19. All other members of their household (other children and adults) must also isolate at home, but they must do so for 14 days. The pupil will return to school after ten days if they are symptom free or return earlier in the event of a negative test result.

Please inform the school if your child is rightly kept at home because they or another member of your household feel unwell with COVID 19 symptoms or have tested positive for COVID 19.

What happens if a student or member of staff tests positive for COVID-19?

Should a pupil or member of staff at the school test positive for COVID-19, the school will follow the guidance and advice from Public Health Wales 'test, trace, protect' strictly as directed.

What can I do to reduce the risks of catching COVID-19?

Please continue to follow government and Public Health Wales guidelines regarding frequent hand washing and social distancing, and remain aware of potential symptoms of the virus.