



St Cenydd Community School

Preparing to return to school

Questions and Answers

Under no circumstances should pupils or staff 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.

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 as quickly as possible. The student and their household should isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child will not be able to return to school until the isolation period is over or on production of a negative COVID test result.

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There are useful links on our school website to [Public Health Wales](#) and [Welsh Government](#) guidance which will also address your questions.

Questions about how the school will reopen

When will the school reopen?

St Cenydd will begin a phased reopening from Monday 29 June 2020 as will all schools in Wales as per WG guidance.

How many times will my child be able to attend this term?

At St Cenydd, Years 7, 8 and 9 will have three sessions in total as outlined in the Welsh Government guidance. Year 10, 12 and SRB students will have four sessions, attending once a week. All pupils will have their sessions at school supplemented by distance home learning for the remainder of the week.

Why aren't all children attending every day?

The Welsh Government guidance explains that a maximum of a third of children should be on school site at any one time to maintain strict social distancing. The return to school should also be phased to allow children time to practise these new measures to ensure their safety and the safety of everyone else.

How have pupil groups been organised?

We will be inviting students into schools in small groups. Each year group of 200 pupils has been divided into four 'bubbles' e.g. Year 7 have been divided into four bubbles – Bubble A, Bubble B, Bubble C and Bubble D known as Year 7 A, Year 7 B, Year 7 C and Year 7 D. We have repeated this with Year 8, Year 9 and Year 10. Each year group bubble has approximately 50 pupils in it i.e. Year 7 A has 50 pupils, Year 7 B has 50 pupils, etc.

We have then divided each year group bubble of 50 pupils into 5 classes' of no more than 10 pupils i.e. Year 7 A has been divided into 5 separate classes, each of 10 pupils.

Each bubble has been allocated one day of the week to attend e.g. Bubble A on a Monday, Bubble B on a Tuesday, Bubble C on a Thursday and Bubble D on a Friday. This is the same for Year 8, Year 9 and Year 10. Please note that not all year groups will be in school every week.

Children from the same household are in same day 'bubble' as much as possible e.g. if John is in Year 7 A, then his sister Jane in Year 10 is in Year 10 A.

Once allocated to a bubble and a class, the child cannot move from that bubble or class for the rest of the summer term. Details of which bubble your family has been allocated to will be communicated to parents on Monday 22 June.

All children in our SRB Year 7-10 will be in school on a Wednesday in two classes, each of no more than 10 pupils.

Arrangements for Y12 are also slightly different as we will have all of Year 12 in school on a Wednesday when they will be the only year group on site. This means that we will be able to use big venues in the school such as the main hall and the lower hall whilst maintaining strict social distancing.

Children who are in the childcare Hub for the children of essential workers will remain in that group and in the Hub mini school site for each day they attend school.

How will social distance be maintained between these 'bubbles'?

Start, lesson, break and finish times will be staggered. You will receive a text on Monday 22 June to let you know which days your child can attend, at what time your child should arrive at school, where they should report when they arrive, and what time they should be collected.

Each bubble will have a block / mini school site for their day in school with designated toilets, outdoor and indoor space just for use by the children in that bubble.

Each class of 10 pupils will have one designated teacher.

Each class of 10 pupils will have one designated classroom.

Each child in each class will have their own designated desk.

The bubble of 50, the class of 10, the day of the week, the mini school site, the teacher, the classroom and the desk will remain the same for the summer term.

Our plans mean that the bubbles will not mix, and the opportunities for mixing within the bubble will be minimal. Our plans also mean that children in the same household are more likely to be invited into school on the same day.

How will I know which day and at what time to send my child to school?

Each week is slightly different so that we can safely phase our return to school.

We have planned a phased approach to reopening:

- In week beginning June 29, pupils in Year 7, Year 10, Year 12 and SRB will have sessions in school.
- In week beginning July 6, pupils in Year 8, Year 9, Year 10, Year 12 and SRB will have sessions in school.
- In weeks beginning July 13/20, all pupils in Year 7, 8, 9, 10, 12 and SRB will have sessions in school.

Year 7, Year 8, Year 9 and Year 10 will attend in small groups on either a Monday, Tuesday, Thursday or Friday. Year 12 and SRB will attend each Wednesday.

You will be informed on Monday 22 June which BUBBLE your child is in, the DAY of the week they can attend, and the TIMES of the day they should attend. Your child will be informed on their first day which class of 10 pupils they are in. They are likely to be with at least one other child they know.

Please note that the session dates and times allocated to each student is non-negotiable. If you send your child to school on a day other than the one they have been allocated, they will be sent home immediately. This will be a serious breach of our social distancing measures.

What about the emergency 'Childcare Hubs'?

From Monday 29 June childcare will be delivered in schools between the hours of 8:30 and 16:00 for essential workers and core hours for vulnerable learners. Childcare will be covered by St Cenydd staff.

Only Caerphilly residents can access childcare in the County Borough, and children requiring access to childcare will receive this in their home school only.

If you require access to the Hub, you must apply for this in advance using this link:

<https://www.caerphilly.gov.uk/CaerphillyDocs/Schools/Coronavirus-Childcare-Process.aspx>.

What is the procedure for my child arriving at school?

We will set times for arrival and departure from school to ensure groups of students and parents/carers cannot form anywhere.

Your child will be allocated a designated day and time at which to arrive at school. Pupils should not arrive more than 5 minutes before their allocated time.

Please note that parents/carers must not enter the school premises under any circumstances. No visitors will be allowed on school site to ensure that as few people as possible are on school premises at the same time.

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

Your child will be allocated a designated departure time to leave school. 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, the school switchboard will be open for phone calls through the school day.

Should my child wear their school uniform?

Your child should wear their normal school uniform (but without their blazer) if their uniform fits and is in good condition. If not, then your child should wear their school PE kit to school. Please do not go to the additional expense of purchasing new uniform for the remainder of the summer term.

It is imperative that each pupil arrives to school in clean clothing each day to reduce the risk of transmission.

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

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. Items that should not be brought to school include, but are not limited to: games, lunch boxes and tablets/iPads.

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

Pupils will be given a new workbook each week to complete their work in.

The only exception to this will be Year 12 ICT students who will be allowed to bring in their own laptop for their one ICT session only.

Is attendance compulsory for pupils for the rest of the summer term?

No. It is a personal choice for parents and there will be no sanction for non-attendance to school over this period.

We have already asked parents to complete an online form to inform us of whether you intend your child to return to school or not.

What happens if I change my mind about my child attending school?

If you have confirmed your child will be attending school, but you have decided that you no longer wish your child to attend school, please inform the school by email immediately.

If you have confirmed your child will not be attending school, but you have since decided that you wish them to attend school, you must inform the school as soon as is possible.

All children have been allocated to a bubble regardless of whether you have informed us if your child will be attending or not. You will have already been informed which days and times they can attend by Monday 22 June. As explained the day, time and grouping for pupils is non-negotiable.

How will transition be planned for Year 6 pupils?

We are running a virtual programme with activity book and videos. Year 6 pupils and their parents will not, unfortunately, be able to visit our school site this term. We will run an enhanced Year 7 transition programme for these pupils in September which we are already planning so that they will not be disadvantaged. We also continue to work closely with our primary school colleagues sharing information.

There is a dedicated email address for questions about Y6 arrangements for parents and pupils to use to ask questions or raise queries - year6@stcenydd.co.uk. There is also a section on the school website with information about transition which is updated frequently.

Questions about teaching, learning and wellbeing

What will be the structure of the day and what will classroom learning look like?

Year 7, Year 8, Year 9 and Year 10 will have all of their lessons in one classroom with one teacher. Your child will have one teacher for the whole day. It is likely that your child will know this teacher.

We will be using video lessons recorded by our teachers to engage and support new learning. We will also focus on wellbeing, re-establishing positive social and learning behaviours.

For Year 7, Year 8, Year 9 and Year 10 there will be 3 video lessons (an English, Maths and Science lesson), along with a wellbeing session and a video assembly each day they are in school. They will be given a workbook to accompany these video lessons. At the end of the day, video lessons from all of their other subjects (History, Spanish, PE, Art, etc.) will be sent to them to watch at home along with another video lesson from English, Maths and Science which they will watch at home. The videos will relate to the work in their workbook. They will have a new workbook each week to cover both their learning at school (1 day) and their learning at home (4 days).

Our SRB will come to school on a Wednesday along with Year 12 students so that there are far fewer children in school on this day so that we can offer enhanced support. These classes will be taught by teachers from the SRB so your child will know them well.

Year 12 students will attend on a Wednesday and will have access to large venues for their lessons so that these can take place in socially distanced, well ventilated spaces. Year 12 students will only attend lessons at St Cenydd and will have direct teaching in their option groups in large venues. Our Year 12 students will not attend any lessons in Bedwas or St Martin for the remainder of the summer term, and students from Bedwas and St Martin will not attend St Cenydd during this time.

What sessions will my child have across the week?

In Year 7, Year 8, Year 9 and Year 10 there will be

- two video lessons each week from English, Maths and Science teams along with a workbook – two videos in total (1 for in school / 1 for distance learning)
- one video lesson each week from every other subject team for each year group along with workbook to complete

At the end of each day we will send the videos and workbook to all pupils in that bubble so that those who are shielding or have chosen not to attend can complete the work as well i.e. Bubble A children in Year 7, Year 8, Year 9 and Year 10 will receive an email on Monday evening with the work they should complete at home on Tuesday, Wednesday, Thursday and Friday. This approach will therefore cover in school provision and distance learning.

For Year 12, there will be 2 hours lessons with their teachers in large well ventilated and socially distanced venues. Year 12 students will be informed of the timings they should attend on these days and where they should report.

Wednesday 1 July Y12 sessions

- First session - Y12 Chemistry with Mr Williams and History with Mrs Croll
- Second session – Y12 Geography with Mrs Davids, Media with Mrs Hood and PE with Mrs Haines

Wednesday 8 July Y12 sessions

- First session – Y12 Biology with Mr Hughes and English with Mrs Sage
- Second session – Y12 WBQ with Mrs Gray, Mrs Barton and Mr Turk

Wednesday 15 July

- First session – Y12 Mathematics with Mr Jones and RS with Mrs McCullough
- Second session – Y12 ICT with Mrs Jennings, Physics with Mrs Essex and Welsh with Mrs Evans

Wednesday 22 July

- UCAS preparation with Mr Jones and Mr Harrison

What does 'check in, catch up, prepare' mean?

This means checking in on wellbeing, catching up on how our pupils are, and preparing them for the immediate changes in our environment, and helping them to prepare for blended learning, organising their distance work.

We will be delivering lessons but in a different way using video. Many of our pupils explained in our recent wellbeing survey that their biggest concern is falling behind with their work. We cannot catch them up on 3 months of work in this four week period, but we can build their confidence, self-esteem, and get them back into good study habits.

Will children have breaks during the day?

There will not be a lunchtime but pupils will have two short supervised breaks spaced across their time in school. Each small group of pupils will have a designated outdoor space, where strict social distancing will be insisted on by a member of staff so that pupils can socialise safely with their friends.

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

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

Will home/distance learning be available if I choose to keep my child at home?

Yes - home learning resources will continue to be made available to all students across all year groups. Your child will receive an email with the videos and an electronic version of the workbook at the end of the day that they have been allocated to attend i.e. if they are allocated to Bubble A, all children in Bubble A will receive the video lessons and the electronic workbook at the end of the Monday session.

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 the school buildings and site

What will classrooms look like in school?

We have established mini school sites for each of the 'bubbles' in which pupils are grouped together. Pupils will remain in these bubbles from the moment they enter school to the moment they leave.

The year group 'bubble' concept works as follows:

- Pupils in each year group bubble will arrive and leave at allocated times i.e. pupils in Year 7 Bubble A will arrive and leave at a different time from pupils in Year 10 Bubble A.
- Upon their arrival, pupils will go immediately to their bubble mini school site where they will remain for the duration of the day, including toilet access and break times

Year 7 bubbles will be based in E block, Year 8 in S Block, Year 9 on the ground floor of main block and Year 10 in the lower block.

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

School corridors will have one-way systems and this will be clearly signposted with floor markers and posters.

All classrooms have been set up for a maximum number of 10 pupils and 1 teacher in that room at any one time. This will ensure a social distance of 2m in each room. Year 12 will be in large venues on a Wednesday which will be strictly socially distanced as well.

Parents and pupils will receive a video of the school site in advance of the school opening.

Here are some examples of how classrooms and sites across the school will look.



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.

The school will have an 'enhanced' clean at the end of each day. All rubbish will be removed daily.

Throughout the school day the CCBC cleaning team will be cleaning 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 and there will not be a lunch break. The school day will finish at staggered times from 12.45pm – 1.30pm, so pupils can have lunch at home.

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

Please send your child to school with a packed snack and drink. Your child will be expected to take all packaging and containers home with them.

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. 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 and the school understands that these are not confirmed as yet.

However parent/carers are strongly urged to make alternative arrangements to school buses and taxis which will have significantly reduced capacity.

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.

Questions about hygiene and safety

How will we ensure high standards of hygiene?

We have a robust school specific risk assessment in place and this will be reviewed and updated in line with WG guidance.

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.

Cleaning of touch surfaces and toilet facilities will be undertaken throughout the day with an enhanced clean of all facilities each evening.

Under no circumstances should pupils or staff 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.

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 as quickly as possible. The student and their household should isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child will not be able to return to school until the isolation period is over or on production of a negative COVID test result.

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

Similar to the above. They will be treated by a trained first aider in appropriate PPE and parents/carers will be called immediately to collect their child 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.

Questions about those who are shielding or clinically vulnerable

My child has received a letter from Public Health Wales and has been told to 'shield'. Should they return to school?

No they should not return to school. This is in line with the advice from Public Health Wales and with the letter received from the Chief Medical Officer. We will continue to support all children who are shielding through our wellbeing calls and home learning programme. They will be allocated to a 'bubble' and will receive the work on the bubble day via email as will all other children allocated to that bubble.

'Shielding' means protecting those people who are extremely vulnerable to the serious complications of coronavirus because they have a particular existing health condition. This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to COVID-19 because they have a particular serious underlying health condition. These individuals will have received a shielding letter from the Chief Medical Officer. Children in this category must not attend school and will instead be supported to work or learn from home.

Further information can be found at:

<https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html#section-38728>

My child is 'clinically vulnerable'. Should they return to school?

Clinically vulnerable individuals are at greater than average risk from COVID 19. Pupils in this category can come to school but they should work from home if possible.

If in doubt about whether their health condition means they are clinically vulnerable, parents and carers should take advice from their GP or hospital doctor.

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

If a pupil lives in a household with someone who is vulnerable or shielding, they can return to school and adhere to social distancing principles.

However, if a child living with a shielding or vulnerable person would not be able to comply with social distancing requirements they should not attend school.

All children will be supported with the home learning programme.

Questions about testing and PPE

Will all education staff and learners be tested for COVID-19?

All symptomatic members of the public, including critical workers and children, are now able to book tests for coronavirus. This will enable them to return to school, and their parents/carers and other members of their household to return to school or work, if the test proves to be negative.

What is 'Test Trace Protect'?

The new 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.

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 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.**

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 as quickly as possible. The student and their household should isolate at home as per Welsh Government guidance and apply for a COVID 19 test. The child will not be able to return to school until the isolation period is over or on production of a negative COVID test result.

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

Should a student 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, track and trace' 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.