

Ysgol Clywedog

# Spring 2021: Tier 4 Distance Learning

6<sup>th</sup> January Onwards

COVID-19: A Guide for parents, staff and students





## Students

### Distance Learning

Students working from home or on site will follow the [Distance Learning programme](#).

This will follow the normal 2-week timetable for each student. We will endeavour to ensure every lesson is a live lesson. This may be via Google meet, Google Classroom Stream or via email.

9:05am      *Lesson 1*

10:05am     *Lesson 2*

11:05am     *Break*

11:25am     *Lesson 3*

12:25pm     *Lunch Break*

1:00pm      *Lesson 4*

2:00pm      *Lesson 5*

If you are unable to access Google Classroom the school can provide offline packs. Please contact reception to arrange collection or delivery.

The resources and directions can all be found on Google Classroom: [classroom.google.com](https://classroom.google.com)

You can contact a teacher via Google Classroom if you need subject help.

Email [vle@clywedog.org](mailto:vle@clywedog.org) if you need google classroom help or need your password resetting.

### Distance Learning Guidance

Main Principles for live lessons (above the usual ICT usage policy)

- Teachers should only plan one lesson, the lesson delivered is the same in the classroom and at home.
- Lessons should be streamed using Google Meet.
- The Google Meet code must only be shared via Google Classroom.
- Only screens or visualisers should be shared along with audio.
- Students should only have audio shared.
- Lessons must be recorded using the Google Meet recording.
- Any resources must be shared via the Google Classroom.

When staff are planning a lesson which includes a sensitive topic and they would not want to broadcast the lesson, they will let students know in advance via google classroom.

If during the lesson a sensitive topic comes up, then mute the microphone and explain to any students who are taking part online.

If teachers have pre-recorded a lesson or are setting work, they will still be available on the Google Classroom stream and/or email to be able to support students and answer questions.

Registers will still be taken for online lessons.



### **Critical worker and vulnerable student provision**

Parents should complete the google form for each period of on-site provision. This will be shared on the school's website under latest news. [www.clywedog.org](http://www.clywedog.org)

The school will have regard to [this list](#) when deciding who is a critical worker.

The law only requires one parent to be a critical worker for the obligation to make arrangements to apply.

Being included on the above list does not mean children of all workers in these categories can or will be able to continue to send their children to school. Many parents working in these sectors may be able to ensure their child is kept at home. **Every child who can be safely cared for at home should be.** However, if a parents/carers work is critical to the COVID-19 response or is in a key sector such as health and social care and the child/children cannot be kept safely at home, then priority should be given for continued education provision.

### **Critical worker and vulnerable students on site**

The Key stage 4 study area (and any other rooms used) will be set up to support social distancing:

- Floor space calculations to allocate maximum number of students for a room
- Spacing tables/seating apart in classrooms
- 2m prompts
- Reminder posters
- Tissues and wipes
- Sanitiser
- Equipment for students

Students must enter the building through the middle yard using the door by Student Support. Use the hand sanitiser station and then go up the stairs to the Key Stage 4 area. The 3G pitch will be available at break and lunch if required.

Students must bring snacks, drinks and a packed lunch as no catering will be available on site.

Students should wear school uniform when attending school.

Students will have access to the Google Classroom lessons via Chromebooks in their base room.

### **Health and Safety Summary**

Existing measures will continue:

- There are hand sanitiser stations at every entrance and bottles in every classroom. Students and staff will be asked to wash hands or use the sanitisers as frequently as possible.
- Teachers and students may wear face coverings if they choose.
- Staff and students must wear face coverings when moving around school, such as in corridors and one-way systems outdoors (unless they're exempt). Face coverings won't be necessary in classrooms.
- Toilets will be allocated to the students on site and will be cleaned on a regular basis. Students must ensure they ONLY use the toilets allocated to them.



- Toilets will be allocated for the staff on site and will be cleaned on a regular basis. Staff must ensure they ONLY use the toilets allocated to them.
- We will have our own cleaning team on duty throughout the day and there will be frequent cleaning of the site.
- Areas of the school will be closed to support enhanced cleaning of the open areas.
- Staff will enforce the 'catch it, bin it, kill it' message.
- An attendance record will be recorded every lesson on and off site.
- Due to the restrictions, we will be unable to offer canteen facilities at break or lunch time and students should bring their own snacks, lunches and drinks.
- All vending machines will be disconnected, and students should bring their own drinks and snacks.
- If you require a meeting with a member of staff, please contact the school office and arrangements will be made to accommodate you.
- A clean area will be available in the school for students displaying symptoms.

## **Routines for the school day for those who have booked provision on site**

### **Entrance/Exit**

Both gates will continue to be open at the beginning and end of the day. Only essential visitors will be allowed on site. It is important that students follow the designated routes and entry points to help keep others safe.

When on site, students (irrespective of year group) will not be permitted to leave and return to the site.

### **Understanding rooms and 'bubbles'**

The school will use the designated rooms, where group will be based. Each group will become a 'bubble'. Each room will be made up of only one group, to reduce the amount of contact students have with each other. Students of each bubble will only be able to use their own room.

### **Classrooms**

Students will access the Google Classroom in each room, supervised by staff. To facilitate this, staff and students will remain at least 2m away from students and each other. Classroom arrangements and activities will be remodelled to ensure appropriate distancing and to minimise physical contact.

Activities, breaks and lunch will be taken in a designated area outside, or an indoor space within the zone for wet breaks and lunches.

The classrooms have good levels of airflow and ventilation, which includes opening of windows.

### **Under no circumstances should students attend schools/setting 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 10 days
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 10 days.

### **School day**



The school day will start and finish at the same time. Students and staff will attend for full day sessions following their normal timetable.

**Enhanced hygiene expectations** - The school will ensure that all staff and students are made aware of the importance of regularly washing their hands. Specifically, that hands should be washed with soap and water for at least 20 seconds. Staff will also ensure students are reminded of effective handwashing techniques, as highlighted by the National Health Service [guidance](#). These will be displayed around the school as posters for clarity.

Regular handwashing should include

- on arrival at and when leaving the school;
- before and after handling food;
- before and after handling objects and equipment that may have been used by others;
- where there has been any physical contact; and
- after people blow their nose, sneeze or cough.

Handwashing is considered more effective than the use of hand sanitizers. However, hand sanitizers have been made available to increase opportunities for students and staff to maintain high standards of personal hygiene. Hand sanitisers will be placed in every classroom used, as well as zone entrance and exit points. However, students and staff may wish to carry their own personal hand sanitiser.

Students and staff should cough into their elbow. Insofar as it is possible, students and staff should be encouraged not to touch their face, especially when using a tissue or elbow to cough.

While the school will reinforce good personal hygiene habits, the support of families at home to instil the importance of these practices is crucial to reducing risk of transmission. Support will be made available for any students who have trouble cleaning their hands independently e.g. some of our younger students and/or those students with additional learning needs. There may also be occasions where some students may be supervised during hand washing to maintain routines.

### **Use of face coverings**

At Ysgol Clywedog we will continue to expect staff and students to wear face coverings in certain areas. We feel it is appropriate as;

The layout of parts of the school makes it difficult to stick to social distancing when moving around

We are introducing this option, alongside the other protective measures put in place to ensure a safe return.

In summary:

- Staff and students should wear face coverings when moving around school, such as in corridors and communal areas (unless they're exempt).
- Face coverings won't be necessary in classrooms. If the whole class agree, they will wear their mask for 5 minutes during a lesson to allow teachers to move around the classroom to check work.



- We will have a small supply of spares available for students who struggle to access them, or if theirs have become unsafe to wear. We will not turn students away if they don't have them, but they will be expected to wear them.
- We will make sure staff and students receive clear instructions on how to put on, remove, store and dispose of them.

Screens will be available in the rooms as additional protection to be able to support students with their learning.

How to put on a face covering safely: [http://www.youtube.com/watch?v=9Tv2BVN\\_WTk](http://www.youtube.com/watch?v=9Tv2BVN_WTk) (W.H.O.)

Welsh Government FAQs regarding face coverings: <https://gov.wales/face-coverings-frequently-asked-questions>

People who are exempt from wearing a face covering:

- Children under the age of 11
- Shop staff and public transport operators in the course of their work (more below)
- Police or PCSOs in the course of their work
- Emergency responders in the course of their work
- "Any other person providing services in the relevant place under arrangements made with the person responsible for a relevant place"
- People with breathing difficulties and other respiratory conditions.
- People with conditions affecting their dexterity, meaning they are not able to put on a face covering.
- People with mental health conditions such as anxiety or panic disorders.
- People with other non-visible disabilities such as autism.
- People with cognitive impairments, including dementia, who may not understand or remember the need to wear a face covering.
- People with visual impairments, with a restricted field of vision, particularly if any residual vision is at the lower edge of the normal field of view.
- People with impairments which would make it difficult to put on or take off a face covering safely, accurately, consistently or without pain
- Anyone else with justifiable reason not listed above on the grounds of health or disability.

It is not necessary for a person who is exempt to request a letter from a medical professional about their reason for not wearing a face mask. Please inform the school if your child is exempt via [mailbox@clywedog.wrexham.sch.uk](mailto:mailbox@clywedog.wrexham.sch.uk)

Asthma UK has said most people with the condition are able to wear a mask, adding that the coverings do not reduce a person's oxygen supply.

However, they added if it makes the asthmatic person feel breathless then they should take it off.

## **Uniform and Equipment**

Students will be required to wear full school uniform, please see the link for further information: <http://clywedog.org/parents/school-uniform/>

Please can we remind you that no fabric trainers or shoes are permitted; shoes or trainers must be plain black leather-style, with no logos, colours or flashing



Blazers are compulsory; however, in warm weather the jumper is optional.

Students will be required to bring a school bag to carry their books and equipment, and I would also ask that you ensure that your child always has the necessary equipment, to reduce the likelihood of any transmission that may arise when they borrow materials.

### **Identifying and managing students/staff with symptoms**

The most common, though not exclusive, symptoms of COVID-19 are a persistent dry cough; difficulty in breathing; loss of taste and/or smell; and high temperature. Parents/carers and staff are asked to follow the national [guidance](#) in relation to 'stay at home' where these symptoms are identified.

Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus will be isolated, in a designated area of the school, so that they do not come in contact with other students and as few staff as possible. The student will remain safe until collection.

Where a symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. Parents/carers need to be aware that, for the safety of other students and staff, they may need to be available to collect their child in the event of them displaying symptoms and/or become unwell.

In the case of a symptomatic student who requires supervision prior to collection

- Supervising staff will wear a fluid-resistant surgical mask;
- Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and
- If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection;
- Supervising staff will wash their hands thoroughly for 20 seconds, after the student has been collected.

All areas used by a symptomatic student will require a deep clean once vacated. Where a member of staff displays symptoms of COVID-19, they will report to the head teacher before returning home. Symptomatic staff are to follow [advice](#) given.

### **Social distancing**

The school has taken steps to ensure social distancing arrangements are in place and supported. Bearing in mind the new variant of the virus we will include 2m for students in the same bubble. The school's expectations around social distancing have been developed to help keep students, staff, and their families safe and well. These measures are designed to help ensure that the chain of infection is broken.

Staff are also expected to remember that social distancing applies to their interactions with other staff as well as students: it is easy to forget this. The use of staff rooms and/or departmental workrooms will be staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff. An additional staffroom will continue to be used.

The school will continue to use telephone contact and Google Meet to support interaction with students, families, governors and other stakeholders. Meetings with families will only take place on a



face-to-face basis, when it is considered safe to do so. This measure is designed to limit the number of people entering the school site to help reduce the risk of transmission.

### **Test, Trace, Protect**

[Test, Trace, Protect](#) came into effect in Wales on 1 June 2020. Similarly, the Education Minister has indicated that school-based staff will be able to access testing.

Where a member of staff or child receives a positive test for COVID-19, all students and members of staff in that 'group' will need to self-isolate for 14 days. If other cases are detected at the school, the local health protection team from Public Health Wales will contact the school to take appropriate steps to reduce risk of reproduction of the virus. This may include requiring further individuals to self-isolate.

### **Transport**

At present, facemasks will be compulsory for all passengers travelling by bus or taxi, and this will therefore apply to Ysgol Clywedog students.

Transport will continue to be provided for all students eligible for school transport. If you have any queries then please contact them directly. <https://www.wrexham.gov.uk/service/school-transport>

### **Catering (lunch and snacks)**

There will be no catering on site, this includes breakfasts before school or snacks at break time.

Students will need to bring a packed lunch.

Please be aware the vending machines will not be available.

### **Emergencies, accidents and first aid**

There will be named members of staff who are qualified in first aid on site each day. In the event of an accident at school, the same procedures will apply. However, where a student requires first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment. Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed.



## Staffing

### Which staff need to be in school?

We will keep the number of staff in school to a minimum. If you can work from home, you should.

Each day we will need:

- Enough support staff and teaching assistants (TAs) to lead all the student groups we have in school
- A first aider
- A Child Protection officer (or deputy CP officer).
- Cleaning staff – enough to do a regular clean of the parts of the school you will be using during the day and at the end of the day.
- Office staff and reception.
- Staff to monitor onsite and online attendance.
- Staff to undertake wellbeing calls.
- Staff to undertake learning support calls.

Staff in school should wear clean clothes every day. This must be professional dress.

Staff must sign in and out when entering and leaving the site.

### Which staff shouldn't come into school?

Staff will not be asked to attend, regardless of their role, 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 10 days
- **live in a household with someone who has symptoms** of COVID-19 or has tested positive to COVID-19 in the past 10 days.
- **have received a shielding letter**

### Staff should work from home wherever possible if:

- You are clinically vulnerable. *If you can't work from home, we can arrange the safest available on-site roles that allow you to stay 2 metres away from others wherever possible.*
- You live with someone who's clinically extremely vulnerable – you should only come to school if stringent social distancing can be adhered to.
- If a staff member lives with someone who's clinically vulnerable (as opposed to clinically extremely vulnerable), they can come to school.

### If we can, we will also avoid asking staff to attend if:

- You have sole caring responsibilities – teachers and support staff are critical workers so you could send your children to school even if they're not in an eligible year group.
- You need to take public transport to get in, particularly if they would need to travel at peak times.



### **Breaks for staff.**

For teachers covered under the School Teachers' Pay and Conditions Document (STPCD), they're entitled to a break of a 'reasonable length' between school sessions or between 12pm and 2pm.

For all other staff, if you work more than 6 hours in a day then they're legally entitled to at least one uninterrupted 20-minute rest break.

Therefore, we will ensure all staff get a lunch break.

- Staff breaks at lunchtime will be covered within the staff team by staggering supervision.
- Staff may take their breaks in the staff room, remaining 2m apart.

### **School Calendar**

As much as possible we will still follow the school calendar. E.g. morning pedagogy, briefings, meetings etc.

### **Cleaning and maintaining the site**

The cleaning of non-healthcare settings guidance is understood by the relevant staff and will be followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons).

We have closed certain areas of the school to provide increased cleaning in the areas that will be used.

The room and areas used each day will be cleaned each day. Hard surfaces will be cleaned with warm soapy water and then disinfected with the cleaning products normally used. Particular attention will be given to clean 'high-touch' areas and surfaces, which will be cleaned more frequently than normal, including bathrooms, railings, tables, equipment and door handles. Our cleaning staff will be expected to maintain social distancing from each other and from teaching/support staff and students at all times.

Tissues will be placed in a separate waste bin with a lid and disposed of safely. The school will double-bag this waste in line with latest guidance and ensure it is removed daily.

If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it will be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Our Site Manager will ensure that the cleaning team fully understand the cleaning requirements; and ensure that they have appropriate training, products and equipment available in a timely manner.

A hygiene 'check list' of frequently touched surfaces will be cleaned using designated materials. These include

- Bannisters and/or balustrades;
- Classroom desks and tables;
- Toilet facilities;
- Door and window handles;
- Furniture;
- Light switches;
- Reception desks;



- Computer equipment;
- Sports equipment;
- Telephones;

### **Use of personal protective equipment (PPE)**

It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) have been identified as the most effective ways to prevent the spread of coronavirus. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

In line with the latest medical and scientific evidence, there is no requirement for the use of personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

The school will work closely with the local authority to ensure personal protective equipment is available for the following

#### **Suspected coronavirus (COVID-19)**

- Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care;
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.

#### **Intimate care**

- Gloves and aprons should be used when providing intimate care to a child or young person.
- This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding;
- Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction;
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

Guidance will be followed which sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID-19 has been.

The school will work closely with the local authority to obtain the necessary PPE to cover the above. Training will be provided to staff to ensure they understand how to put on/remove PPE in order to reduce the risk of onward transmission of infection.



## **Safeguarding**

The school recognises that students will have encountered different experiences and home environments during lockdown. All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings [Keeping Learners Safe](#) and with the [Wales Safeguarding Procedures](#).

Safeguarding procedures remain the same. In the event of a safeguarding concern, then students and staff are expected to follow the usual procedures. Where there is a safeguarding concern, students and staff should report the concern to Mrs Hughes, Assistant Head (Designated Senior Person) immediately; or in her absence Mrs Hope, Assistant Head (Deputy Designated Senior Person).

I hope this provides you with an overview of our arrangements for the second half of the autumn term. Please be assured that your child will receive an induction programme on 9<sup>th</sup> November, which will set out in detail the new working arrangements alongside the videos published.

We recognise that these arrangements may appear daunting and unusual, but I would like to reassure you that we will do our utmost to ensure that all of our students are nurtured and cared for, in a safe environment.



## Frequently Asked Questions

The Welsh Government has a dedicated COVID-19 frequently asked questions [section](#), which relates to the latest guidance and legislation.

### FAQs

#### 1. What is expected of my child in school?

School will only be open for children of critical workers and vulnerable students. Places must be booked via the form available on the school website. See 'Latest News' on the school website.

#### 2. What is expected of my child in Google Classrooms?

Google Classrooms will be the main portal for lessons. We have the same behaviour expectations in the Google Classrooms as we would have in a real classroom.

#### 3. When will school get back to 'normal'?

The health and wellbeing of both students and staff will be the primary focus when making any decisions on a return to full operations. These decisions will be influenced by guidance from the local authority and national government.

#### 5. How will you keep my child safe if/when they return to school?

As always, we will do everything we can to ensure the safety of your child (and staff). We have undertaken a comprehensive assessment of the risks associated with phased re-opening and COVID-19. We have identified a range of control measures which are designed to lower these risks. However, it does require students, staff and families to work with us to adhere to these.

#### 6. My child receives a free school meal. Will they still be fed at school?

No. Free school meal payments will be sent directly to eligible parents.

#### 7. How will work be set for my child?

Learning will still be predominantly be distance learning, undertaken from home. We will continue to set work using Google classrooms and staff will then provide feedback, in line with the school's agreed policies. Please see the 'Distance Learning' on the school website for further information.

#### 8. What if the situation does not continue to improve?

We are continuing the school timetable and calendar as normal online. As soon as the situation changes, we will be able to communicate and act accordingly.



### **9. What if another child misbehaves and doesn't take the safety of others seriously onsite or online?**

In order to ensure the safety and wellbeing of students and staff, everyone at school needs to take responsibility. Our 'Be Kind. Stay Safe' mantra reinforces the need for mutual respect and empathy at this very demanding time. Where a student has sustained difficulty understanding and/or fails to follow social distancing, personal protective procedures or inappropriate online behaviour, the health and safety and wellbeing of themselves, fellow students and staff will be compromised.

Therefore, the school will be operating the usual behaviour process for students on-site and online in relation to health and safety. This means if a student does not respond positively to classroom warnings, in relation to their ability to follow our safety measures, they will be removed and they will have to work independently. In this scenario, parents/carers will be contacted directly. We ask that parents/carers carefully explain the rationale to students so that this doesn't become a concern. However, we cannot risk the safety or wellbeing of students and/or staff.