The Governors and Staff of Mountain Ash Comprehensive School would like to take this opportunity to thank all parents/carers and pupils for your help, support and patience through this very challenging time.

We are really looking forward to seeing our pupils before the end of this Summer term. However, things will not be the same when we return. Covid-19 restrictions mean that a maximum of one third of the school can be on the premises at any one time. Unfortunately, when pupils return to school, there will be significant restrictions on what they are able to do.

Welsh Government has stated that the purpose of the return to school before the summer is to “Check in, Catch up, Prepare for Summer and September”. Pupils will have an opportunity to talk to their teachers, receive guidance about their work and prepare for the next steps. Our return to school from June 29th will be a first step towards the normality of attending school on a regular basis, but it will not be the ‘normal’ that pupils are used to. Our arrangements are based on and in accordance with RCT and Welsh Government guidance for schools: https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19

We would like all of our pupils to attend during this period. However, it is not essential that they do so. We understand that parents and pupils may be anxious about the risks that returning poses. We also appreciate that some families may have pre-existing health conditions that prevent them from returning or practical issues related to transport etc. Pupils and parents should not feel pressured to come in.

The wellbeing of our pupils is our top priority. Each day will start with an extended tutorial session where reflection and wellbeing activities will take place. Clear guidance will be supplied on support mechanisms.

However, it must be noted that we cannot guarantee that everyone is 100% safe in school from the corona virus. The measures outlined in this document are designed to manage and reduce risk as much as possible. The information in this document is designed to allow you to make an informed choice.

The information below is an overview of the plan for the return to school on 29th June onwards and important guidance. This plan covers the remainder of the summer term. We are awaiting further information for September onwards.
From June 29th 2020 when school re-opens, only up to one-third of pupils will be able to be in school at any one time. Our plan for return is as follows:-

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<tr>
<th>Date</th>
<th>Year 7</th>
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<th>Year 10</th>
<th>Year 11 Returners appointments</th>
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<tr>
<td>29/06/2020</td>
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<td>Year 11 Returners appointments</td>
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<td>Year 12 Option A</td>
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<td>Year 12 Option C</td>
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**HUB Provision 08:00 to 17:00**

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<th>Year 10</th>
<th>Year 11 Returners appointments</th>
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<tr>
<td>06/07/2020</td>
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**HUB Provision 08:00 to 17:00**

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**HUB Provision 08:00 to 17:00**

<table>
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<tr>
<th>Date</th>
<th>Online learning/ Wellbeing / Pastoral Issues/ Planning and Preparation for September</th>
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<td>20/07/2020</td>
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- The school will also run a MACS Hub Provision for ‘vulnerable pupils’ and the children of key workers, who may apply to attend every day. This will provide essential ‘childcare’ from 8a.m. to 5p.m. The school will send you the details for registration.

- Strict 2m social distancing must be adhered to at all times between people not from the same household. We would ask for parents/carers to support us by reminding children that this will include time spent travelling to and from school and waiting at bus stops if travelling on school transport.

- Pupil movement at school will be minimised. Teachers, not pupils, will move as much as possible. Movement at breaks and the start and end of the day will be staggered.
• All classrooms will have designated seats for pupils and staff that are socially distanced. A one-way system will operate on site.

• Pupils will be encouraged to wash their hands as much as possible and to avoid touching their faces. Hand sanitiser will also be available at key points around the school.

• Government advice states that personal protective equipment, such as masks and gloves, are not required in schools unless social distancing cannot be maintained. However, pupils and staff may purchase and wear their own plain face masks and/or gloves if they wish. It is not compulsory.

• The school has relaxed the rules on school uniform as government advice states that clothes should ideally be washed daily. We would suggest that pupils wear clothing that is comfortable and easily washable. School PE kit may be worn as a substitute for school uniform. (Please see updated School Uniform Policy on the school website)

• The school day will run from 8:45am until 2.30pm. This is to avoid the additional opportunities for social contact between pupils. Period five will be used by teachers to plan, prepare and support pupils who are not in school. It will also allow for classrooms to be thoroughly cleaned every day.

• Pupils will be directed to their designated classroom on arrival at school. They will sit at desks at least 2m distanced from any other pupil. Lunch will be eaten at these desks. Break will be undertaken either in the classroom or supervised at a designated outdoor area.

• Pupils must bring a packed lunch and sufficient water or drinks for the day. Lunch will only be provided for those in receipt of free school meals. This will take the form of a ‘Grab Bag’. No hot meals will be provided.

• Visitors will be discouraged from visiting the site and encouraged to contact school via email or telephone instead. If a visit to school is essential, there will be a social distanced queuing system in place at Reception. Staff or pupils should contact the office via the window hatch and not attempt to enter the main office without agreement from office staff. No more than 3 staff will be allowed in the main office at any one time.

• Work will be set across a four-week block of ‘blended learning’, with everyone having an opportunity to ‘Check in, Catch up and Prepare for summer and September’ during this time.

• Pupils will attend from the 29th June to Friday 17th July. The fourth week will be for ‘vulnerable pupils’ and the children of key workers who require childcare provision. Staff
will continue to support online learning as well as providing pastoral support during this week. This week will also be used for planning and preparation for September.

- As we are part of a consortium, the provision for Year 12 pupils will take account of this. The exact days and times of sessions will depend on options taken (please see Model on Page 2).

- The school’s ‘Positive Behaviour Policy’ will be rigorously enforced. Good behaviour will be essential. Poor behaviour that puts the health of staff and other pupils in jeopardy will not be tolerated. Serious breaches of social distancing or reckless acts of coughing or spitting at others will result in an immediate fixed term exclusion for the rest of the allocated week or weeks and pupils could also be at risk of being permanently excluded. Pupils will need to show a high level of maturity and personal responsibility and will be asked to sign a school behaviour contract or charter on their first day back as part of our Health and Safety Induction. *(Please see the updated Positive Behaviour Policy on the school website).*

### Arrival

- Staggered starts and finish times have been planned to minimise pupils’ contact. Staff will be stationed in the bus bay and front yard and will direct pupils to their designated entrance into school. The back entrance of the school will NOT be open from June 29th.

- Health and safety checks will be conducted as pupils enter the building. We will presume that any parent sending their child/children to school from June 29th have consented for their child/children to have their temperature checked before entering the building. Any child refusing a temperature check will not be admitted to school and will have to be collected by parents/carers.

- Following the health and safety check at each school entrance point, pupils will be directed immediately to their designated classroom. Teachers will be waiting in their classrooms and will direct pupils to their designated seat. There will be between 8-10 pupils in each room depending upon the size of the classroom.

### During the day

- Registration/ form time will be extended each day to accommodate staggered starts to the school day and for wellbeing and pastoral support.

- On the first day pupils attend school, there will be an induction for pupils on the new rules and expectations, including a Health and Safety Induction. Pupils will be asked to sign a Contract/ Charter to show that they have had this induction and agree to the new rules and expectations. The consequences for failing to adhere to social distancing or engaging in reckless behaviour such as spitting and/or coughing on others will be clearly explained to all pupils. These new rules have been adopted by the Governing Body as amendments to our current Positive Behaviour Policy.

- Food will only be available for those in receipt of free school meals. This will be in the form of a packed lunch ‘Grab Bag’. All other pupils and staff must bring their own food
and drinks to last the day. Breaks will be staggered across groups. Weather permitting, there will be an opportunity for fresh air and exercise with the group.

- Toilets will operate on a ‘one in, one out’ basis with a maximum of two in at any one time, with each group of pupils allocated a specific set of toilets.

End of the day

- The school day will finish at 2.30p.m. There will be a staggered finish to the school day to minimise the risk of pupils mixing as follows:
  - Pupils being collected by car: 2p.m.
  - Pupils walking: 2.10p.m.
  - Pupils on buses: 2.20p.m

- Staff will be on hand inside the buildings, at the front of the school and in the bus bay area to enforce social distancing. Parents are asked to park responsibly (in the designated area for parent parking) and observe social distancing. Parents should not park in the bus bay area or staff car park area. Staff will supervise seating on school buses. Everyone should leave the bus immediately and not linger. Supervised study will continue for the children of key workers in the MACS Hub Provision that require childcare until 5pm.

Transport

- All pupils are encouraged to travel to school either by car, walking or cycling. We have been informed that access to school transport will be significantly reduced. ‘Vulnerable pupils’ and those living the furthest away will get priority. Buses will be running at approximately 20% capacity with appropriate social distancing.

Pupil equipment

- Pupils should not share or supply other pupils with equipment. Pupils will be provided with a pencil case with basic equipment for their return to school from June 29th 2020. These will be ready on each desk and should not be shared or returned. New booklets and paper will be supplied for the duration of their time in school. Each pupil will have a labelled document wallet to keep all personal work in. There will be no practical lessons that require the sharing of tools or equipment for the rest of this academic year. These measures will be reviewed before September.

First Aid

- Full PPE will be worn by any member of staff administering first aid. This will include if any pupil shows symptoms of COVID-19. RCT procedures will be followed in this circumstance. If any pupil tests positive for COVID-19 who has been in school, this will trigger the RCT protocol outlined in the sections below.
Curriculum

- The school will be implementing a ‘blended learning’ approach from June 29th. It will not be possible to completely replicate the normal school experience, but it will be possible to provide an extra layer of support and engagement. Every pupil will have the opportunity to have at least three days access to staff at school to help and support them. They will continue to have help and support from staff when they are at home, via Google Classroom and through our wellbeing phonecalls. However, parents and pupils need to be aware of the increased burden on staff that will be teaching in school as well as helping and supporting online learning. Those who will not be attending school will still be able to complete the work and access support.

Supporting the Wellbeing of Learners and Staff

- These challenging and uncertain times have undoubtedly placed pupils, parents/carers and school staff under significant pressure. Supporting pupils and staff to adapt to a new and unfamiliar environment has been the most important consideration throughout the planning process. Pupils will be encouraged to express any worries and concerns they have so that they can be supported in an appropriate manner.

- Regular contact will continue to be made with the parents/carers of the pupils who are not in school. For pupils who are on the child protection register and/or highly vulnerable this contact will be very frequent.

Additional resources have been made available to support young people, teachers and leaders, and others. A Young Person’s Mental Health Toolkit can be found on Hwb. This comprises a variety of online resources, which can help them through lockdown and beyond. It contains information on websites, apps, helplines, and more, which support mental health and well-being:

- Anxiety https://hwb.gov.wales/go/agg9pn
- Coronavirus and your well-being https://hwb.gov.wales/go/ffkbs1
- Crisis https://hwb.gov.wales/go/4ypw1s
- Keeping healthy https://hwb.gov.wales/go/nz95en
- Low mood https://hwb.gov.wales/go/bi4vbc

- Staff will also be impacted by the current situation. The school has been very mindful of this when planning for the return of pupils. Our expectations are realistic and it is clear that staff cannot ‘do everything’. Clear guidance on expectations will be given to all staff before they return. The school will be as flexible as possible to accommodate staff as well as pupil needs.
Effective Hygiene

- There are important actions that pupils, parents and staff can take during the coronavirus outbreak, to help prevent the spread of the virus. In school, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). For further information, please refer to: https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/

- Government guidance states that all staff and pupils regularly wash their hands. They should be washed with soap and water for at least 20 seconds. All toilets will have posters advising on effective hand washing techniques. Regular hand washing or use of hand sanitiser should include on arrival 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. Hand washing is preferable to the use of hand sanitisers but hand sanitisers will also be provided in school.

- Staff and pupils, insofar as it is possible, should be encouraged not to touch their faces, especially when using a tissue or elbow to cough. Any used tissues are to be deposited in pedal bins.

- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.

Effective Cleaning

- School buildings will be cleaned regularly and at least once a day. Particular attention will be given to clean ‘high-touch’ areas and surfaces, which will be cleaned at least once a day and more frequently in high use areas based on local assessment, including bathrooms, railings, tables, toys, equipment and door handles. The handling of objects between individuals, including staff, parents/carers and children, will be minimised. Handling of objects by multiple individuals without cleaning will be avoided.

- An additional clean will be undertaken when a pupil cohort is changed within any area or classroom. Cleaning staff will maintain social distancing from each other and from teaching staff and pupils at all times.
Symptomatic Learners and Staff

- Under no circumstances should pupils or staff attend schools 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 for COVID-19 in the past 14 days;
  - live in a household with someone who has symptoms of COVID-19; or
  - has tested positive for COVID-19 in the past 14 days.

- Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill.

Suspected Cases

- If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to follow the stay at home guidance.


- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with a window opened for ventilation.

- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

- Gloves, aprons and a fluid-resistant surgical mask will 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

- In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk.

- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or if the child subsequently tests positive. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Please see the cleaning section for further information.
Confirmed Cases

- When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

- Pupils eligible to attend the school, and members of their household, will have access to testing if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

- Where the pupil or staff member tests negative, they can return to school and their fellow household members can end their self-isolation.

- Where the pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.

What happens if there is an outbreak in a school?

- If there are multiple cases of COVID-19 in a school, then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying those exposed, and any child or staff member who is at increased risk and providing tailored infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.

- The process will be handled sensitively and in confidence, for instance identities should not be revealed by senior leaders.

The following school policies are being amended to take account of Covid-19 regulations and advice and ratified by the school’s Governing Body:

- Positive Behaviour Strategy
- Uniform Policy
- Fire Safety Policy

These policies with the amendments will be available on our school website: www.macs.uk.net