



**YSGOL
GLAN
CLWYD**

Re-opening Guide September 2020

Restarting and Reuniting the Ysgol Glan Clwyd Family

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4.0 Frequently Asked Questions

1.0 Introduction by the Head

At the end of the school year, I would like to sincerely thank everyone for your support during this difficult time, with the school having been closed for an extended period. In my lifetime, schools have not faced as challenging a time as during the Covid 19 pandemic. Yet the spirit and commitment of everyone within the school community to work together and support each other has been encouraging and inspiring.

From June 29th the school was open again as part of the Welsh Government's 'Check in, Catch Up, Prepare for Summer and September' period, and it was fantastic to be able to welcome a large cohort of Year 7, 8, 9, 10 and 12 pupils back to school. We are pleased with the fact that this period was successful and conducted safely, ideally we would have liked to have included more pupils during this period, but regrettably there were many external constraints placed upon us at the time. During this time, we have taken the opportunity to develop systems and blended learning skills as we as a school develop our learning structures and approaches.

In line with the recent Welsh Government guidelines, we now look forward to opening our doors in September to welcome all learners in every year back full time. This reopening will take place gradually to ensure safety, and it is intended that all learners will be fully on site by September 14th at the latest.

This is, of course, is subject to ensuring that the virus transmission rates remain low. Therefore, we urge everyone within the community of Ysgol Glan Clwyd to play their part over the summer, and be responsible and safe while protecting yourself and others against the coronavirus. Only in this way can we as a society move forward safely and fully.

During the first week of September we, as a team of staff, will have two days of preparation (1st and 2nd September 2020), in line with the all Denbighshire's schools. This will ensure that all our safety measures and adjustments are in place and are fully implemented by us at school. For the remainder of the week (3rd and 4th September 2020) we will prioritise learners starting in Years 7 and 12, as well as learners resuming their examination courses in Years 11 and 13.

During the second week of term (7th - 11th September, 2020), we will introduce **each year** back to school, ensuring that there is time and space for everyone to re-acclimatise to new school circumstances. When pupils aren't on the school site during the first two weeks of gradual re-opening, they will continue to access distance learning. Indeed, the principles of blended learning will be integral to our teaching provision over the coming year.

By the start of the third week (14th September 2020) all learners will be back on-site full time. I can assure you that we will continue to act carefully and responsibly, in line with national guidelines, as we increase our school-based activities. I would like to stress again that, despite our enthusiasm to welcome everyone back to school, the safety of all members of the school community will again be our priority at this time.

You will now have lots of questions for September, and we hope now that this guidance, *Restarting and Reuniting the Ysgol Glan Clwyd Family*, explains in detail how the school will open and operate during the Autumn term. The guidance will not answer every question, but we trust that it will give you a clear picture of the reopening and the logic behind that. We will, of course, throughout this period review our arrangements and actions going forward. But by sharing the guidance with you this way at the start of the summer vacation, we hope that it allay many concerns.

I am well aware that we have recently sent you many correspondences in a short time, but detailed communication with you, the community of Ysgol Glan Clwyd, is essential at a time like this. I will of course,

following this period, review our operations, including our communication strategy, but at present I feel a duty to contact you regularly, and I hope that this guide is helpful to parents as we move forward in September.

When restarting in September our priority, of course, will be to do so responsibly and safely. We will restart the formal teaching process for all pupils ensuring that all learners have the opportunity to catch up with their skills and knowledge, and to move on with confidence. We will also resume responsibly ensuring full support, both socially and emotionally, for our learners, following a mandatory extended period of absence and isolation. In doing this we will bring together all aspects of school life and reunite the Ysgol Glan Clwyd family - to be a happy, safe, learning place for all.

In presenting this guidance, I would like to sincerely thank the pupils, staff, governors and parents for the unstinting support received this year in difficult and unprecedented circumstances. I am really looking forward to being able to develop this collaboration further next year as our pupils return to Ysgol Glan Clwyd in September.

Be safe and responsible over the summer, but we also hope that everyone has the opportunity to relax and enjoy the rest of the summer holidays.

A handwritten signature in black ink that reads "Gwyn Tudur". The signature is written in a cursive style with a horizontal line underneath the name.

Gwyn Tudur

Headteacher

2.0 Public health advice

2.1 Protective measures

Taking into account the latest Welsh Government and UK Government guidance, the school has adapted its system of protective measures which our students, staff and families will be familiar with from the summer term. This includes:

- a requirement that people who are ill remain at home (for the period as specified by Public Health Wales);
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- an active engagement with NHS Test, Track and Protect strategy; and
- formal consideration of how to reduce contact between different groups of people and maximise distance measures between those in school, wherever possible, and as so far as is reasonably practicable.

2.2 Assessing coronavirus (COVID-19) risks and implementing control measures

In line with Welsh Government Guidance, the school has already assessed the risks and taken reasonable steps to protect staff, students and others from coronavirus (COVID-19). The school implemented proportionate control measures to limit the transmission of the virus as part of the first phase of increased operations from 29th June.

As part of the planning for a full return by 14th September, the school has considered the additional risks so that sensible measures are put in place to control those risks for the additional children and staff who will attend in the autumn term.

2.3 Hygiene

Strong personal hygiene helps reduce the risk of coronavirus (COVID-19). As a result, the NHS 'catch it, bin it, kill it' principles will be a strong feature of the school's approach to supporting good respiratory hygiene.

Regular washing of hands with liquid soap and running water for at least 20 seconds, as well as avoiding touching your face limits the risk of contamination. As a means of prevention, the school will ensure that all staff and students understand the importance of regularly washing their hands and that these facilities are in place. This will include access to handwashing facilities, with regular supplies of liquid soap, and a fixed hand sanitiser station in each classroom and throughout communal areas of the site, with at least 60% alcohol.

The school will ensure that students and staff have an opportunity to clean or sanitise their hands regularly. Staff will also ensure students are reminded of effective handwashing techniques. Poster further explaining are displayed above all sinks.

Students and staff should cough into their elbow. Insofar as it is possible, students and staff will be encouraged not to touch their face.

To support effective hygiene practices, the school will maintain an enhanced cleaning system to help prevent risk of transmission of the virus. The building will be cleaned throughout the day and, thoroughly, at least once per day. 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. This includes canteen facilities and staggered lunch breaks. Cleaning staff are expected to maintain social distancing from each other and from teaching staff and students at all times.

The school will continue to dispose of waste in line with latest guidance and ensure it is removed daily. This includes the procedure for disposing of any waste suspected of being in contact with someone showing symptoms of COVID-19. The school cleaning team is out sourced to DCC Facilities, the Cleaning Manager will ensure that the cleaning team are fully aware and understand the cleaning requirements and ensure they have appropriate training.

2.4 Use of personal, protective equipment (PPE)

In line with guidance as it stands at the moment (w/c 20/07/20), the vast majority of staff will not require the use of PPE beyond what they would normally need for their work. 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) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Furthermore, hand hygiene is critical before and after all direct contact with students, and after cleaning equipment and the environment.

The list below covers when PPE may be required:

- a) Routine activities
No PPE is required when undertaking routine educational activities in classroom or school setting.
- b) 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 coronavirus (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 coronavirus (COVID-19) has been.
- c) 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.

The Chief Medical Officer for Wales has published guidance on face coverings for the purpose of COVID-19. The advice recommends that it is a matter of personal choice to wear face coverings for the purpose of coronavirus (COVID-19) whenever they leave home. However, the guidance is clear that it is not compulsory to wear them. In light of the most recent guidance, PPE (including face coverings) will only be expected, as directed above.

As with the initial phase of increased operations, where a student and/or member of staff wishes to wear a face covering then the school will permit this. No student or member of staff, who may not be able to handle face coverings as directed (eg. those with special educational needs or disabilities), will wear them since it may inadvertently increase the risk of transmission.

2.5 Management of students/staff with symptoms

Anyone displaying symptoms should stay at home for seven days. 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. Public Health Wales provides detailed information relating to COVID-19. However, the most common symptoms since the onset of the virus are

- new continuous cough;
- high temperature; and/or
- loss of taste and/or smell.

The present advice is that it is not necessary to screen temperatures. This is because screening will not identify all cases of coronavirus (COVID-19) and the means of checking temperature may put staff and students at greater risk of transmission. **However, there is an expectation that parents/carers check their child's suitability for attendance at school prior to their departure from home.**

Staff at school will be vigilant for changes to students' temperatures and signs of fever. **No student with symptoms should be sent to school at all and it is vital that parents/carers are encouraged to act accordingly.** Where a student or member of staff begin to show symptoms on site, the medical room will be used as a safe isolation area, where they will remain until they can be safely collected.

Where there is need for clinical advice, the member of staff or the student's parent/carer should go online to 111 Wales (or call 111 if there is no internet access). In an emergency, 999 should be called in an event where a student or member of staff is taken seriously ill or injured or their life is at risk.

In the event of a member of staff or student displaying symptoms and accessing the COVID 19 medical room, it will be disinfected, in line with government advice, prior to being used by anyone else. Surfaces that children or staff with symptoms have come in contact with will be carefully cleaned. Guidance sets out that gloves and an apron should be used when cleaning areas where a person suspected of having coronavirus (COVID-19) has been.

2.6 Engagement with the Test, Trace, Protect (TTP) Strategy

The school will actively engage with the Test, Trace, Protect strategy and apply the latest guidance. It will ensure that staff, parents/carers and students understand that they will need to be prepared to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school;
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by Test Trace Protect; and
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

2.7 Managing confirmed cases of coronavirus (COVID-19)

The school will work within the Public Health Wales advice regarding the investigation and management of clusters and outbreaks of coronavirus (COVID-19) in educational settings. This advice outlines the steps to be taken to protect individuals and communities where outbreaks are occurring, as well as reducing spread to other communities. These include:

- Identification of cases in possible 'cluster'
- Gathering of minimum information
- Initial cluster management and risk assessment; and

- Declaration of 'outbreak' and management.

In line with Public Health Wales guidance, where one person has been identified with a case of coronavirus (COVID-19) in the school, the regular Test, Trace, Protect contact tracing process should be followed. However, a potential cluster is defined as two or more cases of coronavirus (COVID-19) among students and/or staff in the school within 14 days or; an increased rate of absence due to suspected or confirmed cases of coronavirus (COVID-19). A potential outbreak is defined as two or more confirmed cases of coronavirus (COVID-19) among students and/or staff who are direct close contacts, proximity contacts or in the same contact group in the school, within 14 days.

Confirmed cases of coronavirus (COVID-19) in the school will be flagged by the local contact tracing team. However, if a potential cluster or outbreak has been identified by the school or local authority, it will contact the Regional multi-agency Test, Trace, Protect Team as soon as the potential cluster or outbreak has been identified.

Regional Test, Trace, Protect teams will work with the Headteacher and the local authority to gather a range of information and work with the school to ensure the application of guidance is being applied effectively. A further risk assessment will be undertaken and if an outbreak is not declared the Regional Test, Trace, Protect team will continue to work with the school to manage and review the cluster.

2.8 When an Outbreak is declared

In the event of a declared outbreak of coronavirus (COVID-19), working with health professionals and the local authority, the school will consider

- making adjustments to how the school is operating to facilitate infection prevention and control measures and social distancing;
- whether identified/further groups need to be asked to self-isolate (eg. class groups, other functional groups or year groups); and
- whether to undertake an enhanced investigation including testing of a wider group, which may include the whole school and/or distinct section of the school (eg. year group).

An outbreak will be declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in students and/or staff in that time have tested negative.

2.9 Antibody Testing

The school will work closely with the local authority and health professionals to implement the latest information on Test, Trace, Protect programme.

3.0 Operational Guidance – the school day

3.1 Expected attendance from September 2020

The school has welcomed a large proportion of the school population from 29th June. From September, the vast majority of students will be expected to return to school. However, it is worth noting that

- a small number of students and members of staff may still be unable to attend, in line with Public Health Wales advice, as they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19);
- the latest advice for those individuals who received a shielding letter from the Chief Medical Officer for Wales, from the 16th August, you'll be advised you can go out to more places and see more people, for example, the advice is:
 - you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can
 - children and young people can go back to school or college/university.

This guidance will be updated with these changes on 16 August.

- Subject to a continued decline in the rates of transmission of coronavirus (COVID-19), they may return to school, as can those who have family members who are shielding;
- where there is a rise of the virus in local areas, affected children from that area only, may be required to shield during the period where rates of transmission remain high. As a result, they may temporarily be absent from school;

The school is clear that it expects **all students to attend school as normal**. Students of compulsory school age should attend unless a statutory reason applies. For example, the student is unable to attend because of sickness.

3.2 Social distancing

While there will be limited expectation that students will need to social distance within their own year groups, there will be an expectation that they social distance from all adults and other students in different year groups until a time when this is deemed unnecessary. At the time of writing, this remains at 2m.

As far as is reasonably practicable, the school would expect students to social distance when entering or exiting the school site. Parents will not be able to enter the premises without a prior arranged appointment.

The school will continue to develop a virtual meeting procedure to support interaction with students, families, governors and other stakeholders. Only when it's safe to do so can we return to face-to-face meetings on a regular basis. This measure is designed to limit the number of people entering the school site and to help reduce the risk of transmission.

3.3 Timeline for phased re-opening prior to full return on 14th September

		KS3	KS4	6th Form
Week 1				
Tuesday	01/09	Staff Preparation Days		
Wednesday	02/09	Staff Preparation Days		
Thursday	03/09	Year 7	Year 11	Year 12
Friday	04/09	Year 7	Year 11	Year 13
Week 2				
Monday	07/09	Year 8	Year 10	Year 12 and 13
Tuesday	08/09	Year 9	Year 10 and 11	Year 12 and 13
Wednesday	09/09	Year 7 and 8	Year 11	Year 12 and 13
Thursday	10/09	Year 7 and 9	Year 10	Year 12 and 13
Friday	11/09	Year 7, 8 and 9	Year 11	Year 12 and 13
Week 3				
Monday	14/09	Full Return		

3.4 Practical Subjects

The school is aware that there may be an additional risk of transmission of the virus in some subjects, even when students and staff are able to social distance.

- a) Music and Drama departments will consider how to reduce the risk, especially when pupils play instruments, small group singing and acting. For example, accessing larger places to extend social distance; not sharing musical instruments, especially wind and brass instruments; no physical contact within acting scenes and ensuring good ventilation. However, singing, playing wind and brass cannot happen in larger groups such as choirs and ensembles;
- b) Design Technology, Science and Art departments will consider how to revise the curriculum to support learning and progression, whilst ensuring that appropriate control measures are in place to limit risk. This is likely, in the first instance, to include a greater emphasis on the research and design stage in technology and / or non-practical elements in Science;
- c) Physical Education: the department will need to consider arrangements to ensure that students can be kept in regular contact groups, clean sports equipment thoroughly between each use by different individual groups (even within groups), and avoid contact sports. Outdoor sports should be prioritised where possible, and use large indoor spaces where they are not, maximising distance between pupils and paying close attention to cleaning and hygiene.

3.5 Grouping of students

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

The school recognises that the practicalities of managing this process from September is far more complex and challenging in a secondary school. This is because of the demands of delivering examination courses at GCSE and AS/A2 level, where students follow a broad range of options unique to their own individual pathway. In line with Welsh Government guidance, the school will create larger contact groups in order to deliver the full range of curriculum subjects and enable students to receive specialist teaching.

Where practicable, the school will seek to maintain class contact groups for Key Stage 3 students through the delivery in form groups. However, to ensure that this does not negatively impact the quality of learning, form groups may need to be revised to group students broadly by ability in some subjects. As part of the planning for a full return, the school has identified how student and staff contact will be reduced, as much as is reasonably practicable and possible, to include:

- grouping students together in contact groups by individual year groups;
- allocating year contact group to designated areas of the school site to limit contact with other contact groups;
- wherever possible, limiting the number of people students and staff come into contact with during lessons through form group teaching.

Teaching and support staff will be able to operate across different classes and year contact groups. However, insofar as is reasonably practicable, the school will seek to minimise this. Where staff need to move between classes and contact groups, they should socially distance from students and other staff as much as they can, ideally 2m from other adults.

The school will make use of the following zones for each contact groups to limit social mixing:

Contact Group	Designated Area / Rooms	Designated Entrance / Exit
Year 7	Humanities and MFL	Entrance 1 + Stairwell to MFL
Year 8	Welsh Rooms – Floor 1	Entrance 4 Tech + Stairwell to Science
Year 9	English Rooms – Floor 1	Entrance 2 + Stairwell to Art
Year 10	Math rooms and a few labs – Floor 2	Entrance 5 Hafan + Stairwell to Maths
Year 11	Ground floor rooms	Entrance 3 – Link corridor
Years 12 and 13	6 th Form Centre	Entrance 1

* In line with Welsh Government guidance, GCSE and AS/A2 level students will need to have greater mobility around the school site to access specialist teaching.

3.6 Classroom measures

In line with Welsh Government guidance, class sizes will revert to normality from September. However, through the creation of year contact groups, students are far safer coming into contact with fewer students, and the school will put in place measures to limit the amount of time they are in face-to-face contact with others.

The school will make necessary adaptations to support implementation of the latest health advice. This will include reviewing its arrangements, games and activities and remodelling these, where appropriate, to ensure safe practices are in place. For example, rooms will be organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Wherever possible, unnecessary furniture will be removed to maximise space. In line with the latest medical guidance, teaching staff will be expected to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (of 2m) from students. However, it is recognised that this is not possible for students with complex needs.

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the

contact group. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or contact groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between 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 contact groups.

In line with Welsh Government guidance, students and staff can take books and other shared resources home, although unnecessary sharing should be avoided. This is particularly the case where it does not contribute to the education and development of students.

3.7 Measures beyond the classroom

Contact groups should remain separate to lower the risk of transmission. Furthermore, movement around the school site will be kept to a minimum. As a result, large gatherings, such as collective worship and assemblies will not take place until a time when Welsh Government and the local authority advice suggests otherwise. These activities will continue to be delivered virtually.

The school will stagger break and lunch times between the different contact groups to ensure that movement and concentration of people is minimised and prevents overcrowding. This is relevant not only for students and staff but for families. The school will also make parents/carers, students and staff aware of social distancing expectations during arrival and collection.

The entrance and exit to the site will continue to be controlled. Visitors, including parents/carers and governors, will be limited to essential only to reduce contact with different groups of people. This will be reviewed on a regular basis, in line with the latest guidance from Welsh Government and the local authority.

The school recognises that some direct or indirect mixing between students in different contact groups is unavoidable. For example, this includes the use of transport, when receiving specialist subject teaching or owing to staffing restraints. However, the school will endeavour to minimise the risk of transmission by implementing a range of cleaning risk controls. Furthermore, some students, for example those with additional learning needs, may require specific help and preparation to introduce these changes to behavioural practice. Relevant staff in school will work with these individuals to support this effectively.

3.8 Curriculum, Learning and Teaching

The school is committed to offering a broad and balanced curriculum at key stage 3 in order to enable students to have access to a full range of subjects over the year. However, in order to accelerate the 'catch up' from missed learning, a stronger emphasis will be placed on developing student's literacy, numeracy, digital competency, PSE and blended learning skills.

3.9 Key Stage 4 and Key Stage 5

The school anticipates that students in key stage 4 and 5 will require additional support to 'catch up' on any missed content. As a result, the school curriculum may be less flexible given the requirements of qualification specifications. But on returning to school in September Ysgol Glan Clwyd will prioritise the needs of these students.

The school expects students in Year 10 and 11 to continue to study their full complement of examination subjects. This will support them towards their preferred route to further study. However, for a very few Year 11 students, it may be in their best interests to discontinue an examined subject because the school judges that, for example, they would achieve significantly better in their remaining subjects as a result, especially in

GCSE Welsh, English and mathematics. In this scenario, the school will work closely with students and families to make informed decisions. In the autumn term.

The school accepts that students in years 12 and 13 are more likely to undertake self-directed study, but will still need additional support. Compared to key stage 4, there is less scope to drop an examined subject as fewer qualifications are studied at this key stage. Discontinuing a subject is therefore likely to significantly limit choices for further study and employment, so is expected to be rare. Where students follow a collaborative pathway, for example in the sixth form, the school will work closely with partner institutions to ensure that provision is available.

3.10 Wellbeing

During the coming months, it is also recognised that students are more likely to be anxious as operations are increased. Therefore, to help cope with these additional pressures, a strong emphasis on health and wellbeing will continue to form a significant part of the curriculum to provide the necessary support and guidance. Staff will be alert to identify and support students who exhibit signs of distress. Pastoral care and bereavement support through a range of internal plans are in place. For students requiring more intensive and/or specialist support, the school will coordinate this via our internal specialists and in partnership with external services.

3.11 Behaviour expectations

The school will work closely with staff, students and parents/carers to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and will also consider how to build new expectations into their rewards system.

The school's Behaviour policy has been updated to include expectations linked directly to coronavirus (COVID-19). In relation to coronavirus (COVID-19), the school accepts and expects that students (and staff!) will make the occasional mistake in relation to social distancing etc. However, where there is a deliberate breaking of a school rule, especially around measures to keep students and staff safe, then sanctions will be in place.

3.12 Contingency planning for reduced operations

In the event of a local outbreak, the school will work with the local authority and/or Public Health Wales team to inform any decision about forced full and/or partial closure. For example, partial closure may involve remaining open only for identified students, such as vulnerable students and the children of essential key workers. In the event of individuals or groups of self-isolating students, as well as in the event of forced full and/or partial closure, learning will be provided remotely.

In its planning of teaching and learning Ysgol Glan Clwyd is now preparing with these three tiers in mind, so that the school is ready for all situations. Blended learning will continue to be a priority and will enable us to develop our teaching and learning whether we are in school 100%, in a partial open situation or in school closure.

3.13 Safeguarding

Students will have encountered different experiences and home environments during lockdown and all staff will be reminded of their safeguarding duties within the statutory safeguarding guidance for education settings and with the Wales Safeguarding Procedures.

The procedures for safeguarding children and young people remain the same. In the event of a safeguarding concern, then the usual procedure of contacting the designated senior person, or in their absence, the deputy designated senior person applies.

3.14 Communication with Parents/Carers

Throughout the coronavirus (COVID-19) outbreak, the school has sought to maintain regular communication with parents/carers via email and the dedicated webpage on the school website. As the school seeks to further increase operations, communication between school and home will be crucial.

It is recognised that the summer holiday period will present a challenging period for families, since staff will not be as accessible to parents/carers as they would be during term time. Therefore, at the beginning of the summer break, the school will publish its reopening guidance.

3.15 Visual Displays

When the school entered the first phase of increased operations, visual displays were placed around the school site to help promote the need for social distancing and good personal hygiene. These will remain in place from September.

3.16 Transport

Transport is coordinated and delivered by the local authorities.

Where this is provided, the local authority will be responsible for providing guidance to ensure health and safety measures are maintained in accordance with the latest guidelines.

Clear systems will be in place to ensure that students access the correct transport and are taken home safely.

In line with the latest guidance, the use of a face-covering will be compulsory when using school transport in September.

3.17 School uniform

From September, the school will revert to its usual uniform expectations. School uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone. Uniforms will not be required to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

For the year 2020/2021 the Welsh Government has made available a £125 grant to buy school uniform, equipment, sports kit and kit for activities outside of school for pupils eligible for free school meals if they are:

- entering year 7 or year 10 in secondary school

For Year 7 learners the grant is £200, recognising the increased costs associated with starting secondary school.

Funding for looked-after children is available in every school year.

To apply for this grant please contact Denbighshire County Council.

3.18 Catering

Catering facilities will continue to be available from the start of the autumn term and provision for food to all students who want it, including for those eligible for free school meals, will be in place.

The catering facilities will be available at break time and lunch time – **but the breakfast service on arrival in school will not initially be available.**

As the school will operate staggered break and lunch times, and for reasons linked to food standards, the menu will have slightly less options, but a hot meal option will be available daily. We will be reviewing our provision during this period of increased operations, and will inform you of any further changes.

Due to the risks associated with handling cash, the monetary unit will not be in use from September. Please ensure your child has enough money on their ParentPay account to cover all food purchased. Do not give your child cash to use. If you are experiencing any issues with your Parent Pay account please contact the school.

From September onwards and for the foreseeable future will not be using the Biometric (finger print) system to pay for purchases.

For the foreseeable future the water fountains will not be available.

3.19 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. The building 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 more frequently than normal, including bathrooms, railings, tables, equipment and door handles. This includes canteen facilities and staggered lunch breaks. 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 and disposed of safely. The school will double-bag 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 coronavirus (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.

3.20 Emergencies, accidents and first aid

Increased operation of the school is supported by appropriate risk assessment, considering appropriate contingencies in case of emergencies.

Staff will be fully aware of emergency and evacuation procedures.

There are a number of named members of staff qualified in first aid.

A qualified first aider will always be present on site. In the event of an accident at school, the same procedures will apply. However, PPE will be available for staff to administer first aid.

4.0 Frequently Asked Questions

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

School Specific FAQs

1. What is expected of my child when school re-opens?

We expect all students to attend school when we re-open. Naturally, some will not be able to attend on medical advice. However, all students who can should attend.

2. Will distance learning still be set if my child does not attend?

Distance learning will be set between 7th -11th September for those students who will not be invited in as part of the accelerated 'catch up'. Distance learning will not be provided beyond Monday 14th September, apart from those students who are at home isolating and/or shielding.

3. Why do Year 11 and Year 13 get preferential treatment to other year groups leading up to 14th September?

In line with the Education Minister's announcement on 9th July, schools are able to use the fortnight at the start of the term to prioritise key groups. Given Year 11 and Year 13 have key examinations this year, the school believes this time can be used effectively to accelerate their 'catch up' from missed work.

4. What additional provision will be put in place for Year 7 at the start of the academic year?

Year 7 will be given 2 days of transition on the 3rd and 4th of September. There will be a specific time table for this day to include classroom groups, and induction to the school running and canteen procedures. If you have any specific concerns regarding year 7 please email trosglwyddo@ysgolglanclwyd.co.uk where a dedicated team are available to answer your queries.

5. Will all students and staff be expected to wear PPE on site?

As the situation stands today, no, personal, protective equipment will not be necessary. However, some students and staff may feel more comfortable wearing, for example, a face mask. While we are not providing these to pupils, we will not prevent people from wearing them. However, we expect those who wear them to do so sensibly and not to share any face mask with another person.

All pupils must wear a face mask on school transport.

6. How will you keep my child safe 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 coronavirus (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.

7. My child receives a free school meal. Will they still be fed when they return?

Parents/carers of students who currently receive a free school meal have been receiving money debited directly into their specified bank accounts. While the local authority continues to do this, the school will not be issuing meals to these students without charge. However, as soon as this scheme ceases, the issuing of free school meals will resume as normal.

8. How will the school ensure my child catches up on the missed learning? How will the school support those students who have not been as engaged with online learning?

As it currently stands, the national curriculum has been suspended. Therefore, schools will be given greater freedom to explore new ideas in readiness for the new curriculum. In Year 7, this had already been trialled by our staff. However, this piece of legislative change enables us to be more creative. At GCSE and AS/A2, the WJEC have been consulting on proposed changes specifications. Therefore, we will review and re-assess the situation once a decision has been made. However, as a result of high quality teaching, we are confident that students will be able to catch up on their missed learning providing they show their usual commitment and positive approach.

9. My child has a additional learning need (ALN). How will they be supported in September?

For our students with an ALN, the ALN department will continue to work hard with you to support your child with their learning. Teaching assistants will be deployed in September and be on hand to offer bespoke support.

10. What if another child misbehaves and doesn't take the safety of others seriously?

During the first phase of increased operations, all of our students demonstrated a calm, measured and respectful approach to learning. This is one of the main reasons why it was such a successful period. However, as you will know, in order to ensure the safety and wellbeing of students and staff, everyone at school needs to take responsibility. We will continue to expect everyone to show mutual respect and empathy to each other in order to keep everyone safe. Where a student has sustained difficulty understanding and/or fails to follow social distancing and personal protective procedures, the health and safety of themselves, fellow students and staff will be compromised. The school has re-written its behaviour policy to reinforce our expectations. 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 of students and/or staff.

11. Will there still be sets for different subjects, taking into account for contact groups?

For learning purposes, it is appropriate to group students accordingly, so that students can access the learning at their own pace. This will enable teaching staff to meet their needs more fully. We accept that this situation is less ideal. However, it is designed to keep people (students and staff) safe which is an underlying principle of our return to full operations.

In line with the Welsh Government guidance, there will be occasions where mixing between students is unavoidable. Therefore, by setting contact year group this will support this. At GCSE, groups are already taught by ability and therefore, we acknowledge that there will be some movement around the school site to access specialist teaching and/or classrooms.

12. Why will I not be allowed on to the school site?

At the time of writing, the current guidance suggests the school should limit the number of people all members of the community should come into contact with. Therefore, in line with this guidance, we ask that all meetings which are possible are hosted 'virtually'. If this is not possible, then you should contact the main office to make an appointment. However, it will not be possible for families and/or visitors to arrive at the school for an appointment without an announcement.

13. Are all students expected to bring belongings with them, such as pens, books etc. If so, do they keep them on their possession throughout the day?

Yes. Students should bring their pens and equipment with them. They will be responsible for keeping their personal belongings with them. There will be an opportunity for staff to mark exercise books etc. However, in the first instance there will be greater emphasis on verbal feedback and self-assessment to lower the risk of transmission.

14. Will our students be studying the full curriculum on return or will emphasis still be on core subjects?

The school will always support a broad and balanced curriculum. Therefore, we will continue to offer our subjects as normal.

15. Why does the school want to reinstate school uniform?

Guidance from Welsh Government gave flexibility for schools to expect uniform to be worn from the first phase of increased operations from 29th June. At the time we felt it was more important for students and staff to wear something comfortable to undertake a range of activities, including physical exercise. However, a school uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone.

From September, the school will revert to its usual uniform expectations. We ask parents to support us fully with this. Uniforms will not be required to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

16. Is it ok for my child to wear a face-covering?

Face coverings are not required to be worn, unless on school/public transport. Should the advice from the Chief Medical Officer for Wales and/or Minister for Health and Social Care change, then we will amend this advice accordingly. However, should a child or adult feel comfortable wearing a face-covering then we are happy to support this.

17. My child usually accesses school transport. When can I expect to hear on this?

School transport is coordinated and delivered by the local authority. Over the summer holidays they will provide guidance to families to ensure safety measures are in place. In line with the latest guidance, students will be have to use a face-covering when using any form of public transport which, includes school transport.

18. Will lunchtime and after school sports clubs be reintroduced? Will external staff, such as peripatetic music teachers be able to offer session?

Fixtures against other schools is not likely in the near future. Also, contact sports will not be permitted until the science and medical advice indicates it is safe to do so. However, after the initial reintroduction process, our PE staff will seek to offer these where it is possible and safe to do so.

Similarly, the school will work with its Peripatetic provider – Denbighshire Music Co-op to offer peripatetic sessions in a safe manner.

19. Can we expect examination timetables to change for GCSE and A Level next year?

In England, there has been discussions around a potential change to the dates for examinations in the summer 2021 series. If this is announced then it is likely that Wales will approach this in a similar way. However, to date there has been no announcement.

20. Will 6th Form students be allowed on/off site during the school day?

In the short term, we will be expecting students to remain on site. This is because the latest medical and scientific advice is that we should be limiting contact with different groups. As a result, until further notice we expect 6th Form students to remain on site during their unstructured (break/lunch) times.

21. If there is a possibility of a second wave which caused forced partial or full closure, what will distance learning look like from September?

Staff have received a significant amount of training during the period of time from 29th June until the end of the summer term. In addition, the school has made changes to its infrastructure to facilitate high quality distance learning.

22. How can parents/carers help the school to support full operations from September?

The school will not return to normality any time soon. Therefore, we understand that there will be challenges throughout this next phase of recovery. The support of families, as well as students, is crucial to helping us make this work. The school will do everything it can to 'do the right thing' by our students. Parents/carers can support the school by ensuring their child has the correct equipment for learning; has appropriate uniform, including the correct shoes; and spends time to reinforce the importance of the need to follow the safety measures in school.

The information provided in this guidance is accurate on the date of publishing – 21/07/20.