



**YSGOL  
GLAN  
CLWYD**

**COVID-19 - Operational  
Guidance for January 2022**

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## **1.0 National Guidance and Advice**

### **1.1 Protective measures**

Considering the latest Welsh Government guidance, the school has adapted its system of protective measures which our students, staff and families will be familiar with. This includes:

- a requirement that people stay at home and self-isolate in line with Government advice more information here <https://gov.wales/self-isolation>
- robust hand and respiratory hygiene;
- ensuring appropriate ventilation measures – all classrooms have been supplied with a CO<sub>2</sub> monitor;
- enhanced cleaning arrangements;
- an active engagement with Test, Track and Protect strategy; and
- formal consideration of how to reduce contacts and maximise social and physical distancing between those in school, wherever possible, and putting in place appropriate mitigating measures to minimise the potential for contamination so far as is reasonably practicable.

Reducing close interactions between learners, learners and staff, and between staff is still important. We continue to ensure as much as is practicable to ensure the following:

- Staff maintaining social distance from other staff.
- Staff maintaining social distancing from learners as much as possible.

### **1.2 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 every phase of increased operations.

As part of the planning for the new term on the 10<sup>th</sup> January the school has considered the additional risks so that sensible measures are put in place to control those risks for the children and staff and visitors who will attend school.

### **1.3 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.

The school will ensure that learners clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

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. Posters further explaining are displayed above all sinks.

Students and staff should cough into their elbow if they do not have a paper tissue. Insofar as it is possible, students and staff will be encouraged not to touch their face.

To support effective hygiene practices, the school will ensure a proportionate cleaning system in line with any other communicable disease. 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 minimise contact from each other and from teaching staff and students at all times.

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.

## 1.4 Face Coverings

Guidance regarding the use of face coverings has changed temporarily as a precautionary step while we learn more about the Omicron variant of concern. The following measures should be in place in all schools regardless of risk level.

- Face coverings should be worn by staff and visitors in all indoor areas of all educational settings listed in the overview section, including classrooms, where physical distance cannot be maintained.
- Face coverings should be worn by secondary aged learners in all indoor areas, including classrooms, where physical distance cannot be maintained.
- Face coverings continue to be recommended to be worn by secondary aged learners on school transport.
- There will be some learners and staff who are exempt from wearing face coverings, we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.

**Facemasks are available to pupils and staff if needed from the school.**

## 1.5 Management of students/staff with symptoms

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), the individual must be sent home immediately and advised to follow guidance for households with possible or confirmed COVID-19 infection.

If a child with COVID-19 symptoms is awaiting collection, they should be moved to the Covid Medical Room – CM4 where they can be isolated behind a closed door, depending on their needs.

## 1.6 Contact Tracing

If there is one isolated confirmed case of Covid-19 in a class in any school, this is not evidence of transmission within a class, particularly when community transmission is very high. When single cases are identified the school will not issue an inform letter to parents. Secondary schools do not need to do this as they operate on a different basis including learners being encouraged to undertake LFD tests three times a week - inform letters are therefore not considered necessary.

Given secondary schools operate on a different basis and that learners are encouraged to undertake LFD tests three times a week it is not considered necessary to move to 7 day testing in secondary schools. However, if a learner or member of staff becomes aware that they are a close contact of a positive case via TTP or by other means they should test daily for 7 days before reverting to three times a week. In addition, many secondary learners have been vaccinated and are generally more likely to be able to identify and provided details of their close contacts for use by TTP.

## 1.7 Testing (Staff and Pupils)

### Where do I get my lateral flow tests from?

During term-time, if you attend or work at a school you can get rapid tests through your school.

### How often do I need to take a LFD test?

All staff and secondary aged learners are advised to take a LFD test three times a week and **report the results** here <https://www.gov.uk/report-covid19-result>

All staff participating in the testing scheme should report any results by selecting 'it's for an education provider'.

### Testing as a close contact or household contact

Someone in my household has coronavirus symptoms or has tested positive for coronavirus. What should I do?  
If someone in your household has coronavirus symptoms or has tested positive for coronavirus, you should

follow the latest guidance.

All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'.

We recommend those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms.

Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 7 days.

### **I have previously tested positive for COVID-19. Do I still need to test as a contact?**

We do not recommend that people use PCR tests if they have been confirmed positive via a PCR test in the last 90 days.

Those aged 5 to 17 and fully vaccinated adults should still use the LFD tests for 7 days from when a household member has tested positive, even if they have previously had Covid in the last 90 days.

### **When should household contacts start 7 days of LFD testing?**

The 7 days of LFD testing should start from the day the household member tested positive (via PCR or LFD).

## 2.0 Operational Guidance – the school day

### 2.1 Minimising close interactions between learners and maintaining social distancing (Grouping of Pupils)

The school will continue to register each year group in a specific area of the school, pupils will also enter the building in the morning through a designated Year entrance (see map below). This ensures that the school adheres to the principles expected; that we have plans in place to cover the possibility that it may become necessary to reintroduce contact groups for a temporary period, to reduce mixing between groups.

Pupils will be encouraged to maintain social distance from each other as well as staff members wherever possible, alongside other control measures.

Map Mynedfa Blynyddoedd, Ionawr 2022  
Year Entrance Map, January 2022



### 2.2 Meetings

Virtual meetings will be encouraged and face to face meetings will be kept to a minimum.

If a parent wishes to come on site for a meeting this must be pre-arranged, they should wear a mask and not come on site if symptomatic or isolating.

### 2.3 Parents Evenings

At this present time, it is the school's intention to continue with virtual parents evening, this will be reviewed on a regular basis.

### 2.4 Classroom measures

Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. Staff should maintain distance from their learners, staying at the front of the class, and away from their colleagues where possible.

Adults should maintain a two-meter distance from each other and from children. In particular, they should avoid close face-to-face contact and minimise time spent within one meter of anyone.

Similarly, it will not be possible when working with many learners who have complex needs or who need close contact care. These learners' educational and care support should be provided as normal. A risk assessment to identify any additional mitigating measures is available.

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 school. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently.

In line with Welsh Government guidance, students and staff can take books and other shared resources home, although unnecessary sharing should be avoided.

Good hand hygiene is essential within the classroom, all classrooms have been fitted with a wall mounted hand sanitizer located next to the door. All staff and pupils must sanitize their hands as they enter and leave the classroom.

Posters are up in every classroom and room explaining further.

## **2.5 Measures beyond the classroom**

Movement around the school site should be kept to a minimum. Passing briefly in the corridor or outside is low risk.

The school will stagger break and lunch times to ensure that movement and concentration of people is minimised and prevents overcrowding (see 2.17)

## **2.6 Wellbeing**

The last 20 months have been challenging for all our pupils and we recognise that some 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.

## **2.7 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.

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.

## **2.8 Contingency planning for reduced operations**

In the event of a local outbreak or staff shortages, 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 or exam years. 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 still 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.

## **2.9 Safeguarding**

Students will have encountered different experiences and home environments during the last 20 months 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.

## **2.10 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.

The website will be updated with all documentation and guidance in relation to COVID-19

## **2.11 Visual Displays**

Visual displays are placed around the school site to help promote the need for social distancing and good personal hygiene.

## **2.12 Transport**

All transport will run as normal from the 10<sup>th</sup> of January onwards. As there are no longer contact groups there will no longer be specific buses for years as previously arranged on certain routes.

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.**

## **2.13 School uniform**

From September the school will return to its normal school 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.

Communication has previously been shared with parents/guardians explaining the school uniform expectations for the coming year. Since good ventilation is essential in school at present, with open windows, we recommend that pupils use full school uniform – using the school jumper with the blazer will keep pupils warm.

## **2.14 Catering**

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

From January onwards until reviewed food will **only be served during lunch time**.

Due to the risks associated with handling cash, the monetary unit will remain out of use. 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.

The Biometric (finger print) system to pay for purchases will be in use for the rest of the school year.

Water fountains are available to all staff and pupils

## **2.15 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.



## 2.16 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.

## 2.17 Amended School Timetable

In order to reduce pupil interaction, we will have to implement a dual timetable from January with separate break and lunch times. As the school will have two lunch periods and in order to ensure the safe and effective running of these arrangements we are reducing the individual lunch periods to 40 minutes each.

The indirect effect is that the school day needs to finish a little earlier - **so the school day at Ysgol Glan Clwyd will end at 3:15.**

This is a temporary change in order to increase covid control, and is allowed as a result of the Welsh Government's temporary disapplication of the school session times regulations. The change has been supported by the Head of Education and the school transport department in Denbighshire. We would like to emphasize of course that we continue to fully honour the need for 25 hours of face-to-face lessons. You can see this clearly from the dual timetable times below:

<b>Amserlen - Ionawr 2022 / Timetable - January 2022</b>			
<b>Blynyddoedd / Years 7, 11, 12, 13</b>			
<b>Sesiwn</b>	<b>Dechrau / Starts</b>	<b>Diwedd / Ends</b>	<b>Period</b>
Cofrestru	09:00	09:20	Registration
Gwers 1	09:20	10:20	Lesson 1
Egwyl	10:20	10.35	Break
Gwers 2	10.35	11.35	Lesson 2
Gwers 3a	11.35	11.55	Lesson 3a
Cinio	11.55	12.35	Lunch
Gwers 3b	12.35	13.15	Lesson 3b
Gwers 4	13.15	14.15	Lesson 4
Gwers 5	14.15	15.15	Lesson 5

  

<b>Amserlen - Ionawr 2022 / Timetable - January 2022</b>			
<b>Blynyddoedd / Years 8, 9, 10</b>			
<b>Sesiwn</b>	<b>Dechrau / Starts</b>	<b>Diwedd / Ends</b>	<b>Period</b>
Cofrestru	09:00	09:20	Registration
Gwers 1	09:20	10:20	Lesson 1
Gwers 2a	10:20	10:50	Lesson 2a
Egwyl	10:40	10:55	Break
Gwers 2b	11.05	11.35	Lesson 2b
Gwers 3	11.35	12.35	Lesson 3
Cinio	12.35	13.15	Lunch
Gwers 4	13.15	14.15	Lesson 4
Gwers 5	14.15	15.15	Lesson 5

The information provided in this guidance is accurate on the date of publishing – 06/01/2022

We will constantly review our procedures and will amend accordingly.

