



BRYN CELYNNOG

Comprehensive School

Nurturing Success

Return to School Guidance for Students

27th August 2020

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Arrangements for Thursday 3rd to Wednesday 9th September 2020

Welcome back! We've missed you! We have arranged a staggered start to the term to enable you to settle back into school:

Thursday 3rd September: Years 7, 11, 12, 13
Friday 4th September: Years 7, 11, 12, 13
Monday 7th September: Years 7, 11, 12, 13 & 8
Tuesday 8th September: Years 7, 11, 12, 13 & 8
Wednesday 9th September: Years 7, 11, 12, 13 & 8
Thursday 10th September: All year groups in school

The normal timetable will be suspended to allow teaching to take place in two half-day blocks:

9.00am - 10.15am: Session 1
10.15am-10.35am: Break
10.35am-11.45pm: Session 2
11.45am-12.05pm: Lunch: Session 1: Year 7 (right hand entrance to canteen)
Lunch: Session 1: Year 11 (Red Brick canteen)
12.00pm - 12.20pm: Lunch: Session 2: Year 12/13 (Red Brick canteen)
Lunch: Session 2: Year 8 (left hand entrance to canteen via fire doors)
12.20pm-1.35pm: Session 3
1.35pm-1.55pm: Break
1.55pm-2.55pm: Session 4

Morning break

The canteen staff will not be serving food at break-time. This is to enable them to serve a staggered lunch. Therefore, you will need to bring your own snacks and drinks into school.

Bad weather: You should make your way to session 2 and eat your snacks in your session 2 classroom.

Fine weather: You can eat your snacks in your designated year group zones.

Year 7: Thursday 3rd – Wednesday 9th September 2020

	GROUP A (7EB, 7ARW, 7SEB, 7AJJ, 7JKC)		GROUP B (7JEC, 7RL, 7CSW, 7JF, Nurture)	
	AM	PM	AM	PM
Thursday 3rd	WELCOME & ADMIN Literacy: Reading Keys Session 1 E BLOCK	Health & Fitness E BLOCK	WELCOME & ADMIN Numeracy Session 1 M BLOCK	Expressive Arts M BLOCK
Friday 4th	Literacy: Reading Keys Session 2 E BLOCK	Problem solving: Orienteering (PUPILS COLLECTED FROM E BLOCK)	Numeracy Session 2 (incl assessment) M BLOCK	Digital: Introduction to Microsoft 365 ICT ROOMS
Monday 7th	Literacy: Reading assessment & Writing skills E BLOCK	Expressive Arts E BLOCK	Digital: BBC Micro bits project ICT ROOMS	Problem solving: Orienteering (PUPILS COLLECTED FROM M BLOCK)
Tuesday 8th	Digital: Introduction to Microsoft 365 ICT ROOMS	Digital: BBC Micro bits project ICT ROOMS	Literacy: Reading Keys Session 1 E BLOCK	Literacy: Reading Keys Session 2 E BLOCK
Wednesday 9th	Numeracy Session 1 M BLOCK	Numeracy Session 2 (incl assessment) M BLOCK	Literacy: Reading assessment & Writing skills E BLOCK	Health & Fitness E BLOCK

Year 11: Thursday 3rd – Wednesday 9th September 2020

Y11		Thu 3rd	Fri 4th	Mon 7th	Tues 8th	Wed 9th
	Morning Session	Sci	WBQ/WE	Option X	MA	Option Z
		CCB, RJA, RMM, SM, SLG, FSK, GLE, GJT, JFW, FH	WBQ: CPD, SJJ, EK, RVG WE: RDG, JDP, HMW, EVL	CPD, JFW, GJT, RMM, RVG, CLB, NLP, MN, SJJ, MR	EJC, CNJ, MGS, HMJ, LMG, SML, JLW, EJC, GAH	CPD, EEB, SDH, SEB, STM, JTW, MR, KLS, RVG, EVL, AVB
Afternoon Session	WE/WBQ	MA	Sci	Option Y	EN	
	WBQ: CPD, JTW, LJS, EK WE: RDG, JDP, HMW, JCP	EJC, CNJ, MGS, HMJ, LMG, SML, JLW, EJC, GAH	CCB, RJA, RMM, SM, SLG, FSK, GLE, GJT, JFW, FH	ECK, AJJ, RVG, TT, KLS, NLP, MN, KAT, MMD	JEC, EB, JF, JKC, AJJ, ARW, JKC, RL, ANH	

Year 12: Thursday 3rd – Wednesday 9th September 2020

Y12		Thu 3rd	Fri 4th	Mon 7th	Tues 8th	Wed 9th	
	Morning	WBQ	WBQ	WBQ	WBQ	WBQ	WBQ
		LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG
	Afternoon Session	Option A	Option B	Option C	Option D	Option E	
		AS - FH	Bi - FH&FSK	EI - JKC	DT - JTW	BS - LM	
		CH - CCB	Cr - CAJ	Ma - LMG	Ma - EJC	Hi - KAT	
		PY - RMB	Gg - SDH	MA - MGS	La - LM	Po - SAN	
		Ar - EB	IT - NLP	SI - JS	Md - ANH	Ph - GJT	
Cp - KS		Pf - AJJ	HSC - EK	SI - JS	Pub - CAJ		

Year 13: Thursday 3rd – Wednesday 9th September 2020

		Thu 3rd	Fri 4th	Mon 7th	Tues 8th	Wed 9th
Y13	Morning Session	Option A	Option B	Option C	Option D	Option E
		Sp - JS	HSC - EK	Md - ANH	Ch - CCB	Py - RMB
		BS - LM	Ph - JFW	Bi - FH	Cr - CAJ	Ma - EJC
		Hi - MN	EL - JKC	La - LM	IT - KS	Ma - LMG
		Ma - LMG	SP - JS	Pub - CAJ	DT - JTW	Gg - ACP
		Ar - EB				As - FH
						Po - SAN
	Afternoon	WBQ	WBQ	WBQ	WBQ	WBQ
		RT/LKG	LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG	LJS/RT/LKG

Year 8: Monday 7th – Wednesday 9th September 2020

8CLB in L7

8JM in L1

8HMW in L2

8JCP in L9

8LM in L6

8JDP in L4

8NLP in L3

Nurture Group in L5

	Monday 7th	Tuesday 8th	Wednesday 9th
Morning session 1	Welcome, wellbeing check, discussion etc	One Page Profile Careers Quiz	Numeracy 3
Morning session 2	Numeracy 1	Virtual Work Experience	Reading Keys Re-cap and ACCESS Test
Afternoon session	Literacy	Numeracy 2	Wellbeing Questionnaire & Mindfulness

Arrangements for Thursday 10th September 2020

All year groups will be in school. On Thursday 10th September, there will be an extended registration period for one hour. From 10.00am, all students will revert to the published timetable.

Arrangements for Friday 11th September 2020

All students will follow their normal timetables.

Year group zones

Each year group will be zoned as follows:

Year 7: English Block / rugby pitches / E Block toilets

Year 8: Languages Block / surrounding courtyard / L Block & Sports Hall toilets

Year 9: Humanities Block / quad / H Block toilets

Year 10: Science Block / tennis courts / S Block toilets

Year 11: Maths Block / basketball courts / M Block toilets

Year 12: Drama Workshop (for study in non-contact periods) & Sixth Form toilets

Years 13: Sixth Form Area & Sixth Form toilets

Registration and lunchtime

Each year group will stay in their designated zone during **registration and lunchtime**. During these times, you will not be able to enter any rooms or zones other than those designated.

Each year group has a dedicated outside space as well as an indoor space.

Each year group has their own toilet block.

Timing of the school day

8.45am-9.00am:	Registration
9.00am-10.00am:	Lesson 1
10.00am-11.00am:	Lesson 2
11.00-11.20am:	Break (in lesson 3 venues)
11.20am-12.20pm:	Lesson 3
12.20pm-1.15pm:	Lesson 4
1.10pm-1.40pm:	Lunch: Session 1: Year 7 only
1.20pm - 1.40pm:	Lunch: Session 1: Year 8 and Year 9
1.35pm-1.55pm:	Lunch: Session 2: Year 10 and Year 11
1.55pm-2.55pm:	Lesson 5

NOTE: There will be no bells. You will wait for your class teacher to dismiss you.

Cashless system

The Local Authority has stated that no cash or cheques will be accepted in school. Your parents will need to pay online.

The revaluation units (cash machines) in school will be switched off.

You will be allowed to have 'credit' for a day or so until your parents are able to arrange online payments.

You will be asked to sanitise your hands as you come into the canteen. You will then use the biometric system (fingerprint) to buy your food. You will be asked to sanitise your hands immediately afterwards.

Water dispensers

You will be able to fill up your water bottles at the water dispensing machines at break and lunchtime. You will need to use the hand sanitiser first.

Break and lunchtime arrangements

Morning break

Morning break will run from 11.00 – 11.20am.

The canteen will not be serving food at break-time. This is to enable them to serve a staggered lunch. Therefore, you will need to bring your own snacks and drinks into school.

Bad weather: You should make your way to lesson 3 and eat your snacks in your lesson 3 classroom.

Fine weather: You can eat your snacks in your designated year group zones.

Lunch

At lunchtime, the school catering teams will produce a reduced menu (two hot dishes, one cold dish) to enable students to be served swiftly.

The main canteen will be divided in half to create two smaller canteens where you can buy food. The Red Brick canteen will also sell food. The Baguette Bar will be closed.

Meals will be served in disposable boxes. You will need to eat your lunch in your year group zone.

Lunch will be served in two sessions.

Lunch session 1

1.10pm-1.40pm: Lunch: Session 1: Year 7 only (right hand entrance to canteen)

1.20pm - 1.40pm: Lunch: Session 1: Year 8 (entrance to canteen via fire doors)

1.20pm-1.40pm: Lunch: Session 1: Year 9 (Red Brick canteen)

Lunch session 2

1.35pm-1.55pm: Lunch: Session 2: Year 10 (entrance to canteen via fire doors)

1.35pm – 1.55pm: Lunch: Session 2: Year 11 (Red Brick canteen)

NOTE: Years 12 & 13 will be able to access both canteens in both sessions.

We will put in place social distancing measures to protect canteen staff (e.g. screens at serving hatches, use of floor tape to mark a 2-metre line, etc.) You must respect these measures.

General Information for students

Student arrival

You must arrive at school by 8.45am. You should access the school via the main gate and go directly to your year group zone. Please don't come to school before 8.15am.

Student departure

Your teachers will tell you when to leave your classroom at the end of each lesson to ensure that classes leave one at a time and that contact with other groups is minimised.

Uniform

You should wear full school uniform. You should try to make sure that your uniform is washed daily to reduce risks.

PE kit

On days when you have PE, in order to avoid using the changing rooms, you may wear your school PE kit. NOTE: You must wear leggings or tracksuit bottoms over your shorts.

Student equipment

You should bring your own equipment to school and should not share equipment with anyone else. Please limit the amount of equipment that you bring into school to essential items only.

Mobile phones

The school policy regarding mobile phones remains in place. You should ensure that your mobile phone is switched off and kept in your bag whilst inside the school buildings.

Fire Safety Arrangements

Please remain 2 metres away from teachers and other adults during fire drills.

Expectations regarding behaviour

The school's Code of Conduct will remain in place. It will be rigorously enforced. You must behave in a way that does not put others at risk. We have amended our current Behaviour Policy specifically to include the following statement:

Coronavirus (COVID-19): This policy has been updated based on RCT guidance for the safe re-opening of schools from 1st September 2020:

The safety and wellbeing of staff and students during the return to school is considered to be of the utmost importance.

Any refusal to comply with new school procedures regarding safety, or any anti-social behaviour which places other members of the school community at risk, will incur rigorous disciplinary action.

If you do not follow any of the school's revised health and safety procedures, a senior member of staff will isolate you and contact your parents immediately.

Student Code of Conduct: September 2020

Your parents have been given the following information:

The safety and wellbeing of staff and students during the return to school is considered to be of the utmost importance.

Any refusal to comply with new school procedures regarding safety, or any anti-social behaviour which places other members of the school community at risk, will incur rigorous disciplinary action.

If a student contravenes any of the school's revised health and safety procedures, a senior member of staff will isolate the student and contact parents immediately.

If you wish to stay in school, you must respect the Code of Conduct and agree to the following:

- I will keep at a distance of 2 metres from other adults at all times.
- I will keep to the one-way system around school.
- I will only use the area of school zoned for my year group.
- I will not gather in groups with others inside and outside the school.
- I will stop and wait when asked.
- I will respect the 'Please Wait Here' stickers at entry points.
- I will wash my hands for 20 seconds regularly throughout the day.
- If I need to cough or sneeze I will do so into my elbow or into a tissue.
- I will place used tissues into the pedal bins.
- I will avoid touching my eyes or mouth.
- I will not spit.
- I will be polite and respectful at all times.
- I will cooperate with staff at all times.

Student name: _____ Class: _____

Student signature: _____ Date: _____

Classroom Routines

All classrooms will have hand sanitiser, tissues and a foot-operated pedal bin for tissues and sanitiser wipes.

Antibacterial spray, blue paper roll and a box of gloves will also be in classrooms to allow your teacher to clean desks after each lesson.

Seating has been organised so that you are facing the front and are not face to face or side on. Where this is not possible (e.g. in certain computer suites and Science labs) Perspex screens have been put up to protect you from sneezes and coughs.

You must:

- sanitise your hands upon entry and exit.
- leave windows and doors open (where possible) to improve natural ventilation.
- remain 2 metres away from the teacher.
- ensure any tissues that are used (if you sneeze, etc.) are placed in the pedal bin.
- stick to the teacher's seating plan.
- leave the classroom at the end of the lesson only when the teacher tells you to, to ensure a staggered departure.

You must not:

- change seats.
- give out any resources to other students.
- allow other students to share your equipment.
- ask to leave the classroom to go to the toilet at the same time as another student.

Teaching

Teaching may feel different due to health and safety measures.

For example:

- The teacher may choose to teach your class from behind a screen on their desk.
- If you need the teacher's help you may be asked to wait in front of the teacher's screen or the 2-metre line in front of the teacher's desk so that social distancing can be maintained.
- The teacher may decide to do more teaching from the front and ask you to do more classwork independently, rather than doing group or pair work.
- The teacher may choose to set homework and other tasks using Microsoft Teams. These can be marked online to avoid the need for teachers to handle paper homework brought into school from home.
- Teachers may set more reading and research tasks in lessons.
- Blended learning will become part of the 'new normal'.

You will need to get used to the particular teaching style that each teacher adopts in their classroom.

Office 365

It is really important that you know your login details. If there is a break-out of Covid-19 in a year group or a class and we are forced to return to a partial home-learning situation, you will need to know how to work independently.

Staying safe

Social Distancing

If you are in Year 7 or Year 8, you will stay in the same class size pod for all your lessons.

If you are in Year 9-13, you will remain as year group pods to enable you to follow your GCSE or A Level options. The aim is to minimise the number of contacts where possible.

There is signage across the school to remind you about social distancing and hygiene rules.

We have introduced a one-way system to minimise the risk of students from different classes from coming into close contact.

Hygiene and Cleaning

You will be asked to sanitise your hands:

- as you come into the school
- as you go into a classroom
- as you go out of a classroom
- before and after eating and drinking
- after using the toilets.

Please wash your hands regularly. You should wash your hands with soap and running water for at least 20 seconds.

Windows will be kept open in rooms to let in fresh air and to ensure there is natural sunlight. Doors (with the exception of fire doors) will be propped open to avoid lots of people having to touch them.

If you use tissues, you will be asked to place these in a separate foot-operated pedal bin.

There will be a cleaning team on site throughout the day to ensure that areas such as door handles and hand rails are cleaned regularly. We will 'deep clean' the school each evening.

We have bought an industrial fine mist anti-viral cleaning system. This system will be operated throughout the day and by school cleaners after the daily deep clean.

Personal Protective Equipment (PPE)

You can bring your own PPE into school if you choose to. We are waiting for further guidance from Welsh Government on the wearing of face coverings.

Single use face coverings

If you choose to wear single use face coverings on the journey to school (for example on school buses), you must put these in the clearly labelled bins. Do not put them in recycling bins.

If you wear a home-made non-disposable face covering to school, you must take it off and put it in a plastic bag that you have brought with you in order to take it home. You will be expected to sanitise or wash your hands afterwards.

Covid-19 related illness

If you show symptoms of COVID-19 in school, the Headteacher and Deputy Headteacher will deal with this. The Hygiene Room for all suspected cases of Covid-19 is Maths Office 1.

Supporting your wellbeing

The last few months have been really difficult for many young people.

If you feel worried or anxious, please talk to a member of staff who you trust. We can also give you an appointment with one of our Learning Coaches.