



# 'Steps to Success'

## PARENT, GUARDIAN AND STUDENT HANDBOOK

**March 2021**

Executive Head Teacher: Mrs E Lewis BA (Hons) MA Ed

Head of School: Miss V Harris BA (Ed)

Turnpike Road

Croesyceiliog

NP44 2YB

Tel: 01633 645900

Email: [Head.CroesyceiliogComp@Torfaen.gov.uk](mailto:Head.CroesyceiliogComp@Torfaen.gov.uk)

Website: <https://www.croesyceiliog.org.uk>

Twitter: @croesyschool



Contents	Page Number
Introductory Letter	3
<b>Wellbeing and preparing to return to school:</b>  ✓ Equipment ✓ Uniform ✓ Attendance ✓ Catering	4
<b>Protective measures:</b>  ✓ Minimising contact and contact groups ✓ Safe routines ✓ Face Coverings ✓ Lateral Flow Tests ( Years 10+11) ✓ Enhanced cleaning	7
<b>School organisation and the school day:</b>  ✓ Start and end of the day ✓ School timetable ✓ Movement around the school ✓ Breaks ✓ Practical subjects	10
<b>The Curriculum and how students shall learn:</b>	11
<b>Additional Important Information</b>	12



10 March 2021

Dear Students, Parents and Guardians,

We trust this guidance booklet will be useful and provides clear information on our return to face-to-face teaching.

We have spent considerable time planning for the safe return of our students; we have missed them dreadfully and cannot wait to welcome back our students from Monday 15 March. Our aim is that, through our strengthened protective measures and safe routines, we keep our school community safe and well.

As senior leaders at Croesyceiliog School we have become avid readers of the Technical Advisory Cell reports that coordinate scientific and technical advice to support Welsh Government decision making during emergencies, and in this case the on-going COVID-19 crisis. One of the emerging themes of these reports is that when students return to school then behaviours in society change.

We are sure nearly every student, parent and guardian wishes for our whole school to return safely, and then remain in school. For us to achieve this we know everyone in our school and local community will strictly adhere to the national COVID regulations. We need to make sure the current low rates of infection within Croesyceiliog and surrounding areas remain low. We thank you in anticipation of your support.

Can we ask that students, parents and guardians read through this booklet together. You will therefore be quite clear about our educational aims and objectives for the rest of the academic year, and our safe routines that all staff and students must follow.

Yours faithfully,

Elsbeth Lewis

Executive Headteacher

Vicky Harris

Head of school



## WELLBEING AND PREPARING TO RETURN TO SCHOOL

As we plan our whole school community's return to school, our focus continues to be on the physical safety and the mental and emotional wellbeing of students and staff.

We understand that a return to school will mean some students, parents and guardians may feel some worry and anxiety. In our planning for a return to school, we will ensure we address any worries and work with students and their families to allay any fears that may have.

Leaders of Wellbeing alongside Directors of Wellbeing will visit each classroom at the start of each day. Wellbeing will continue to be the focus for our form tutor sessions and resources will be shared through students' Form Tutor Google Classrooms. Any student can ask in the morning to make an appointment to speak with a Leader of Wellbeing.

Students can also ask teachers if they need to speak with a member of The Wellbeing Team, but students must not walk out of the class without permission or walk around the school on their own.

We understand that some of our community will have experienced loss and bereavement. Please let us know if this is the case. The Wellbeing Team has undertaken training so that we can support families and we will be taking some time to reflect upon and pay our respects to those lost in our virtual assemblies during the first fortnight back in school.

We will expect all members of our school community to be **ready** to return to school, be **respectful** about each other's perspectives about returning to school, and be **responsible** in following our revised safe routines.

### Equipment

Our students need to bring a school bag that contains their normal writing equipment of pen, pencil, ruler, rubber and glue stick contained within a pencil case. For those students given a mini whiteboard pack last term we would ask they bring this with them when they return.



### Uniform

As a school, we recognise that some items of uniform may have been outgrown during the extended period away from the classroom and so we have taken the decision that students will not be expected to wear full uniform prior to the Easter holidays. Attire should be comfortable, clean and appropriate.

For Year 11, this will be extended to the end of the summer term, as we would not expect families to purchase new uniform for the short time left with us.

This stopgap will allow our families time over the Easter holidays to replace the necessary items of uniform.

It is expected that all members of our school community in Years 7-10 will wear school uniform on their return to school on the 12<sup>th</sup> April 2021. A reminder of our full uniform list can be found on our website at [www.croesyceiliog.org.uk](http://www.croesyceiliog.org.uk)

Following the Easter holidays, the school polo shirt with badge may be worn instead of a shirt and tie and may be more practical under current Covid guidance.

Pretty Miss are our uniform stockists and are currently taking orders online/ by phone. They are able to offer a click and collect service at [www.kidsschoolkits.co.uk](http://www.kidsschoolkits.co.uk) the website or **Phone:** 01633 484408

A reminder that expectations around hair colour and jewellery has not changed. Facial piercings may encourage students to touch their face and increase the risk of injury. False nails are not allowed, again as they increase the risk of injury. Hoodies are not acceptable in the summer term and will be confiscated if worn to school.

We wish our students to undertake practical sessions such as Physical Education. In line with published guidance from the Association for Physical Education (July 2020) we shall not be using our changing rooms and have amended our physical education programme accordingly. **On those days students have PE, we are expecting them to wear their PE uniform to school.** Can we ask parents and guardians support their child by checking which days they have PE and need to wear their PE uniform.

## **Attendance**

It is expected that nearly all students will return to school, in line with our phased return. We understand for some students who are living with a family member who is shielding, this may be stressful. Our staggered return, our school operations and enhanced safe routines are all designed to lower these levels of anxiety. For the very few students who continue to shield at home, there will be online learning provision.

The Welsh Government has made clear that it would not be appropriate for a school or local authority to commence proceedings for non-attendance at school. The Welsh Government continue to monitor the situation.

If a student is unable to attend school, we would ask that you follow our normal absence procedure by contacting the school on the first day of absence. Confirm the reason for your child's absence, by letter, on their return.

The Torfaen Education Welfare Service (EWS) and our Educational Welfare Officer (EWO) Mrs C. Edwards will continue to work with the school to support attendance during this time.

## **It is essential that parents and guardians inform the school of any absences linked to COVID-19.**

For those students unable to return due to on-going health concerns we would ask you contact the relevant Leader of Wellbeing on 01633 645900 so we can plan a way forward. For those students that have a known long term absence the school will engage regularly with the learner remotely.

We are also working closely with families and students to identify those that are very anxious about returning, developing bespoke plans for these learners to re-engage back into our school routines. We have excellent links with a range of outside agencies using their expertise as and when required. Again, if your child is particularly anxious please do not hesitate to make our Wellbeing Team aware on the above contact number.

We know all parents and guardians will check their child's health every morning prior to sending them to school. All staff will be vigilant for any visual changes to students' temperatures or signs of fever. Under no circumstances should our students or staff attend school if they: -

- ✓ Feel unwell, have any of the identified COVID-19 symptoms or they have tested positive to COVID-19, or live in a household or are part of an extended household with someone who has symptoms of, or has tested positive for COVID-19.

More detailed information regarding [self-isolation](#) and arranging [a COVID – 19](#) test can be found using the links.

We would ask, wherever possible, that medical and dental appointments occur out of school time. However, we understand this is not always possible. Any student who arrives after the start of the school session should sign in on the sheet that will be placed at Reception. They then go directly to their class.

### **Catering**

The school will be serving food and drinks as usual in our Atrium area. Students will continue to pay in cash initially, but we are working towards launching a cashless system, which we hope to have in place later this year. Initially, food choices will be slightly reduced from our full range of hot and cold food, but there will be plenty of choice for the students, including baguettes, paninis, pasta pots and pizza.

It is also important for students to be aware that they will not be able to access our water fountains, therefore if we do have warm weather, please ensure they bring enough water to last the day. Carbonated, sugary and energy drinks are not permitted.

Parents and guardians of students who receive Free School Meals will continue to have payments made into their bank accounts until Monday 12 April. Students will need to bring a packed lunch or money to purchase lunch in school.

If there are any worries about accessing lunches, please contact the school.



## PROTECTIVE MEASURES

When planning to re-open from March 2021, we have based all our planning on the revised operational guidance published by the Welsh Government. We will continue to put in place and where possible strengthen proportionate protective measures for our students and staff that enables our students to receive an education that offers a broad and balanced curriculum allowing them to thrive and progress.

As part of our planning for a full return in March 2021 we have revisited and updated our risk assessment. A copy of our updated risk assessment can be found [here](#) on our website. We have considered the additional risks and control measures required to return to full capacity.

It goes without saying **prevention** is the key strand of our safe operations. At Croesyceiliog School, the preventative measures we have taken are as follows:

### a. Minimising contact and contact groups

Years 7, 8 and 9 will be in 'contact groups' of 30, which will be their teaching groups. They will not be able to come into close contact (i.e. within two metres) with students outside of this group in nearly all circumstances.

Years 10 and 11's contact group will be their year group. They will be able to move into different, smaller contact groups for their lessons. They will not be able to come into close contact with students in different year groups in nearly all circumstances.

Our contact groups allow us to offer a broad and balanced curriculum including option subjects at KS4.

Tables will face forward in rows in nearly all classrooms.

In all classrooms, strict seating plans will be used. These seating plans, as well as organising our school into contact groups, allows us, if the need arises, to engage with the Test, Trace and Protect Strategy. This will also allow us to manage any confirmed cases of COVID-19 among our school community and work with the local health protection team if required. It is hoped this will minimise the need to send whole year groups home to self-isolate.

**Students must socially distance at 2 metres from other students and members of staff whenever possible.**



Design 1



Design 2

- b. Clear communication to parents and guardians about expectations regarding attendance of students and staff that may have possible symptoms of COVID-19 (see page 5).
- c. Continued adherence to our safe routines:

- ✓ Maintain a safe social distance;
- ✓ Do not gather in large groups;
- ✓ Stop and wait when you are asked;
- ✓ Wash your hands for 20 seconds;
- ✓ Cough and sneeze into your elbow;
- ✓ Avoid touching your eyes, nose and mouth.

This is reinforced through our signage that is in place in every classroom (bubble), at entrances and outside the school in terms of banner displays.



#### d. Face coverings

Face coverings are to be worn in the classroom by staff and students in secondary schools, as well as in all areas of the school building outside the classroom. Students are encouraged to wear their face covering when outside in groups. The exception is when eating. Students that are exempt on medical grounds will be issued with an exemption card. There are a few students with additional learning needs who are known to us and are also exempt. Face coverings should be high quality, three layered, and can be either re-useable or single use. All students were issued with two re-useable high quality masks in the Autumn Term 2020. When needed, replacement masks will be issued to students. Frequent putting on and taking off of face coverings is not recommended as this can risk contaminating hands and face. When removing the mask at the end of the school day, students should:

- ✓ Sanitise or wash their hands before removing face covering
- ✓ While removing the face covering do not touch their face
- ✓ Dispose of single use face coverings in the lidded bin or place reusable face coverings in a plastic bag and then in their bag

Face coverings should continue to be worn by students when travelling on public transport in line with the latest government guidance.

#### e. Lateral Flow Testing (KS4 and KS5)

Croesyceiliog School will start a programme of asymptomatic COVID-19 testing in line with Welsh Government guidance. Along with our protective measures we are already taking, such as social distancing and good hand hygiene, testing will allow us to take further measures to help our school community to continue working in as safe an environment as possible. Up to one in three people who have COVID-19 have the virus without symptoms so could be transmitting the virus unknowingly.

Tackling the pandemic requires identifying asymptomatic, infectious individuals. Lateral Flow Device (LFD) tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. The speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus.

All students participating in the testing have been given detailed information sheets about the process they must follow.

#### **f. Enhanced cleaning**

Our thorough cleaning regime will continue from March. It is important that all students bring their own equipment to school as we cannot lend equipment. Any resources such as textbooks or PE equipment will either be kept within the same contact group, or cleaned thoroughly / not used for 48 hours (72 hours for plastics) if shared between groups. Frequently touched surfaces will be cleaned regularly.

Each year group will have a set of designated toilets. It is expected students use hand sanitiser before entering their toilet and then clean their hands using soap and water thoroughly after using the toilet. Face coverings must be worn in the toilets. Each set of toilets will be cleaned frequently throughout the day.

#### **g. Ventilation**

In line with the most recent guidance, the school will continue to ensure that there are appropriate ventilation measures on school premises. Our new school building has an excellent ventilation system. This will be enhanced further by opening windows and doors to provide adequate ventilation when appropriate while maintaining a comfortable temperature for staff and students. Classrooms will also be ventilated ahead of school day and after classes have finished.

Additional expectations shall include:

- ✓ Students are to arrive on site at their designated start time;
- ✓ Students walk directly to their classroom when they arrive in school;
- ✓ Students sit in their allocated seat;
- ✓ Not attempt to deliberately move within 2 metres of any member of staff;
- ✓ Not deliberately and unnecessarily perform actions associated with symptoms of COVID-19, for example but not limited to, coughing and/or sneezing.

As students will be staying in the same zone and teachers will move around, there may be short periods of time where they will be unaccompanied. Students must continue to show **respect** and **responsibility** during these times. However, note there will be school staff who will have oversight of the zone to ensure our expectations are met.

We do ask that parents and guardians go through these expectations very carefully with their child. As part of our 'Steps to Success' curriculum we shall remind our whole school community of our expectations and safe routines.

**Students that deliberately and maliciously breach these expectations will be dealt with through our updated 'Behaviour Learning' policy. This will be deemed a serious breach of our expectations and will be dealt with severely. This approach allows us to maintain a safe site for all other students and all staff.**

## SCHOOL ORGANISATION AND THE SCHOOL DAY

For the week commencing Monday 15 March students learning online will continue with the current timetable and extended wellbeing breaks. Year 11 who return on Monday 15 March are to arrive for 8.40am and go directly to their form rooms.

Registration/ assembly	Lesson 1	Wellbeing Break 1	Lesson 2	Wellbeing break 2	Lesson 3	Reflection Time
8.40- 9.00am	9.00- 10.30am	10.30- 11.10am	11.10am- 12.40pm	12.40- 1.20pm	1.20pm- 2.50pm	2.50- 3.05pm

From Monday 22 March we shall revert to the timetable we were following in the autumn term. We shall send out daily reminders of timings for lessons until Easter.

Year Group	Registration Time	Session 1 9am - 10.40am	Session 2 10.40am – 12.50pm		Session 3 12.50pm – 3.05pm		
Year 7 & 11	8.40am	Session 1	Break 10.40am – 11.10am	Session 2	Lunch 12.50pm – 1.20pm	Session 3	
Year 8 & 10	8.45am	Session 1	Session 2	Break 11.15am – 11.45am	Session 2	Session 3	Lunch 1.25pm – 1.55pm
Year 9	8.50am	Session 1	Session 2	Break 11.50am – 12.20pm	Session 2	Session 3	Lunch 2pm – 2.30pm

### a. Start and end of the day

Each year group has been allocated a different area of the school, their zone. They have their own entry and exit point and they must use our one-way system.

Zones	Year group	Classrooms	Toilets	Stairs	Entrance/Exit
Zone B1	Year 7	Library ICT area, B34, B38, B39, B40, B41, B42, B43	B floor 1	Stairs by Music rooms.	Pupil entrance from yard.
Zone A1	Year 8	A17, A18, A13, A12, A2, A4, B32, B33	A floor 1	Central stairs (rooms B33 and B34 only).	Fire exit by A18 (into corridor) and fire exit by A2 (for A2 & A4 only).
Zone C1	Year 9	C21, C22, C24, C25, C27, C28, C29, C30.	C floor 1	Stairs by A18	Fire exit by A18 (Art) Stairs
Zone B2	Year 10	B2, B3, B4, B5, B6, B7, B8, B9, B10, B11.	B floor 2	Stairs by A9	Main pupil entrance via courtyard

Zones	Year group	Classrooms	Toilets	Stairs	Entrance/Exit
Zone C2	Year 11	C2, C3, C4, C5, C6, C7, C10, C11, C12, C13	C floor 2	Stairs by A1	Fire exit by A1 (Food Tech) Stairs

We have a staggered start to the school day as follows:

Zones	Year group	Start Time	Entrance/Exit
Zone B1	Year 7	8.40am	Pupil entrance from yard.
Zone A1	Year 8	8.45am	Fire exit by A18 (into corridor) and fire exit by A2 (for A2 & A4 only).
Zone C1	Year 9	8.50am	Fire exit by A18 (Art) Stairs
Zone B2	Year 10	8.45am	Main pupil entrance via courtyard
Zone C2	Year 11	8.40am	Fire exit by A1 (Food Tech) Stairs

Students should not arrive excessively early or late for school; good time-keeping from the students will be essential.

There will be a rolling staggered end to the school day. Year 7 and Year 11 will start to be released from lessons at around 3pm and corridors and exit routes will be carefully monitored and managed. The students will not be all let out at once. The last class will be released at around 3.10pm. Students should not wait at the gates but head straight home. Any student participating in an after-school activity can wait in their classroom until this begins.

#### **b. Movement around the school**

All students should arrive promptly at their allocated time and entrance. They are to make their way directly to their classroom. Students will stay in their base classroom for the majority of their lessons and the teachers will move around. On their first day back, students will receive clear instructions about their zone, base classroom, moving around the school, entrance and exit, stairs and outside space.

There is hand sanitiser at the entrance to each zone, which students will use as they enter the building by their designated entrance. There will be signs around the school to remind students of our expectations and of the safe routines that we must all follow. Students must try to limit the surfaces they come into contact with, to support infection control. Due to social distancing guidelines, students cannot gather in groups before or after school with students outside of their contact (year) group.

The base classrooms are the same as Autumn Term 2020.

### **THE CURRICULUM AND HOW STUDENTS SHALL LEARN**

#### **a. Steps for success**

We understand that learning will have been impacted in some form over the recent months, with more significant impacts expected in vulnerable and disadvantaged groups. Students returning to school will not be able to 'pick up where they left off' and so teachers will work with students to identify the areas that need addressing in learning. We will however avoid blanket tests to give a baseline of student ability, as this approach can be harmful to students' wellbeing.

We recognise that many students will have enjoyed the independence in learning during the school closure; this independence will be built into the tasks / activities that we design as part of our 'Steps to Success' curriculum.

If a student does not return to school at the same time as their peers, teachers will continue to upload lesson resources to the subject Google Classroom to support learning at home. However, all live/synchronous online provision will cease once face-to-face teaching of a year group in school has resumed.

Our curriculum priorities include:

- ✓ Learners' health and wellbeing, including time to reconnect socially with peers in their contact group;
- ✓ A strong emphasis on literacy, numeracy and digital competence. It is important we address any skill deficits brought about by the significant time out of school.
- ✓ Ensuring it is broad and balanced;
- ✓ Ensuring our formative and summative assessments support us in identifying next steps for our learners.

For those students taking a formal qualification in 2021 the school has comprehensive plans in place for the awarding of Centre Determined Grades (CDG). Parent engagement events and letters will keep students and parents well informed of the school's assessment approach for summer 2021.

### **b. Blended learning approaches**

The Welsh Government has stated that the blended curriculum should be a 'single and seamless' curriculum, where practitioners can develop a more integrated approach to learning and students can build connections across learning as per the principles of the curriculum for Wales. Schools have been instructed to use aspects of the new curriculum guidance to support them in developing a blended learning approach.

At Croesyceiliog we will:

- ✓ Use the Four Purposes of the Curriculum for Wales as the basis to support and plan learning activities;
- ✓ Consider key pedagogies that will support subject and topic development, building of the 12 pedagogical principles of the Curriculum for Wales.

Many of the online resources used during the school closure have been extremely beneficial to learning and we will continue to use them as we return to school, developing a more integrated approach.

Google Classroom will continue as our sole online learning platform and any learning at home will be set through this platform.

School assessment policy states that students should receive written diagnostic feedback that moves learning forward at least once per half term. Verbal feedback can be given at any time. Until further notice, teachers are not permitted to take in books from students for marking and so feedback will be provided online with the use of Google Classroom comments and associated apps such as Mote.

For students completing assessments as part of the CDG process this year, teachers may set work on paper and this will be collected by teachers and 'quarantined' ready for marking.

## **ADDITIONAL IMPORTANT INFORMATION**

### **a. Transport**

As far as it is safe to do so, the use of active travel routes by parents, guardians, staff and our students should be encouraged. At Croesyceiliog, we ask that all students that can walk to school do so.

### **Key messages for those students travelling on public transport.**

- ✓ For those students that use public transport when traveling to school a face covering is compulsory.

## **Travelling to school by car**

Students must not travel to school by car with anyone outside their immediate family/bubble in line with the current government guidance.

### **b. Visitors to our school site**

We shall continue to minimise additional staff or outside agencies that attend our school setting. However, we do have a number of peripatetic staff who work with our students in small groups. It is important students have access to this provision in an appropriate and timely manner, supported by a risk assessment.

There are times when we have additional adults on site e.g. contractors, and they must report to our reception and are dealt with in line with our COVID-19 protocols.

All visitors to our site will be required to wear a high quality three-layered face covering.

We wish to continue to work in partnership with our parents and guardians. We request wherever possible we use virtual lines of communication and minimise face-to-face meetings.