



“School Information”

A guide for students and families



December 2020

Introduction

As you know, a significant number of year group closures have occurred here this term. Our procedures have protected contact groups from other contact groups but have not been able (nor were they designed) to protect pupils within a contact group from each other. In line with the practice of other secondary schools across Wales, our contact groups have been year groups, the only difference being that our year groups are amongst the largest in Wales. However, we cannot escape the fact that we have become concerned that too many pupils are missing school and have been looking afresh at our procedures to see if there is a way that we can minimise the size of the contact groups and avoid large numbers of pupils being sent home on repeated occasions, most of them (in the end) without need. We have looked at this long and hard. It has not been easy. Particularly, it has not been easy to strike a balance between what might work and what is actually practicable and achievable.

Our new approach is outlined in this document, **which you must take time to read carefully**. The changes from current practice are highlighted in yellow to make it easier for you to focus particularly on these changed elements.

1. Preparing for the day.

Face coverings

All pupils, staff and visitors must wear a face covering when they are on the school site, including the main school entrances, school yards, reception area, corridors and other communal areas both inside and outside the school buildings. There is no requirement for pupils or staff to wear face coverings in classrooms or meeting rooms. The face covering should be worn to cover the mouth and nose. Face coverings may not be transferred between individuals and face coverings should be stored in a plastic bag when not in use. All face coverings should be taken home at the end of the day to be washed or disposed of safely.

Equipment

Your child will need to bring personal equipment such as pens, pencils, calculator, ruler etc. for their own personal use. Students will not be able to share or borrow resources. We ask that students bring only essential equipment to school. On days when your child is timetabled for a practical PE lesson they should attend school in PE kit.

Visits to school

We want to continue to foster strong links with parents and carers to help us support our learners effectively. However, **under the current circumstances we are not able to accommodate visits from parents /carers unless by prior appointment.** Please contact the school by phone or email in the first instance so that we can deal with your enquiry and make any necessary arrangements.

As you can appreciate the start and end of school are very busy times. We need to minimise traffic so **parents and carers will not be permitted to enter the site to drop off or collect students at the start or end of the day.**

Catering arrangements

In order to reduce the size of contact groups, we are unable to continue with our catering provision at this time; food and drink will not be available for purchase in school. **All pupils will need to bring in a packed lunch to eat in school.**

Uniform

In the main pupils' response to uniform and appearance has been very positive. However, as parents/carers we would appreciate your support with regards in the following areas:

All pupils are expected to be in our full (new) uniform.

Piercings - these should be limited to one pair of small studs; pupils are not allowed multiple piercings per ear. No nose piercings are allowed.

Footwear - a reminder that pupils are required to wear shoes and not trainers unless there is a medical exemption.

Skirts - please ensure that skirts worn to school are school skirts (purchased in the school section) and not fashion skirts.

PE Kit - pupils requiring an extra layer to keep warm, should be wearing a school jumper or an outdoors Olchfa PE top over their PE T-Shirts. Random hoodies/non school jumpers should not be worn to school on days when they have practical PE/iThrive lessons.

2. The new normal

Learning Zones

Schools have been asked to minimise the number of contacts that every learner has during the school day as part of implementing a system of controls to reduce the risk of transmission.

Students will be now divided into 7 distinct groups: Year 7, Year 8, Year 9, Year 10, Year 11, Year 12 and Year 13.

Years 7-11 will be in school each day and continue to follow a full on-site timetable. Years 12 and 13 will attend on a rota basis and will follow a blended provision with a combination of on-site lessons and online teaching.

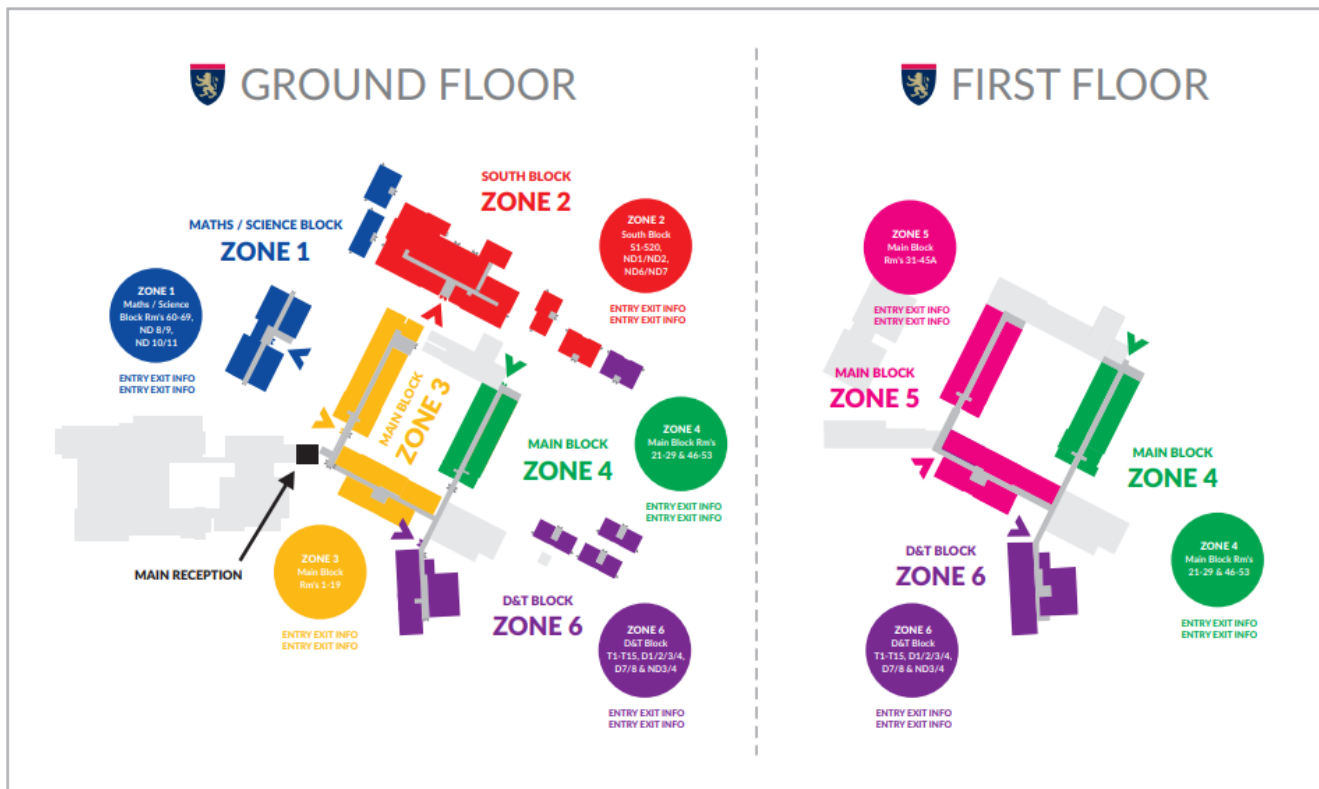
The school has been sub-divided into 6 “learning zones” to enable us to reduce the contact between different groups of learners.

The learning zones are numbered 1-6 and are colour coded. There is clear signage on doors to indicate the zone and floor markings to indicate when you enter or leave a zone. There are specified site entry points and dedicated entrances to the zones which are clearly marked on the plan and must be used by learners. There are some parts of the school which are not allocated to a zone such as the PE facilities, which will have shared usage (with cleaning between use by different groups) and areas which will be exclusively used by Year 12/13 students.

Each day, pupils within a group will be timetabled in a single Learning Zone (or in dedicated rooms in the case of Year 12 or 13). Additionally during break and lunchtimes each zone is further subdivided into 2 sub-zones to allow us to stagger these sessions.

Each zone has its own dedicated outside space and toilet facilities and it is essential that learners do not move outside the identified spaces within a zone.

Students will be required to remain within their allocated zone throughout the school day unless accessing certain specialist areas of the school. Please reinforce this message with your child as it is an essential part of the key measures to keep everyone safe.



The learning zone allocated to a group of pupils will vary from day to day throughout the 2-week school cycle. This is to enable all students to access specialist rooms within the cycle.

Students will need to pay close attention to their timetables to ensure that they use the correct entrance each day to access their allocated zone and we ask that you support your child here.

Key Stage 3.

For the majority of lessons, students will be taught within Form classes and will remain within a single room for these lessons. For some lessons (e.g. Maths and DT) pupils may be grouped slightly differently and they will change classrooms within their allocated zones for these lessons.

Key Stage 4.

The need to accommodate option choices and groupings within different subjects means that pupils will mix with others within the year group more than in Key Stage 3 but will still be kept separate from other year groups.

Key Stage 5 (Blended provision)

Year 12 and 13 will now attend school on alternate days with a 4-week rota in place to ensure equity of provision across all subjects. On days where they are not timetabled for on-site lessons, they will be expected to access their learning via

online provision. We will be communicating further detail regarding specific arrangements for Year 12 and 13 pupils in a separate document.

Date	Week	Day	In school
7 December 2020	A	MONDAY	YEAR 12
8 December 2020	A	TUESDAY	YEAR 13
9 December 2020	A	WEDNESDAY	YEAR 12
10 December 2020	A	THURSDAY	YEAR 13
11 December 2020	A	FRIDAY	YEAR 12
14 December 2020	B	MONDAY	YEAR 13
15 December 2020	B	TUESDAY	YEAR 12
16 December 2020	B	WEDNESDAY	YEAR 13
17 December 2020	B	THURSDAY	YEAR 12
18 December 2020	B	FRIDAY	YEAR 13

The key information for each zone is summarised below:

Zone	Entry/Exit to site	Entry/Exit to building	Break venue	Lunch NO CATERING PROVISION	Toilets
1	Parkway	Maths block main entrance	English Yard	Classroom/ English Yard	Maths block
2	Aneurin Way	South block main entrance	Demountable Yard	Classroom/ Demountable Yard	South block
3	Parkway	English Yard doors nearest room 11A	English Yard	Classroom/ English Yard	English Corridor (near rooms 11A/10A)
4	Aneurin Way	End of languages corridor near 6 th form block	Demountable Yard	Classroom/ Demountable Yard	Languages Corridor (near rooms 21/22)
5	Main Gates	Right hand side of main entrance doors	Canopy/Quad	Classroom/ English Yard	IT Corridor (near rooms 36A/37A)
6	Main Gates	Doors nearest Drama Hall	Canopy/Quad	Classroom/ Demountable Yard	Humanities Corridor (near rooms 46A/47A)

3. Organisation of the school day

Arrival and departure times

Arrival and departure times will be staggered to enable us to keep year groups apart **but they will remain the same each day** regardless of the zone allocated to a year group. Students will be expected to arrive within the specified time slots as detailed below, entering (and departing) through the appropriate gate for their timetabled Learning Zone for that day. (see table p5). Again this is a key measure to keep everyone safe, **pupils will only be allowed to enter the site through the correct entrance**. We are unable to make any exceptions to this to accommodate individual preferences as this would compromise the need to keep students within year group bubbles.

Year group	Arrival time	Dismissal time
Year 7	8:30am -8:40am	2:45pm
Year 8	8:30am -8:40am	2:45pm
Year 9	8:30am -8:40am	2:45pm
Year 10	8:45am -8:55am	2:55pm
Year 11	8:45am -8:55am	2:55pm
Year 12/13	8:45am -8:55am	2:55pm

Lesson times

Lesson	Start	End	Details
Lesson 1	9:00	9:55	
Lesson 2	9:55	11:15	Includes 15-minute break
Lesson 3	11:15	12:10	
Lesson 4	12:10	13:55	Includes 35-minute lunch break.
Lesson 5	13:55	3:00 (14:45 KS3 14:55 KS4/5)	Includes time for staggered and escorted dismissal

Break time arrangements

Within a zone, pupils will have a staggered 15-minute morning break during lesson 2. Students will be restricted to the outside space specifically allocated to their class during break and may not meet up with pupils in other spaces. It is essential that we do this in order to limit the number of contacts for each individual. Pupils who are unable to comply with this will be sent home to continue with their learning. There will be no catering facilities available during break.

Catering Arrangements

In order to reduce the size of contact groups, we are unable to continue with our current catering provision at this time; food will not be available for purchase in school. Pupils will need to bring in a packed lunch and will remain in their Lesson 4 classroom to eat their lunch. They will also be able to access the outside space for their class on a rota basis during this time. **Pupils will not be able to meet up with students in other spaces.**

4. Behaviour Policy

Short Term adjustments to policy in response to COVID 19 and a return to full time schooling

Our policy and practices will still be underpinned the principles of **Ready, Respectful and Safe**. However, our application of these principles and the graduated responses we would typically employ, will need to change (for the short term). Our overarching Olchfa expectations will remain the same:

1. Show respect for all members of the school community and school property
2. Show respect for your teachers and other pupils at all times, by participating in lessons to the best of your ability
3. Arrive at lessons promptly and ready to learn
4. Take responsibility for your own safety and the safety of others in all classroom activities

Our ethos and commitment to establishing a culture of respectful and positive behaviour built upon excellent relationships remains the same; **we are not abandoning our principles**. Expectations around calm, consistent adult behaviour and planning to deliver rich learning experiences will remain the same. However, we have to acknowledge that some of the

tools required to develop, maintain and rebuild key relationships may be unavailable to us in the short term.

The nature of the pandemic and the associated health risks will require a firm and categorical response to certain types of behaviours (in particular those that are unsafe or present risk to the health and safety of others).

Temporary changes to policy and practice:

- No pupil call backs. The lack of consistent teacher bases (fixed classrooms) means that call backs will no longer be practical.
- Non tolerance on non-compliant, risky or overtly confrontational behaviour. If a pupil fails to comply with reasonable requests to do something (linked to health and safety), they will need to be removed from the learning environment (there will be a team of on-call staff available to support staff with this process made up of Senior Staff and the Pastoral Workers). The SLT member will decide whether the pupil needs to be sent home.
- Non tolerance of persistent lateness (this refers to KS4 pupils in the main). Lateness, or not being where you should be within appropriate time frames will be deemed unsafe behaviour. This may result in a pupil being sent home and taught remotely.

Behaviour expectations during lunch/break

- Pupils will be expected to sit in their designated Lesson 4 seating plan to eat their lunch. They will not be allowed to get up and move around the room.
- Pupils will be expected to wear masks at all times, apart from when they are seated in their classrooms.
- Pupils will not be allowed to make physical contact with one another. Hugging, grabbing, pushing, fist bumps or any other actions of this nature will not be allowed.
- Pupils will have to go directly to, and remain in, their designated outdoor spaces during break and lunchtime.
- Pupils who are unable to comply with the above safety measures will be sent home to continue with their learning.

5. Illness

Under no circumstances should learners or staff attend schools/settings if they:

- *feel unwell with any of the identified COVID-19 symptoms. They should remain at home and self-isolate and arrange a COVID-19 test.*
- *have tested positive for COVID-19.*
- *live in a household with someone who has symptoms of, or has tested positive for COVID-19.*

Any staff member or learner who has possible symptoms of COVID-19 must not attend the school setting but must remain home and self-isolate, arrange a COVID-19 test and notify the school of this. Please ensure that the school is notified of COVID-19 test results as soon as they are received.

Additionally, if any family/household member of any member of staff or learner displays possible symptoms of COVID-19 then the staff member or learner must not attend the school setting but must remain at home and commence a period of household isolation. Again, the school should be notified of this.

Should a learner become unwell, displaying symptoms of COVID-19 such as a fever, a cough or loss of taste or smell, arrangements will be made to collect and escort the learner to the isolation area. Whilst awaiting collection by parents/carers, symptomatic learners will be supervised at a distance of 2m in a separate and well-ventilated room. Please ensure that you have arrangements in place for your child to be collected should they become unwell.

Summary of key changes.

From Monday 7th December

- Pupils will finish the day 5 minutes later than previously, start times are unchanged.
 - The new finish times are 2.45pm for Years 7, 8, 9 and 2.55pm for all other years.
- Year 12 and 13 will attend on alternate days, accessing online provision when not on site.
- There will be no food and drink provision in school, all pupils will need to bring a packed lunch.
- Pupils will be required to wear face coverings at all times, apart from when they are seated in the classroom.

- Sessions in outside spaces will be staggered with smaller groups of pupils permitted to mix.
- Pupils will not be allowed to make physical contact with one another. Hugging, grabbing, pushing, fist bumps or any other actions of this nature will not be allowed

FAQs	
Does my child need to wear uniform?	All pupils should wear uniform. On days where you child is timetable for practical PE they should come to school in school PE kit.
What time does my child need to be at school?	This will be the same every day Years 7, 8 and 9 should arrive between 8:30am and 8:40am. Please ensure your child does not arrive early. Years 10,11,12 and 13 should arrive between 8:45am and 8:55am
Which gate should my child use.	The gate rota is unchanged. The entrance they will use will depend on the Zone they are timetabled in which will change on a daily basis.
Can I ask for my child to use a different entrance?	No the entrance cannot be amended on an individual basis due to the requirement to keep year groups separate.
What does my child need to bring?	They will need their own pens, pencils, ruler, calculator etc. They will not be able to borrow or share equipment
Will my child need to wear a face covering?	Pupils will be required to wear face coverings at all times when on the school site except in classrooms. This includes outside spaces.
Can I come into school without an appointment?	No, please phone or email the school to discuss your concerns.
Will food be available?	There will be no food provision available in school. All pupils should bring a packed lunch.

We are working hard to put additional measures in place to try to ensure as many of our pupils can continue to receive as much face to face teaching in school as possible. Please support us as we implement these changes to try to keep us all as safe as possible.

It is the personal responsibility of every individual to show **respect** for others by adhering to the health and safety arrangements put in place to ensure that we can all stay as **safe** as possible.