



Dear Families,

I hope you are all safe and well. Firstly, thank you so much for all your support over these last few months. It has been very challenging for us all, but the support we have received from you has been overwhelming; it has been another fantastic reminder of the strength of our SRG community.

As you will have seen recently in the media, we are really pleased to be allowed to offer a return of some format for all pupils prior to the Easter holidays. This will not be a full return for all, we have been instructed that for KS3 this will be a 'check in' session in preparation for full return after Easter. We have been directed to use this time to focus on those pupils who have the least time left with us in order to support them to gain the evidence for their grades before they leave us.

Our hope is that after the Easter holidays, all pupils will return to full time education from Monday 12th April. This is the aim and, as always, we will be dictated to by Welsh Government. Hopefully this will be confirmed in the coming weeks. Please note key changes to our operating procedures are in bold text throughout this document.

Pre- Easter Return to school outline:

The details of the return to school before Easter are outlined below. Further detailed information will be shared with you and your child before their return.

Year 11

Monday 15th March - 9am until 3.20pm - Year 11 return to school full time and provision will be provided for the full period of time up until Friday 26th March before the start of the Easter holidays.

Year 10

Year 10 will be on site for a number of days during the first week. This is due to the fact that they would normally complete their English Literature qualification at the end of Year 10. So we have to collect evidence for them for this qualification in the same way that we are doing for Year 11.

	Entry level group	Lower band	Upper band
Tue 16th March	9am - 11.20am	9am - 11.20am	1pm - 3.20pm
Wed 17th March		9am - 11.20am	1pm - 3.20pm
Thur 18th March	9am - 11.20am	9am - 11.20am	1pm - 3.20pm
Fri 19th March		9am - 11.20am	1pm - 3.20pm

Year 9

Thursday 25th March - 9am until 3.20pm - Year 9 will return to school for a full day. During this day they will spend some time in their form class and then have an opportunity to visit taster sessions for option subjects they have expressed an interest in. This will help to replace the options evening we weren't able to run previously and give them an opportunity to firm up decisions about their preferred option subjects for next year.

Year 8

Wednesday 24th March - 9am until 3.20pm - Year 8 will return to school for a full day. They will have some reflection time with their form class and then be able to experience a mixture of the following subjects in the specialised subject classrooms (Art/ Drama/ Music/ PE/ Food/ Product design/ Textiles).

Due to the COVID restrictions, they have not been able to have this experience so far this year as these areas are predominantly in the KS4 bubble zone. However, the way we have designed the 2 week return means that during this week, only year 11 pupils will be on site with them and they will be accessing core subjects this week, so we felt it was a perfect opportunity to allow Year 8 pupils to access some more of the specialist practical subject classrooms and use more of the equipment. Hopefully they will enjoy this experience!

Year 7

Tuesday 23rd March - 9am until 3.20pm - Year 7 will return to school for a full day. They will have some reflection time with their form class and then be able to experience a mixture of the following subjects in the specialised subject classrooms (Art/ Drama/ Music/ PE/ Food/ Product design/ Textiles).

Due to the COVID restrictions, they have not been able to have this experience so far this year as these areas are predominantly in the KS4 bubble zone. However, the way we have designed the 2 week return means that during this week, only year 11 pupils will be on site with them and they will be accessing core subjects this week, so we felt it was a perfect opportunity to allow Year 7 pupils to access some more of the specialist practical subject classrooms and use more of the equipment. Hopefully they will enjoy this experience!

Blended learning

As face-to-face operations increase in school, our online provision will also have to adapt and change. We will maintain the timetable as it currently operates. However, in the first week back, from the 15th March, we will be altering the provision for Year 11. This so that they can complete essential qualifications and often the pupils will be with certain practical subjects for the entirety of the day. This will mean less live lessons can take place for certain subjects and video recorded lessons will be used wherever possible. We will send out a timetable as usual at the end of each

week. Thank you for all your support and understanding as we ready ourselves for the return of pupils and more normal operating procedures.

School Uniform

Learners are required to wear **full school uniform** on their return to school. In order to maintain high hygiene standards, when possible, we kindly request that you wash your child's clothing after every school day. The same request will apply to staff.

School meals

School meals will be served as normal during this time. KS3 will access the canteen and KS4 will access the street at break and lunch times.

Hygiene

- In working towards mitigating risk of transmission, responsibility for hygiene is paramount and we kindly ask you to reinforce this with your child. Regular handwashing is essential and learners will have to undertake handwashing during the school day. We have ensured that we have plentiful supplies of soap and hand sanitisers.
- Our school cleaning team are fully aware of the guidelines regarding hygiene and cleaning and school buildings will be thoroughly cleaned every morning and evening in line with local authority guidance.
- All classrooms will be equipped with hand sanitisers, antibacterial wipes and sprays. Teachers will be fully informed of guidelines on how to promote high hygiene standards with learners during the day.
- Learners and staff should cough into a tissue, or into their elbow. We will be encouraging children not to touch their face.
- Rooms will be cleaned if different groups use a room.
- Tissues will be placed in separate waste bins and these will be emptied regularly and safely during the day.

Bus Transport

Please note that as part of this guidance the Council is making it mandatory (i.e. a requirement) for learners of secondary school age (aged 11 +) to wear appropriate face coverings while travelling on its contracted 'home to school' transport services. Parents/Carers will be responsible for providing pupils with face coverings. **Pupils also now have a coloured coded allocated seating area for their year group, pupils must only sit in this area or they may be removed from the bus by the bus company.** However, if there are any appropriate health reasons that make it not possible for the learner to wear a face covering this needs to be declared to the Passenger Transport team in advance of travel; please see the attached guidance for contact details. Any Secondary School Learner (aged 11 +) who attempts to get into a contracted school transport vehicle without a face covering (mask) or dispensation agreed in advance will be refused travel.

Administrative staff

- In order to maintain strict social distancing rules, a very limited physical reception will exist, but there will be sufficient administrative staff to receive phone calls and enquiries during the school day.
- No visitors will be allowed on the school site unless they have a pre-arranged appointment, this will only be in exceptional circumstances.
- All communication will have to be electronic.

Childcare provision and vulnerable learners

St Richard Gwyn Catholic High School will continue to run our own Hub provision for the children of Key Workers and Vulnerable learners who **have previously accessed hub provision.**

From Monday 15th March, school uniform and face coverings must be worn at all times by pupils accessing this provision.

However please be aware that if you send your child to school for the return to school days then your child won't be able to access the hub during the other days that week, this is to avoid cross contamination of bubbles., this applies to all learners.

Face Coverings

In conjunction with Government Guidelines, face coverings MUST be worn when inside the school building in corridors, classrooms and communal areas such as the canteen and the 'Street'. It is the responsibility of the pupil to bring at least one face covering to school each day.

Social Distancing

Our main priority at St Richard Gwyn Catholic High School is to ensure that staff and learners are safe and well. In order to do this, strict social distancing rules will be embedded under the Coronavirus Regulations. All learners and staff will need to adhere to these rules on all occasions so that we mitigate risk. We cannot eliminate the risk of contracting Covid-19, we can only minimise the risk by undertaking a range of safety measures, which are outlined below:

- The school has undertaken and updated an appropriate Covid-19 Risk Assessment, and will reassess this daily.
- One-way systems will be in place and specific entry and exit will be allocated.
- Learners will remain in the same section of the school for almost all of the time, thus avoiding moving from room to room, as they normally would. Staff movement from room to room will be kept to a minimum.
- KS4 learners who walk to school will enter and exit the premises through the turning circle entrance at the back of the school site.
- KS3 learners who walk to school must enter and exit site through the front gate nearest the subway.

- If your child is walking to and from school, then he/she needs to be fully aware that the 2m social distancing rule must be followed at all times and that he/she will not be able to walk in groups. Children from the same household may walk together.
- During the school day learners will remain in their allocated seats and will not be allowed to walk around the classroom freely.
- **Pupils will be required to wear face coverings at all times when in the school building, new guidelines now indicate that this includes whilst in the classroom. We recommend that all pupils bring 2 facemasks to school each day in case one gets damaged.**
- When a pupil needs to use the toilets they must only use the allocated toilet cubicle for their year group. KS3 use the toilets in the main school block, KS4 use the toilets in the maths block.
- All pupils are aware of their allocated outside space, they must remain in this area during break and lunch time and not mix with other year groups.
- Learners, as usual, must bring their own basic equipment to school in order that they are ready to learn. They are not allowed to share this equipment with other learners. Chrome books will be available for use, which will be disinfected at the end of each day and all pupils will be provided with a single exercise book to work in whilst in school, this will remain in their classrooms.
- **No behaviour that undermines the safe running of the school will be tolerated. Learners who do not follow the safety procedures will not be permitted on site to safeguard staff and students alike. Parents will be asked to collect their children if they do not adhere to measures put in place.**

It is extremely important that we all play our own small part in keeping our communities safe. If you have any concerns about our return to school, please email them to us and we will endeavour to respond to these as quickly as possible.

Thank you for your continued support during this challenging time. the staff and I are really looking forward to welcoming back each and every child to school, we really hope and pray that this is the last time we will have an extended period of disruption of this nature.

Kind regards



Mr Blackwell
Headteacher