



BASSALEG SCHOOL
YSGOL BASALEG

Essential information for return to school for Pupils in Years 11-13

JUNE 2020

BELIEVING & BELONGING
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Introduction

We are very much looking forward to seeing those of you who are able to return to school this term. We understand that this will be a very different routine to the one you are used to. We really appreciate that you have far less freedom than normal and that movement and interaction with others is severely restricted. We understand this may be hard for you and that you will be excited to see people you have not seen for a long time. We need you to be calm and considerate and remember that some people will have been through very difficult times recently. We will need all of you to follow the guidelines very carefully so that you continue to look after yourself and each other. All of your teachers will be on hand to help you from the moment you come on to school site.

What will I be doing when I am in school?

Years 11 and 12

- You will have an hour session with your form tutor or another member of staff. This will be in a group of no more than 10 students;
- **Year 11** sessions will focus on Post 16 choices and preparing for 6th Form. You will also have the chance to share any concerns or issues you are having with home learning;
- **Year 12** sessions will look at moving from Year 12 to 13 and thinking about UCAS or Apprenticeships. You will also have the chance to share any concerns or issues you are having with home learning.

Year 13

Year 13 will be able to make an appointment to meet with a member of the 6th form team to discuss pathways and destinations.

These will be available for Year 13 from Friday 10th July.

We are not able to accommodate Year 13 on site on Friday 3rd July.

What do I need to find out before I come back to school?

- Arrange with your parents/carer if they will be driving you to school or will you be walking?
- Please remember **6th Form Students will not be allowed to bring cars onto the school site;**
- **We advise 6th form drivers NOT TO lift share unless you are a member of the same household;**
- There are 2 ways to enter the school, **Griffin pedestrian gate and Forge main pedestrian gate. Griffin car park entrance and Court Crescent entrance are closed.** No cars are allowed onto the school site;
- If you are making your own way home please do not congregate outside the school entrances as this puts you and members of the public at greater risk.



Arrival to school & schedule

Schedule for Years 11 and 12

Years 11 & 12 will have staggered one hour sessions. Your allocated session will be for **one** of these hours.

- **Meeting point**

will be either:

F - Forge tennis courts **OR**

G - Griffin yard.

- **Registration number**

You will also be given a **number** which indicates which group you should line up with.

- **Session times**

Session A 8.30am – 9.30am

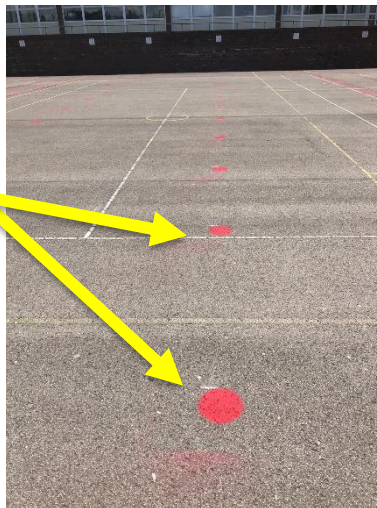
Session B 10.00am – 11.00am

Session C 11.30am – 12.30pm

For example you may be FA1 which means you are meeting on Forge tennis courts at 8.30am and lining up with group 1.

Form Tutors will meet you at your allocated meeting point at Forge tennis courts or Griffin yard and escort you to your classroom for your session.

Picture of Forge tennis courts where you will register. Please note the red social distance markers 2m apart from each other. This is where you will line up class by class. Griffin yard has been set up exactly the same



Year 13 will be invited to make 1-1 appointments with the 6th form team. Times and meeting points will be communicated once these appointments have been requested.

These appointments will be available on Friday 10th of July, Friday 17th July and Friday 24th July.



What do I need to bring to school?

- Any stationery you feel you may wish to use during your tutor session;
- Your own notebook/file/electronic device to record any notes you may wish to make. You will be able to log into the school's Wi-Fi with your own device;
- **Please note that any valuable item, including any electronic device, is brought on to school site at your own risk;**
- Reusable water bottle containing a drink - **water fountains will not be available and the canteen and Hoffi Coffi are both closed;**
- Snack for break time;
- **Coat;**
- Phone;
- Tissues;
- Hand sanitiser.

What do I need to wear to school?

- You can attend school wearing non-uniform. You are advised to wash your clothes and shower as soon as you arrive home;
- Coat if it is raining- as you will be lining up outside at the start of the day.

Do I need to wear a mask?

Welsh Government and the Chief Medical Officer have said that PPE and masks need not be worn by pupils or staff. They will not be provided by school but should you choose to wear your own this will be your responsibility and personal choice.

How do I enter and leave the site safely?

- **Your time of arrival, meeting point and exit will be communicated to you before school reopens via school comms;**
- If you are bringing your bike to school, on arrival please dismount and follow the instructions of duty staff who will direct you to where you should store your bike;
- You need to arrive on time, 5 minutes before your allocated session;
- **Should you be late you will not be allowed on site;**
- At school you will be greeted by senior duty staff who will guide you to your meeting point (F or G) and your registration spot (1-8);
- In severe wet weather, you will be directed to Forge gym / Hall (Group F) or Griffin Hall / gym (Group G);
- You must NOT congregate in groups and must keep 2 metres apart at all times;
- Remember to keep 2 metres apart while walking and when you arrive at your meeting point. Use the markings on the ground to help you;
- You will be directed to your allocated line 2 metres apart and staff will lead you to your class while observing the 2-metre rule;
- A register will be taken before you are escorted to your classroom by your teacher;



- **At the end of your session you** will be escorted to your exit point and then off site by your teacher;
- You must not gather in groups either before or after school;
- Remember it is yours and your parents' responsibility to ensure you safely socially distance on your way to and from school.



To support everyone on site, there are floor markers 2m apart to ensure that social distancing is observed



What do I need to do to support teachers in keeping everyone safe?

- Classroom windows will be left open to ventilate the room and doors left open to minimise the number of people touching door handles;
- Please apply hand sanitiser on entering the building and on entering the classroom which the teacher will direct you to;
- At the classroom you will be shown to a desk. It is vital that you stay seated in your desk and do not move around the room;
- You will work with teachers in the room for your session which will include breaks. These breaks will be taken in the classroom;
- It is not possible to wander freely around the school site at any time during the day. We have strict risk assessments in place to both protect pupils and staff;
- You will be spending all of your time in your allocated classroom where your teacher will arrange a break time for you to have a drink/ snack;
- Your teacher will have planned arrangements for you to wash your hands when on site and visit the toilet should you need to.



Handwashing

- Hand washing is essential;
- Automatic hand sanitiser dispensers are located at each entrance to the school;
- A bottle of hand sanitiser is in each classroom and must be used at least once on entry to the classroom at the start of the session. No pupil is to touch the bottle of hand sanitise;
- You are encouraged to bring their own hand sanitiser with you;
- Following a visit to the toilet please ensure that you thoroughly wash your hands for 20 seconds and use the hand sanitiser available.

[Click here](#) for advice on handwashing

Follow this link for advice on cleaning your mobile phone

<https://www.bbc.co.uk/news/technology-51863924>

[Click here](#) for Good Hygiene Practice poster

Pupils will be guided to use a hand sanitiser on entry to each building and on entrance to their classroom:



Behaviour

To support the wellbeing of staff and fellow pupils you must ensure that you are Prepared, Respectful and Organised during your return to school. Staff will have high expectations of your behaviour in lessons and around school site.

- We expect you to **follow strict social distancing rules**- remaining 2 metres apart from staff and other pupils at all times;
- **You must NOT congregate in groups** and must keep 2 metres apart at all times;
- **Remain in the teaching group** that you have been allocated for the duration of the day;
- To **sit in the specific seat you have been allocated** by your teacher without challenge;
- To **follow all staff instructions** first time;
- To appreciate that some pupils and staff may have lost loved ones to Covid 19, **so be kind and considerate to each other at all times**;
- **Use of phone/ devices rule remains the same**- they are only to be used for educational purposes with teacher permission;
- To **remain in your allocated teaching room** at all times as directed by your teacher;
- **Touch as few surfaces as possible** and do not touch door handles. Doors will be open to prevent the need for this.



Frequently Asked Questions



Will I be in school with my friends on the same day?

You may be in a different group to your friends and coming into school at different times.

What should I be doing on the days I am not in school?

You can access all remote learning on google classroom which your teachers will continue to set for you.

If you are unable to come into school for your tutor session all materials used in the school sessions will be available online via google classroom.

Year 11 who are returning to 6th form should continue to work on bridging units.

Year 12 please continue to access work set by your teachers on google classroom.

What should I do if I feel unwell?

Tell your teacher straight away and they will arrange for On Call staff to collect you and take you to a safe room until you can be collected by your parents/ carers.

Do not come to school if:

- ***you have a new persistent cough, a temperature, loss of taste and smell;***
- ***have tested positive to COVID-19 in the past 14 days;***
- ***live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 14 days.***

What should I do if I feel scared or anxious when I am in school?

Tell your class teacher and either that member of staff or someone else will be able to support you.

What should I do if I am worried about the behaviour of someone in my class or if I see someone not socially distancing?

Tell your class teacher or a member of the Wellbeing team who will be visiting your class throughout the day. Anyone found not adhering to social distancing rules will be sent home as they pose a risk to the health of our school community.

What will happen at the end of each day?

Your teacher will escort you from the classroom and then off site where your parents /carers can collect you or you can walk home depending on the arrangement your parents /carers have put in place for you. Each class will have a designated exit which will be the same for the whole class and for each time you are in school. Your teacher will escort you from the classroom and then off site via your designated exit where you can make your way home in line with your planned arrangements.

Our site is reopening after several months of closure and we must all respect each other and our neighbours in our local community. We trust you to help us to keep our site safe by listening, remaining calm, being kind to others and respecting our environment especially when entering and leaving site. These are unusual times and staff will do their very best to work with you and your families to help you have a positive and safe experience on your return to school. We are very much looking forward to seeing you again.

