



21st August 2020

Dear Parent(s)/Carer(s),

Following the letter sent out at the end of the last academic year, I would like to reaffirm our procedures for returning in September.

I would like to start by congratulating all of our students who received GCSE grades this Summer on their fantastic achievements. We are extremely proud with the way they have coped throughout the recent months and wish them well for the next stage of their journey.

It is also very exciting to be able to welcome our new cohort of Year 7 pupils into school. All staff are looking forward to working with new pupils and parents and I am sure they will settle into Cwm Brombil life in a calm and assured manner. If any new parent has a concern or needs clarification on anything, please contact us at school.

Planning for September

Our operational Guide for the phased re-opening of the school from September is available on our website. A copy of our updated Risk assessment will be made available on our website in the near future.

As you will be aware the Welsh Government have published their operational guidance on the return of schools in September. The guidance has stated that schools will return on Tuesday 1st September and from the second week of term it is expected that schools will need to maximise the numbers of learners in attendance leading to a full return on the 14th September.

Our planning around the use of the two-week window at the start of the year is designed to support Year 7 students who are transferring to a new school. However, priority is also given to those students in Year 11 who will be sitting public examinations during the course of the year.

To help prepare for the start of the year, I should be grateful if you spend time with your child(ren) discussing these plans and the expectations we have which will help to keep the school community safe. As always, your support is appreciated.

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Overview of the first 2 weeks

Date	Year Groups
Tuesday 1 st September	Staff Planning and Preparation Day
Wednesday 2 nd September	Staff Planning and Preparation Day
Thursday 3 rd September	Year 7 only Normal School Uniform
Friday 4 th September	Year 7 and 11 only Normal School Uniform
Monday 7 th September	Year 7, Year 9 and 11 only Normal School Uniform
Tuesday 8 th September	Year 7, 8 and 11 only Normal School Uniform
Wednesday 9 th September	Year 7, Year 10 and 11 only Normal School Day
Thursday 10 th September	Year 7, 9, 10 and 11 Normal School Day
Friday 11 th September	Year 7,8,10 and 11 Normal School Day

The School day will run as normal from 8.30 – 3.00. Pupils are expected to be in school by 8.25 so that they can arrive at the form classes by 8.30 at the latest. The day will finish at 3.00 as normal, however the timetable has been set so that teaching can cease at 2.45. This allows us to stagger the release of pupils from 2.45pm at the end of the day and try to prevent reduce the chance of year groups mixing. Year 7 will be the first Year group to leave the building and we will then run in the order Year 8-11.

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Catering

The canteen will be open to serve hot and cold food and this will be one of our biggest changes for the next academic year. Each year group will have two breaks of 25 minutes throughout the day. There will be 3 separate lunch times of 25 minutes duration. Year 7 and 8 will eat together in the first lunch period. Year 11 will eat during the second lunch period and Years 9 and 10 will eat together during the final lunch period.

We will be operating a system of 'Family Lunch', where students will sit at an allocated seat within a year group seating plan. Food will need to be pre-ordered and the food will be served to each pupil at their table.

A two week menu of options will be published and we ask that parents complete the **Food Order** form with their children to choose the required food for the week. **This form should be completed by the end of every Friday** so that food for the following week has been ordered.

More information about 'Family Lunch', the menus and relevant form can be found on our website. There is a link below which will show you the options for the first two weeks. Students are able to bring in packed lunches if they wish.

We are excited by this change as it will give us an opportunity to develop roles, responsibilities and conversation skills with the pupils as well as ensuring they are eating a healthy, nutritious meal each day.

Menu:

<http://bit.ly/YCBMenu>

Order Food:

<http://bit.ly/YCBOrderFood>

School Transport

Normal School transport will operate as normal. The commercial service that runs from the Baglan / Sandfields area (Routes 442, 440) will be running to normal timetable, however as this is a commercial service will be reduced capacity and all occupants aged 11 or over will need to wear face coverings whilst on the transport. If pupils do not have face coverings, they will not be allowed to travel as this is a commercial service.

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Behaviour / Uniform Expectations for September

We are well aware of the 'New normal', however, we expect pupils to continue to adhere to the high standards of behaviour that we expect in school. Health and safety of the whole school community is paramount and pupils who do not follow the rules are putting the safety of staff and other pupils at risk. I would urge you to go through the behaviour expectations with your child to ensure that they and their peers are as safe as possible.

There may be a need to send pupils home if they refuse to follow the rules. The behaviour expectations are attached with this letter

All pupils will be expected to wear normal school uniform when they return to school. I would ask that all families take time to review our uniform expectations information on our school website in advance of purchasing any items. This will help avoid any unnecessary spend and awkwardness between the school and families at the start of term. A uniform grant is available to some Year groups and the link is below:

<https://bit.ly/YCBUniform>

An outline of important dates for the year will be published shortly on our website.

We are all aware that things related to the Pandemic and constantly changing. There may be a need to change our procedures / dates for events during the year to respond to the changing guidance / information that comes from Welsh Government. If there is a need to change any procedure (s), information will be communicated to you as soon as possible.

On behalf of everyone here at Ysgol Cwm Brombil, I would like to thank you for all you do as parents/carers and friends of the school. Your support and encouragement has been most welcomed particularly during these challenging last few months and I look forward to working with you over the next academic year.

With best wishes,

Shaun Clarke
Headteacher

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Pupil Code of Conduct COVID 19 (June 2020)

Introduction

We know it may be scary for you returning to school, but the below code of conduct is there to keep you, your families, your teachers and school staff safe.

Social Distancing

- You must do your utmost to maintain a suitable distance where possible.
- You are not allowed to walk around a classroom, you must stay in your designated seat unless the teacher requests for you to move.
- You must follow the signs in school.
- You must not share other pupils or staff resources, including classroom items or food or utensils. You must bring into school the appropriate equipment for learning e.g. stationary.
- You must not play contact games in the yard or recreational areas.
- You must not play games in the yard or recreational area that involve sharing resources / balls / etc.

Hygiene

- You will be expected to access the toilet during Break
- You should wash your hands before and after going to the toilet.
- You must wash your hands regularly or use hand sanitiser
- You must not share food or drink with your friends.

Behaviour

- You must NOT spit, cough or sneeze purposely at other pupils or staff. If this act is deemed as being carried out purposely this will result in being sent home / collected by a parent or guardian. This could also result in an exclusion or possibly police action.
- You must not access any area of the school beyond your allocated spaces. If you are found to be continuously truanting or not following the school rules you will be asked to leave the school site and to remain at home until further notice.
- You must be kind and respectful to all pupils and staff.
- You can discuss your worries and fears with an appropriate member of staff.

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Clothing & Equipment

- Full school uniform is required.
- You will be allowed to bring water bottles to school. You will be unable to refill these in school however water will be available to purchase from the canteen.

Illness

- If you are showing any of the symptoms associated with Covid 19, you must not come into school;
- During the school day, should you feel unwell, start to continuously cough or lose your smell or taste, you must tell someone immediately.
- If someone in your family is unwell you must not come into school.

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