



Returning to School at Bishop Vaughan

Check in, Catch up, Prepare: Return to School Guide for Pupils, Parents and Carers

Foreword

- Schools will soon be reopening after the COVID-19 pandemic and this will be a new and challenging experience for pupils, parents/ carers and school staff.
- It is important that we work together to prepare as much as we can for a successful transition.
- We are aware that the experience will be different for every person, but we are committed to doing everything that we can to support our pupils in making the transition back into school successfully and with confidence, despite the challenges and uncertainty at this time.
- This guide is intended to support pupils and their families in preparation for the 'new normal'. It is extensive, and is not intended to be read 'in one go', but to provide a helpful reference point throughout the next few weeks.
- We recognise that many individuals will have specific concerns and questions, therefore this guide is separated into different sections which you can access quickly via the contents page, by pressing the 'control' button and clicking the page you want to visit.
- We encourage parents and carers to discuss the information contained in this resource with their children.
- We hope that you find this resource a source of information and support in the weeks ahead.
- We are working hard to prepare for the next phase of education when schools open on June 29th and we are looking forward to seeing our pupils in person once again. In the meantime, we send our very best wishes to our pupils and their families for their safety and their health.

Contents

Foreword	1
Contents	2
1. The Work of Schools Since 'Lockdown'	4
2. The Work of Schools: The Next Phase	5
3. Our Parent/ Carer Community	5
4. Working Together.....	6
5. Emergency Childcare	7
6. Children of Key Workers.....	7
7. Welsh Government Guidance.....	7
8. Contacting the School	8
9. Booking A Place for On-site Provision from 29 th June Onwards.....	8
10. Preparing for the 'New Normal'	9
11. Supporting Pupils	9
12. Nurture Provision.....	9
13. Aspire Provision.....	10
14. Coping with Loss	10
15. Social Anxieties	10
16. Separation Anxieties.....	11
17. Additional Learning Needs	11
18. Sensory Triggers	11
19. Support for Staff	12
20. Wellbeing	12
21. Relationships.....	13
22. Re-establishing Routines and Expectations	13
23. Differences in Learning Experiences.....	14
24. Learning Experiences on Return to School	14
25. Blended Learning: the 'New Normal', and E-Safety.....	14
26. The Decision on Whether to Attend School	15
27. Staff and Pupils Who Are Shielding.....	16
28. Pupils Who Are Living With a Person Who Is Shielding.....	16
29. Pupils in the 'Vulnerable' Category.....	16
30. Pupils Living with Someone Vulnerable.....	17
31. Parental Choice on School Attendance	17
32. The School Day.....	17
33. Keeping Everyone Safe	18
34. Cleaning and Sanitisation Throughout the School Day	19
35. The School Environment.....	20
36. Parental Access to School and Meetings	20

37.	Keeping Everyone Healthy.....	21
38.	First Aid Provision.....	22
39.	Symptomatic Learners or Staff.....	22
40.	Suspected or Confirmed Cases of COVID-19.....	23
41.	Preparing to Attend School	23
42.	Pupil Behaviour Expectations	24
43.	Pupil Equipment and Resources	24
44.	School Uniform and PPE	25
45.	School Transport	25
46.	Pupil Groupings, Provision and Rationale	26
47.	Arrival at School	27
48.	What to Expect on the First Day Back.....	27
49.	Collective Worship.....	28
50.	Breaktimes	28
51.	Entitlement to Free School Meals	28
52.	Toilets and Welfare Spaces	29
53.	The End of the School Day	29
54.	The School-Based Provision for This Term	29
55.	Blended Learning from 29 th June – 20 th July.....	30
56.	Home-School Contact from 29 th June Onwards.....	30
57.	Curriculum Coverage.....	31
58.	Our 'Exam Year Groups': Years 11 and 13	31
59.	Our 'Exam Year Groups': Years 10 and 12	32
60.	Practical Support for Online Learning.....	32
61.	Provision of Paper-Based Resources.....	33
62.	Pastoral Support.....	33
63.	Schedule of Provision	33
64.	Transition Overview:	34
65.	Transition: Year 6	34
66.	Transition: Year 9	34
67.	Transition: Year 11	35
68.	Transition: Year 13	35
69.	School Leavers.....	35
70.	Careers Support	36
71.	Provision in September.....	36
72.	School Holidays 2020-21	36
73.	Sources of Support and Advice.....	36
74.	Information in Languages Other Than English or Welsh.....	37

1. The Work of Schools Since 'Lockdown'

As you will be aware, schools have not been 'shut' during the period from 20th March onwards. Whilst formal education as 'schools' was suspended, most settings were 're-purposed' as emergency childcare settings. Following a weekend in which to 'convert' from our operation as a school, we were pleased to open our doors as a childcare provision centre from Monday 23rd March. This opportunity to support our key worker parents, and those from our cluster of primary schools, was important to us. We are grateful to those key workers for all that they have done in responding to the challenges presented by the COVID-19 pandemic.

In this time, then –

- Most teachers and support staff have continued to work in school, providing childcare or administrative support for the childcare group. They have enjoyed supporting and caring for pupils from Reception to Year 9!
- Staff have continued to work creatively to support learning and well-being and most have worked for longer hours than normal including during school holidays. Like our parent and pupil community, they look forward to moving closer to the pace and rhythm provided by normal school life, although we all know that this will not be the case fully for some time to come.
- Staff have worked to provide distance learning from home. Again, this was something that was set up at speed and we are pleased that so many of the families in our community have provided positive feedback regarding this. Now that schools are resuming through phased reintroduction to school sites, we are looking forward to launching the next stage of our blended learning programme. Staff have been working to prepare for this.
- Ensuring that our pupils gain the qualifications that they deserve has been a major focus, and large teams of staff have worked on centre-assessed grades and supporting evidence for over 3,300 qualifications. It is of central importance to us, as to parents and carers, that our pupils are well-equipped to embark on their next steps with qualifications reflective of their hard work and achievements to date.
- Our Wellbeing Team has been working to support those who would normally access the Hwb, the Health and Wellbeing Base, when the school is open, by providing wellbeing checks and support. Whilst we have been physically distanced as a school community throughout these weeks, they have enjoyed maintaining links with the pupils.
- Teams of volunteers have been working to deliver lunches to pupils entitled to free school meals, daily in the first instance and progressing to weekly food parcels in recent weeks. A reminder to all parents and carers too, that you are able to opt for weekly BACS payments should you prefer this!

- Our Technology Department and additional volunteers have been working to make Personal Protective Equipment and delivering this to hospitals, GPs and pharmacies across Swansea. We hope that you enjoyed reading about this in our booklet 'Supporting the Community'!
- Our site team have been working hard to prepare for re-opening. Returning pupils will see lots of changes and adjustments in order to keep all learners safe!
- Many of our pupils indicated that they preferred or would need to work using paper-based resources instead of working online. Staff have been producing and delivering paper packs as needed.
- For those needing them, devices have been loaned wherever possible to support those without them in their online learning. IT support on accessing materials has also been provided daily.

As you can see, things have been busy, but this is because we are all aware of the huge change that there has been for all of you, as for everybody. We are very much looking forward to the next phase and we are now finalising preparations for this!

2. The Work of Schools: The Next Phase

With the re-opening of schools, we are able to make some key changes. We are looking forward to welcoming our pupils into the school once more, however we all recognise that full-time provision on-site each day is not likely to be the case for a while. The decision-making on those matters is in the hands of the Welsh Government and the Local Authority, but we are committed to maximising whatever opportunities are available to us for offering on-site educational provision, as long as we can do that safely.

We have worked, therefore, to structure a timetable of educational provision that allows for a safe number of pupils to access the school each day. Our principles for grouping the pupils and for structuring this provision are firmly based upon the latest scientific data available to schools. You can read more about this in sections 7 and 46.

We are also ready to launch the next phase of our blended learning programme and you can read more about this in section 55.

In this next phase, importantly, we will be continuing to provide childcare each day for the children of eligible key worker. We have been notified that this must take priority in the coming weeks. You can read more about this in section 5.

3. Our Parent/ Carer Community

A heartfelt thank you to all in our parent/ carer community! We know that the period since 20th March has been an uncertain and anxious one due to worries about the health and safety of your family during this pandemic, and throughout it there will undoubtedly have

been some challenges in helping your children adapt to home learning. Many of you will also have been adapting to home working in the same period.

Many of our staff have faced similar challenges and can empathise! Having experienced something of this, we have been working to develop resources to support your children with structuring their days when they are at home.

We recognise that every family's circumstances are different, and that many of our families have experienced other challenges during the past few months, including facing losses and also changes of circumstance in their own employment. Should you be aware that your child will need additional wellbeing support on returning to school, please do not hesitate to contact us about this.

As stated in our early communications to you, we are keen always that our pupils keep up a regular programme of study, but we have recognised the need to balance this with wellbeing, therefore if reduced amounts of work have not been completed during this period we have been mindful of the pressures upon our pupils and their families in these unprecedented times. Resources to supplement the schoolwork provided on Microsoft Teams have therefore been aimed at helping your children to develop practical skills and creative talents wherever possible, these including the home learning challenges, the activities in the holiday magazine, inviting contributions to the 'Lockdown Anthology' and the garden design competition, etc. We have been delighted to see the work completed in each of these areas!

With the formal re-opening of schools, however, we will need to ensure that our pupils prioritise their schoolwork to an increasing extent. Typically five hours are spent on learning in a 'normal' school day. While 'normal' is still not yet quite around the corner, gradual re-building towards this is going to be essential to ensure that our pupils do not face long term disadvantage due to the effects of the pandemic. We are aware that some parents and carers may experience difficulties in ensuring an increasing level of focus upon their children's studies, therefore we have shaped provision that will target this and will be offering support to families throughout the blended learning experience in numerous ways.

The staff and Governors recognise the pressures upon our families and would like to extend our thanks to you for the creative, innovative ways in which you have kept your children engaged in learning since 20th March; this will undoubtedly support us immensely as we resume schooling from 29th June onwards.

A further thank you once again to those parents who have been working in front line services in recent weeks. Your contributions and service to others set a shining example to us all. As you are aware from our social media posts, we have sought to recognise this in numerous ways and we remain thankful for all that you do. **Diolch yn fawr iawn i chi i gyd!**

4. Working Together

Schools are all different - but we are all working together!

- Schools are all different and have different challenges and demands to manage in re-opening for pupils. The key priority is the safety and well-being of all.
- As a result of different issues, such as the guidelines on social distancing, other safety considerations, the number of staff able to return to work and the physical capacity of the school, many schools may not be able to run the services that they may previously have run – such as breakfast clubs, after school clubs, etc. In our own case, we will not be able to continue provision such as the Learning Zone or music lessons in the four week period until the end of term. We will let you know as soon as we can when our additional activities are likely to be resumed.
- In order to keep everyone safe, we will need to limit the number of visitors. This will mean that parents and carers will not be able to enter the school in the same way that they did prior to the COVID-19 pandemic. As you will be aware, we have always operated an ‘open door’ policy. You can read more about the new arrangement in section 36. It will also mean that there will be different systems for how our pupils enter and exit the school. You can read more about this in section 47. Thank you for your understanding that these measures are designed to keep everyone safe.

5. Emergency Childcare

While there will be designated days for pupils to return to school in a phased reintroduction, pupils identified as vulnerable and the children of eligible key workers may apply for childcare as needed over and above this. Emergency childcare is available from 8.30pm-3.30pm. Parents/ carers requiring this will need to register for this in the usual way, completing the booking forms linked here: <https://www.bishopvaughan.co.uk/forms>.

We understand that many more parents may be keen to access this provision, but we hope that you will understand that it must, of necessity and in the interests of safety, be limited to only those eligible and where it is essential.

6. Children of Key Workers

We understand that children of ‘key workers’ may be experiencing heightened levels of anxiety. They may have been concerned that their family members are putting themselves at risk by going to work. For some children, normal family life and routines may have been disrupted. At Bishop Vaughan, we are aware of and understand these concerns and anxieties. We will work with parents and carers to ensure that their children are appropriately supported.

7. Welsh Government Guidance

Following the closure of schools in March, the Welsh Government have provided guidance to schools. Initially this included documentation such as their ‘Stay Safe, Stay Learning’ continuity of learning document:

<https://gov.wales/stay-safe-stay-learning-continuity-learning>

Their guidance for the re-opening of educational settings can be found here:

<https://gov.wales/operational-guidance-schools-and-settings-keep-education-safe-covid-199>

and the scientific research underpinning their decision making can be found here:

<https://gov.wales/our-latest-understanding-covid-19-respect-children-and-education>

This next phase, in which pupils are offered the opportunity to attend school during the remainder of the summer term, has been designated as a time in which to '**Check In, Catch Up and Prepare**' and it has been emphasised that the focus is to be upon the wellbeing of learners following this challenging time and this unforeseen break in their attendance of school.

8. Contacting the School

As stated in section 4, it will not be possible for us to operate the usual 'open door' policy for safety reasons. There is a strict limit on the number of people accessing the school on any given day. We are keen to maintain high levels of home-school contact, however, therefore we ask that you contact the school in the following ways:

Main School Email: BishopVaughan@hwbcymru.net Phone: **01792 772006**

Student Services Email: ServicesS@hwbcymru.net Phone: **0844 239 3548**

Mrs E-J Gwyther and Mrs K North (Student Services): BishopVaughanA@hwbcymru.net

9. Booking A Place for On-site Provision from 29th June Onwards

As stated in our letter of 14th June, if you have decided that you would like your child to attend the days offered, it was necessary to complete the form here:

<https://bit.ly/BishopVaughanReopeningSurvey>

in order for us to make the necessary arrangements for ensuring that reintegration takes place safely.

If you have not done so, but have since decided that you would like your child to attend, please contact the school on 01792 772006.

Please be aware that we will do everything possible to accommodate all of those that wish to attend within the times scheduled for their year group as shown in section 63, however if large numbers of late bookings are received, that may not be possible and alternative days will be offered in that case. Late bookings may also mean that home-school transport is not available, even if your child is entitled to it, due to the strict social distancing being operated

by providers, however please be assured that in this matter, as in all others, we will do our very best to support you.

10. Preparing for the 'New Normal'

- We understand that there will be mixed emotions about returning to school. Pupils may have expectations that this will mean a return to how things were before, but we must acknowledge that this will not be the case.
- Our pupils' thoughts, feelings and behaviour may have been changed by their experiences during the COVID-19 pandemic. We will do everything possible to help our pupils reacclimatise to school.
- We also understand that our pupils may be daunted by the fact that routines, structures, learning environments and expectations will be different. We are doing our very best to provide support with these changes and to keep them to the minimum required, whilst still operating the safest possible provision.
- We would encourage our pupils to be kind to themselves and to others: prioritising emotional wellbeing is essential for successful adaptation to the 'new normal'.

11. Supporting Pupils

- School staff already have skills and expertise in supporting with transitions. We can build upon this knowledge to welcome back the school community and support pupils in returning back to school following this unprecedented time.
- Some of our pupils require extra wellbeing support and are already receiving regular wellbeing phonecalls from a designated wellbeing officer. If your child has struggled with wellbeing in recent weeks and you feel that they will need additional support upon their return to school, please contact our Wellbeing Manager, Mrs K Thomas, via email:

bishopvaughansafeguarding@hwbwave15.onmicrosoft.com

- In order to support all of our pupils upon the re-opening of the school and throughout the period in which blended learning is in place, your child will also receive a 'check-in' phonecall at regular intervals. These calls will be scheduled for a day on which your child is not accessing school and will be supplemented by online pastoral provision facilitated via Microsoft Teams. More details on this can be found in section 62.

12. Nurture Provision

The school's Nurture provision will not operate during the period from 29th June – 20th July. Pupils familiar with this will be aware that it is intended to provide support in a small group

setting. As all groups will be limited in size and will not exceed ten pupils, we will be able to offer this within 'mainstream' schooling.

13. Aspire Provision

Pupils currently accessing the Aspire provision will, as for our Nurture pupils, be catered for within the mainstream during the four week period this term. It will not be possible for the off-site provision in workplaces and in other settings to take place at this point in time. Our Aspire pupils will therefore access the provision offered for the main body of their year group.

14. Coping with Loss

We are aware that some of our pupils have experienced loss in this time and the thoughts and prayers of all of the staff and Governors have been with them throughout this. Practical and pastoral support has been offered and put in place in all cases where we have been made aware of a loss in the family. If your child has experienced a loss in recent weeks that we are unaware of, either because of the pandemic or for other reasons, please do make us aware of this prior to their return to school. We will do everything possible to support your child at this time.

- We understand that, for children who have experienced loss, it is important that they are supported to understand what has happened and to have opportunities to talk.
- We understand that, like adults, children respond to grief in different ways, particularly during these times when they may not have had opportunity to say goodbye.
- Key staff in our school have undertaken training to enable them to support children who may have experienced loss.

Should you need to speak with us about this, please contact your child's Head of Year, or our Wellbeing Manager, Mrs K Thomas:

bishopvaughansafeguarding@hwbwave15.onmicrosoft.com

15. Social Anxieties

- We understand that some children will look forward to returning to school but find aspects of being around others frightening and overwhelming.
- Social distancing will have caused increased anxiety for some children and adults in their interaction with others.
- We recognise that, for some time, our pupils' experience of other people may have been limited to immediate family.

- Our staff will be sensitive to this and will provide support where needed.

16. Separation Anxieties

- Most children have become accustomed to spending extended periods of time with their parents/ carers and immediate family during lockdown.
- We are aware that, although many children will be eager to regain their freedom and see their friends, it may also be a potential source of anxiety for them.
- We understand that our pupils of all ages may struggle when they are initially separated from their family upon returning to school and may feel a sense of anxiety for some time after. This separation may be particularly difficult for the children of key workers.
- School staff will be aware of these anxieties, and will support pupils sensitively to manage their concerns

17. Additional Learning Needs

- We recognise that children with additional learning needs may have been affected more significantly by the changed circumstances resulting from COVID-19.
- We understand that the ability to manage the emotional responses relating to a new and different situation may also have been more difficult.
- Our staff will be supportive to enable all pupils to manage the changes that they will experience on returning to school.
- The school will continue to work with professionals and other agencies such as Educational Psychologists, Behaviour Support Specialist teachers, etc. to support our pupils with Additional Learning Needs.
- It may be necessary to support your child with an additional risk assessment if their additional learning needs put them at greater potential risk. These assessments are aimed at evaluating the level of risk, mitigating this wherever possible and ensuring that your child is kept safe. The Additional Learning Needs Co-ordinator, Miss Smith, will contact you if this will be necessary for your child.

18. Sensory Triggers

- We understand that, for some, returning to school may trigger heightened sensory difficulties.
- We recognise that this can be especially problematic for some children including those with Additional Learning Needs.

- We are alert to this and are working to find ways to create calm spaces and activities for all. This certainly presents challenges due to the need to mark the school with increased levels of signage and floor markings to ensure the social distancing and safety of all. We are working to ensure that all changes are made sensitively where they impact upon learners with increased levels of anxiety or who experience heightened sensory difficulties.

19. Support for Staff

- Our parents and carers will be aware that school staff are likely to have had varied experiences of lockdown which may impact on their resilience when returning to school. Some have suffered bereavement, many have worked without a break with high levels of stress and many have health concerns either personally or within their family which have made this a particularly stressful time.
- As a school community, we are taking into account the differing individual experiences when considering how best to support our staff. We ask that our parents and carers understand that some of our staff will be unable to return to school immediately for reasons such as those above. Our support of our staff in these matters is of critical importance, as it would be to our pupils, and we ask you to understand that it will ultimately allow the rebuilding and reforming of the school community in a way that characterises what our setting stands for.

20. Wellbeing

These challenging and uncertain times have undoubtedly placed pupils, parents/ carers and school staff under significant pressure. Supporting pupils to adapt to a new and unfamiliar environment has been the most important consideration throughout the planning process for re-opening. Pupils will be encouraged to express any worries and concerns they have so that they can be supported in an appropriate manner.

- Regular contact will to be made with the parents/ carers of the pupils who are not in school.
- For pupils who are on the child protection register and/or highly vulnerable this contact will be at an increased level.
- Additional resources and links to support agencies have been made available to support young people and are published on the school website <https://www.bishopvaughan.co.uk/wellbeing> and on the Pupil Wellbeing section on Microsoft Teams.
- A Young Person's Mental Health Toolkit can be found on Hwb. This comprises a variety of online resources, which can help them through lockdown and beyond. It contains

information on websites, apps, helplines, and more, which support mental health and wellbeing:

<https://hwb.gov.wales/repository/resource/e53adf44-76cb-4635-b6c2-62116bb63a9a/en>

- The school continues to work with The Exchange counselling service. Although face-to-face sessions can't take place at the moment, online chat and telephone appointments are available. Referrals can be made directly through their website or by contacting a member of the school's safeguarding and wellbeing team. They also offer support for parents. Please visit <https://www.exchange-counselling.com/> for more details or email: bishopvaughansafeguarding@hwbwave15.onmicrosoft.com

21. Relationships

We are aware that there is a need to think about ways to re-establish relationships:

- Between teachers and pupils; none of our pupils will have experienced a time such as this previously and it will undoubtedly have changed them in some ways
- Between the school and parents/ carers, some of whom may have experienced a significant change in their circumstances
- Between pupils and their friends and wider peer group, particularly as they will not have seen one another for a considerable period
- And amongst colleagues, who are adapting to new ways of working together, both 'virtually' and, increasingly, combining this with working together 'in person' whilst being unable to meet as a whole staff or in larger departments.

This will not happen overnight and we recognise that all of the above will take time. There is support and planning in place for each of the above.

22. Re-establishing Routines and Expectations

- We are taking account of the need to allow for periods of adjustment and are sensitive to individual differences and experiences.
- We are keen to instil a sense of routine and structure for our pupils as this provides predictability and a sense of security for them. We are working to develop new routines and structures to ensure a sense of stability for all. The new arrangements for the remaining weeks of this term are contained within this guide and we will communicate any updates to parents, carers and pupils through the normal communication channels, including the school website, MyEd and our social media accounts. We are decreasing our paper-based communication wherever possible in the short-term to reduce the risks inherent in items being handled by multiple people.

- Should parents and carers be finding it particularly difficult to re-establish routines for their children, we would encourage you to discuss this with the staff member making the wellbeing phonecalls to you from 29th June onwards.

23. Differences in Learning Experiences

- Re-iterating our message in section 3, thank you to all parents and carers for the ways in which they have supported continuity of learning for their children during this challenging period!
- We recognise that our pupils will have had different experiences of home learning during the period of lock down. Our provision from 29th June onwards is aimed at ensuring that all of our learners are ready for September. Welsh Government describe the purpose of these weeks as being to 'Check in, Catch Up and Prepare'. We will be working hard to support those who have significant gaps in their learning. Welsh Government and all schools acknowledge that there will have been an impact upon all learners. Because of this however, adjustments to expectations, subject specifications and examinations are likely to be agreed for all pupils. We will let you know more about this as soon as we receive details.
- We understand that learning from home is not the same as learning at school, but we are incredibly proud of all that our pupils *have* achieved and are keen to celebrate what they have learned, while supporting them with what they may have forgotten or missed.

24. Learning Experiences on Return to School

As part of our work to support learners in this 'check in, catch up, prepare' phase, we will be focusing first on:

- Providing a safety induction so that all of the provision on site can be offered safely and with due regard to all the changes in practice since our pupils last attended school.
- Re-establishing relationships and reducing any anxieties about returning to school. We will be keen to hear from our pupils about the skills and personal qualities that they feel they have developed whilst being out of school.
- For pupils in Year 10 and 12, in addition to the above, staff will focus on preparing pupils in readiness for work towards future examinations.

25. Blended Learning: the 'New Normal', and E-Safety

- Blended learning is an approach to learning that combines in-class and online learning experiences. Each online and offline session will complement the other by using its particular strengths.

- Swansea Council has provided guidance to schools on developing a strong blended approach to learning, designed to help maximise pupils' acquisition of important knowledge and skills and to build upon any positive experiences during lockdown.
- Detailed information about the blended learning programme will be provided to all parents shortly. For your information, however, we would encourage parents and carers to prepare for this by re-acquainting themselves with the e-safety information provided on our website. We all acknowledge that the internet is a fantastic resource for our pupils and that it is necessary for effective blended learning over the coming weeks and months. However, the internet can also have its downfalls. It is crucial to be aware of what your child sees and hears on the internet, who they meet and what information they share online. Although technology has become integral to young people's lives, it is important that they know how to stay safe online and make the most of the opportunities that the internet can provide. Whether you're a pupil, parent or carer, there is lots of information and advice available to help keep you safe online through the e-safety section on the school website and on the MyEd school mobile app. Please see <https://www.bishopvaughan.co.uk/e-safety> for further details.

26. The Decision on Whether to Attend School

The decision on whether your child should attend school for the remainder of this term is entirely yours and each family will weigh up their concerns and personal circumstances to reach the decision that is best for their own family.

The Minister for Education has assured parents who choose not to send their children during this 'check in' period that they will not be penalised in any way. She has also made clear that the reintroduction to school will be a phased one, and that in this phase the emphasis is upon ensuring the wellbeing of our pupils, some of whom may have found the time away from school particularly difficult. This is a time, therefore, to 'check-in' with school and also to begin to prepare for the fact that school will be very different for some time to come. If parents and carers feel that this is *not* necessary for their child at this particular time or that the potential benefits outweigh the risks for their own family, this decision is entirely respected.

Further to the Minister's assurance, we would like to assure all families that, from a school perspective also, we are working to ensure that no child will be at a disadvantage educationally if they are unable to attend for reasons of shielding or family preference at this stage. During the days offered for each year group, there will be a programme that focuses upon wellbeing and upon helping those who may require more support with online learning. **Every 'lesson' offered during the on-site days will also be fully accessible from home for those who are not attending.** Those attending school on the days offered will be supported in learning how to access these and how to participate more fully if they have found this difficult. This will be in addition the wellbeing support that will be the focus of these days.

27. Staff and Pupils Who Are Shielding

- If a pupil is in receipt of a letter advising them that they need to shield, they **should not** return to school.
- We ask parents and carers to be aware that this is also the case for staff who have received shielding letters. We have made appropriate provision for the work that they would have carried out 'on site' to be covered. Staff who are shielding will be able to be involved with remote learning provision however.
- If a pupil is shielding, we provide support in continuing to learn from home.

28. Pupils Who Are Living With a Person Who Is Shielding

- If a pupil is living with a family member who is in receipt of a letter advising them that they need to shield, there is **no expectation** for them to return to school.
- The Welsh Government guidance states: "If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the '*COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable*' guidance, it is advised they **only** attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible ... If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home."
(<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#living-with-a-shielded-or-clinically-vulnerable-person>)
- Should a parent or carer wish their child to return in spite of having a member of the household in the shielding category, it is essential that they accept that, whilst we will endeavour to ensure social distancing at all times, this is reliant on the compliance of every member of the school community and that it cannot, therefore, be guaranteed.
- If parents/ carers decide that their child should not return to school in order to protect a member of the family who is shielding, we will provide support in continuing to learn from home.

29. Pupils in the 'Vulnerable' Category

- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from COVID-19 (coronavirus). A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

- If the advice that parents or carers receive is that their child should not return to school at this point, or if that is the preference of the parent/ carer, we will support our pupils in continuing to learn from home.

30. Pupils Living with Someone Vulnerable

- If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. It will be important that they are able to adhere to social distancing arrangements within school and also that they are particularly vigilant about hygiene practices upon returning home, with careful attention to effective handwashing, to changes of clothing, etc.
- If parents or carers remained concerned about this and decide that their child will not be returning to school at this stage, we will provide support in continuing to learn from home.

31. Parental Choice on School Attendance

- As stated in section 26, Welsh Government has made it clear that there will be no penalties for families who do not send their children to school. We do not know for how long the current situation will prevail but we remain respectful of our parents'/ carers' decisions on this matter and also of their right to change their minds. We are happy to provide support and advice for those who need to re-evaluate or discuss their decision at a later stage.

32. The School Day

The school day is going to be different in a number of ways.

- Start and end times will be different. Due to the fact that many of our pupils are reliant on school transport, it will not be possible to facilitate staggered start and finish times, though we have looked at this option. We have managed to achieve an equally safe, if not safer, arrangement, by looking carefully at pupil groupings and maximising use of all of the entry points to the school site. If you have booked a place for your child, you will be advised of the access point to the school allocated to your child.
- School will begin at 9am and will finish at 1.30pm.
- Pupils cannot enter the school site prior to 9am due to the strict safety arrangements in place for the benefit of all. Further details individual to every learner will be provided to you before your child's return.

- Pupils must arrive at school on time in order to be able to attend. **It will not be possible to admit pupils who are late by more than five minutes** due to the need for staff supervision at the gates on entry and the staffing capacity available for this.
- Like the vast majority of secondary schools, we are unable to offer lunchtime provision on site. In order that your child continues to access entitlement to free school meals if they are eligible, the BACS transfer/ weekly food parcel offer will continue so that they do not lose this entitlement. Similarly, no catering will be available during the breaktimes. You are welcome to provide your child with a snack for the breaktime period, which will be a 25 minute break during the school day.
- Pupils will be placed in group sizes no larger than ten and will typically be supervised by one member of staff throughout their time in the classroom, and one other member of staff during their breaktime period. This, in effect, is to create a 'bubble' of contacts to protect their own safety and that of all members of your household. You can read more about our rationale for this in section 46.
- We have worked hard to minimise the number of interactions for your child whilst providing the best educational experience that we can, therefore your child will continue to access lessons remotely, even on site, where specialist subject teaching is necessary in the days for which they attend this term. These will be in the form of set work, recorded lessons and live-streamed lessons. With the emphasis being on wellbeing during the three to six days for which your child attends, the majority of the provision will be delivered by your child's form tutor, this being the person who has supported your child pastorally throughout his or her time in school so far.
- In the event that a member of staff is unable to return to work at this point, your child may be taught by different staff to those who were working with them previously. We will be able to provide more information about this once the details of the staff and pupils who will be returning to school are finalised.
- Pupils will be taught in one location when they attend, instead of moving around the school as they usually do. They will have access to one other space during their breaktime period.
- There will be no large group gatherings. Assemblies and Acts of Worship will be livestreamed, recorded or carried out in small group settings.
- During breaktimes, as well as during the time spent in the classroom, pupils will need to adhere to social distancing rules.

33. Keeping Everyone Safe

- All schools have developed clear risk assessments, rules and routines to support the health and safety of all upon the return to school. Bishop Vaughan staff have been working hard to implement Welsh Government and Local Authority guidance and to

tailor this appropriately to our setting. We have adhered to all guidance rigorously and indeed strengthened it wherever possible. Your child's safety and, by extension, that of everyone in your household and in our wider school community is of paramount importance. Our risk assessments cover matters such as the following:

- Social distancing measures
- Hand washing and sanitising routines
- Regular cleansing of high touch areas
- Cough and sneeze etiquette
- Clear expectations of behaviour towards others
- Use of PPE where appropriate

They are compliant with all areas of the Local Authority guidance which, in itself, has also been reviewed and approved by Public Health Wales.

- We expect that these routines and practice to be upheld rigorously by all school users to ensure a safe environment for everyone.

34. Cleaning and Sanitisation Throughout the School Day

- Parents and carers can be confident that, in addition to the daily cleaning that has always taken place before and after the school day, there will be additional cleaning taking place throughout it also.
- Cleaning staff will be cleaning high touch areas such as door handles and sanitising the toilet facilities regularly and frequently throughout the school day.
- Cleaning staff will maintain social distancing from each other and from teaching staff and pupils at all times.
- Pupils will be required to use hand sanitiser upon entry to school and to carry out handwashing and further hand sanitisation throughout the school day. This is critical to ensuring their own safety, that of their families and of all within the school environment. **Any pupil unable or unwilling to engage in this will not be able to return to school at this point in time and will be supported to continue their learning remotely.**
- Every classroom has been resourced with sanitisation kits including tissues, antibacterial sprays, gloves, etc., in case of need. Tissues will be placed in a separate waste bin and disposed of safely. All rubbish will be removed daily.

35. The School Environment

- Pupils will not be able to sit close to others. Tables and chairs will be a *minimum* of 2 metres apart and classroom and breaktime spaces have been marked out to ensure 3m² per pupil to accommodate for desks, chairs, cupboards and bookcases within the classroom, and allowing 2m² social distancing to be maintained at all times.
- Pupils will notice upon their return that some furniture has been removed to make space for them to maintain 2m² distancing at all times.
- Pupils will need to adhere to the signage and markings around the school building at all times to keep themselves and others safe.
- In places, there will be one way systems in the school to enable pupils and staff to maintain safe distances in corridors and when accessing different areas of the school. Pupils will be confined to certain parts of the school.
- Pupils will not be able to use resources as freely as they have before and many resources have been stored away as we need to ensure that every resource and area can be cleaned and sanitised readily and regularly.
- As stated in section 34, pupils will be required to wash their hands regularly.
- As referenced in section 35, parents and carers will not be able to have the same access to the school that they have had previously to help us keep the environment as safe as possible.

36. Parental Access to School and Meetings

- As stated in section 4, In order to keep everyone safe, we will need to limit the number of visitors to the school. This will mean that parents and carers will not be able to enter the school in the same way that they did prior to the COVID-19 pandemic. As you will be aware, we have always operated an 'open door' policy. We regret that this will not be possible for some time to come.
- Until further notice, therefore, parents and carers will not be able to access the school without a pre-arranged appointment. The gates to the school will be locked after pupils have arrived. Upon arranging an appointment, (and please bear in mind that 'in person' meetings will only be possible in exceptional circumstances for the foreseeable future), guidance for accessing the school will be provided.
- We are keen to maintain high levels of home-school contact, and we ask that all parents and carers contact the school by email and by telephone wherever possible:

Main School Email: BishopVaughan@hwbcymru.net Phone: **01792 772006**

Student Services Email: ServicesS@hwbcymru.net Phone: **0844 239 3548**

Mrs E-J Gwyther and Mrs K North (Student Services):

BishopVaughanA@hwbcymru.net

- Should it be essential to visit the school, for example for a pre-arranged appointment or to collect a pupil who is unwell, only one person will be allowed in the reception area at any one time. A 'one in, one out' system will operate. The Local Authority, in the interests of the safety of all, have also asked that parents are discouraged from visiting site and that they email or telephone instead.
- There will be a socially distanced queuing area marked outside the entrance for those attending for pre-arranged appointments.
- Staff, visitors and pupils must remain outside the window hatch for the reception area and should not attempt to enter the main office without agreement from office staff.
- In order that we are able to meet with our parents and carers as frequently as possible, we are currently trialling virtual meetings for a range of purposes, such as for wellbeing meetings and person-centred reviews. If you are offered a virtual meeting, advice will be provided on how to engage in these types of meeting. The virtual meeting platform will be Microsoft Teams and a guidance video has been created to help parents and carers in setting up and engaging with these meetings.

37. Keeping Everyone Healthy

- It is extremely important to keep minimising contact with individuals who are unwell by ensuring that those who have COVID-19 (coronavirus) symptoms, or who have someone in their household who does, do not, **under any circumstances**, attend school settings.
- Children and staff who develop symptoms **should not** present themselves at school. The most common symptoms of COVID-19 (coronavirus) are, according to the latest Welsh Government guidance, recent onset of one or more of the following:
 - A new continuous cough
 - A high temperature
 - Loss of or change to your normal sense of smell or taste (anosmia)
- Children and staff who have been in contact with someone who has COVID-19 should self-isolate as per government advice (<https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus>) and they **should not** present themselves at school.

- Any children or staff who show signs of symptoms of COVID-19 whilst at school will be isolated and asked to go home. Parents and carers will be contacted to collect them immediately. A deep cleaning of areas that may have been affected will be undertaken and contact tracing will commence.
- Staff will ensure that all pupils wash their hands regularly. They should be washed with soap and water for at least 20 seconds. Staff will also ensure that all pupils understand effective hand washing techniques.
- Regular hand washing or use of hand sanitiser will include on arrival and when leaving the school; before and after handling food; before and after handling objects and equipment that may have been used by others (although we do not expect this to occur); where there has been any physical contact and after pupils blow their noses, sneeze or cough.
- Handwashing will take place wherever possible as this is preferable to the use of hand sanitisers but hand sanitisers will also be provided throughout the school.
- Pupils and staff should cough into their elbow. Staff and pupils, insofar as it is possible, will be encouraged not to touch their faces, especially when using a tissue or elbow to cough.
- Any used tissues must be deposited in bins placed in classrooms for this purpose. Bins for tissues will be emptied throughout the day.

38. First Aid Provision

- Full PPE will be worn by any member of staff administering First Aid, whatever the medical situation, as it will inevitably require breaching of the 2 metre social distancing guidance.

39. Symptomatic Learners or Staff

- As stated in section 37, under no circumstances should pupils or staff attend school if they
 - feel unwell
 - have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or a loss of taste or smell)
 - if they have tested positive for COVID-19 in the past 14 days
 - live in a household with someone who has symptoms of COVID-19, or who has tested positive for COVID-19 in the past 14 days.
- Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested.

- Anyone who lives with someone displaying symptoms but who remains well must **still** stay at home for 14 days from the day the first person in the household became ill.

40. Suspected or Confirmed Cases of COVID-19

- If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to follow the stay at home guidance. (<https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus>)
- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with a window opened for ventilation.
- If a pupil needs to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected before being used by anyone else.
- Gloves, aprons and a fluid-resistant surgical mask will be worn if a pupil or member of staff becomes unwell with symptoms of COVID-19 and needs direct personal care. Eye protection will also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- Gloves, masks and aprons will be used when cleaning the areas where a person suspected of having COVID-19 has been.
- When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
- Pupils eligible to attend the school, and members of their households, should access testing if they display symptoms of COVID-19.

41. Preparing to Attend School

- In preparation for attending school, we encourage parents and carers to discuss their child's expectations, questions and concerns about attending and to use this guide to reassure and to supply answers to those questions.
- We would also ask parents and carers to emphasise the need for social distancing and following the hygiene measures explained within this guide not only whilst at school but whilst travelling to school if their child is making their way to school independently, or using public/ school transport.
- We would advise all parents and carers to ensure that their children carry hand sanitiser and are discouraged from touching their face as they travel to school. Once

at school, sanitiser will be supplied, handwashing will take place regularly and pupils will be reminded of further measures that they can take to protect their safety at all times.

- Pupils can also prepare for attending school by reflecting on the learning that they have engaged in during the period of school closure, collating any questions that they have and being ready to discuss these when they meet with their teacher.

42. Pupil Behaviour Expectations

The new situation in schools requires a new level of behaviour and maturity and all pupils must behave in a manner that does not put the safety of others at risk.

- The Discipline for Learning policy will remain in place and will be rigorously enforced.
- Any pupil who cannot follow the existing school rules and/or the new social distancing rules will be warned once and removed from lessons on a second offence.
- If a pupil is removed from a lesson then a parent/ carer will be contacted and it will be requested that the pupil is collected from school immediately.
- Consequences for removal will depend on the severity of the offence. Serious breaches of social distancing or deliberate acts of coughing, spitting etc. will result in an **immediate fixed-term or permanent exclusion**.
- Deliberate coughing or spitting directly at another person will be considered a violent/ aggressive act and will likely result in **permanent exclusion**.
- Any pupil that has been excluded will not be able to return until an updated risk assessment is in place with the agreement of the parent/ carer. Where the introduction of additional controls including social distancing and PPE determine that the risk remains high, it therefore being unsafe for a pupil to access school provision at this time, then a distance learning approach will need to be taken along with support for behaviour management at home.

43. Pupil Equipment and Resources

- Pupils should bring a pencil case with the usual equipment in them. They should not share or supply other pupils with equipment.
- Spare equipment will be available. It will be given to pupils and not shared or returned.
- Should paper-based resources be required, these will be supplied, however it is intended that work will be completed on laptops/ computers wherever possible. These

will be used by one pupil only on any given day and sanitised daily at the end of the school session.

- There will be no practical lessons that require the sharing of tools or equipment.
- These measures will be reviewed before September.

44. School Uniform and PPE

- We do not expect our pupils to wear uniform for the remainder of this term. We are aware that many pupils may have grown out of their current uniform and we do not want parents and carers to feel obliged to purchase new items.
- We advise our pupils to wear clothing that is comfortable and to avoid bringing in any items that are not strictly essential, such as numerous layers of clothing, or items other than a pencil case, a drink and a snack, as these increase the risks of contamination and the number of items which they will need to sanitise on arrival/ before returning home.
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting if pupils have adhered to all of the safety regulations. Parents and carers may be aware of advice relating to changes of clothes on returning to the home and washing clothes immediately to reduce the risks of contamination. These measures may be advisable if a person in the household is particularly vulnerable or if parents and carers are concerned in any way about their child's adherence to guidelines, particularly on the homeward journey.
- Many parents and carers have enquired as to whether their children will need to wear PPE, specifically a face covering. Due to schools being seen as low risk environments it is not anticipated that pupils will need to wear any PPE, however further guidance is expected from the Welsh Government shortly.

45. School Transport

- On the booking form for school-based provision, we asked parents to indicate in advance if their children require home to school transport, as these arrangements will change due to strict safety and social distancing restrictions that will be applied on the vehicles.
- Please be aware that the current guidance states that public transport should only be used where essential. If you have other means of transporting your child to school, the advice would be that you do so.
- As transport providers are currently operating at about 20% of usual vehicle capacity, we have been asked to make parents and carers aware that it may not be possible to

offer a place on school transport to every pupil, even if they are usually entitled to it. Once the capacity for a vehicle has been reached, the Local Authority may be unable to allocate further places, although every effort will be made. In that instance, your child's booked place at the school setting would still be available but it will be the responsibility of the parent/ carer to transport their child to school.

- Home-school transport is undoubtedly one of the areas presenting the greatest level of challenge in planning the re-opening of schools. We ask our parents and carers to understand that this is a very difficult challenge to overcome and to be aware of the tireless work being undertaken by the Local Authority's transport team to make spaces available for as many pupils as possible.

46. Pupil Groupings, Provision and Rationale

- As stated in section 32, pupils will be placed in group sizes no larger than ten and will typically be supervised by one member of staff throughout their time in the classroom, and one other member of staff during their breaktime period. This, in effect, is to create a 'bubble' of contacts to protect their own safety and that of all members of your household.
- As also stated in section 32, we have worked hard to minimise the number of interactions for your child whilst providing the best educational experience we can.
- We have followed the Welsh Government guidance rigorously in structuring our provision and have also scrutinised the scientific data used by Welsh Government to construct their own operational guidance to schools. This can be found here: <https://gov.wales/our-latest-understanding-covid-19-respect-children-and-education>
- The scientific guidance published by the Welsh Government references the fact that scenarios where half classes (in our case, groups will be smaller again) return on a staggered basis have the benefit of reducing transmission if groups do not mix (including staff). As is entirely obvious also, operating with the smallest possible number of people within a given network reduces the number of opportunities for transmission of the virus.
- The guidance also makes evident the fact that attending school for 'blocks' of time is preferable where possible.
- As we are aware, coronavirus has not yet 'gone away.' Our pupils will therefore attend school for a block of three days in most cases, to facilitate this 'check in, catch up and prepare' phase whilst safeguarding their physical health.
- Our Years 10 and 12 learners will attend in three blocks of two days in order to facilitate the 'catch up' part of their provision more effectively as they prepare for exams next year.

- By structuring our provision in this way, we are following all available guidance about the best way to keep your children safe.
- Whilst schools are not obliged to make any provision for Year 11 and Year 13 learners, we are very conscious of the fact that pupils in these year groups had their schooling brought to a very abrupt end by the pandemic in a year for which they had been preparing for examinations. This will certainly have affected their wellbeing, albeit to varying degrees. With this being the case, and as the Welsh Government have acknowledged that wellbeing is a priority, we will be offering provision to both of these year groups during the remainder of this term.
- The schedule of provision for all year groups can be found in section 63.

47. Arrival at School

- On arrival at school at 9am on the scheduled days, pupils will need to wait outside the entrance that they have been asked to report to whilst maintaining strict social distancing. **Failure to observe social distancing outside the entrances to the school will mean that pupils will not be admitted to school.**
- Pupils who have travelled to school on school transport will not be able to enter through the usual gate at the bus bay but will need to make their way to the entrance that they have been asked to report to where their teacher will be awaiting them. Staff will be present to supervise this.
- Upon entry to school, all pupils will be required to use hand sanitiser immediately.
- Pupils will be directed towards their 'bubble' (group of ten pupils maximum) and their bubble leader (their teacher for the time that they are on-site) and will be taken to their classroom.
- Pupils will be allocated to a designated space of 3m² in which will have their own table, chair and digital device for their own exclusive use that day. This space will be marked out as a visual reminder to ensure that the 2 metre social distancing rule is not breached at any time.
- Pupils will have an induction session to help them understand the measures in place to protect their safety and to allow them the opportunity to ask any questions that they may have.

48. What to Expect on the First Day Back

- In addition to the induction session described in section 47, pupils will experience some routines with which they are already very familiar, such as the discussion time which they are used to engaging in during their tutorial sessions. They will also participate in an Act of Worship each day.

- Provision will focus on wellbeing on the first day back and during some part of each day thereafter. This will include open discussion time, time to complete wellbeing focused tasks and to provide feedback to their teachers about how they are, and learning about sources of support. There will also be support and advice about structuring their time when they are not in school to help reintroduce routines where it is necessary.

49. Collective Worship

- Acts of Worship are central to school life at Bishop Vaughan. Whilst we are unable to gather in large numbers as we have previously, we have been putting together resources to support collective worship in small group settings and also to facilitate Acts of Worship each day that pupils are not in school as part of the blended learning programme.
- Any assemblies led by senior staff will be conducted either in small group settings, recorded or live-streamed. At no point will the number of pupils gathered exceed ten and staff numbers will be the minimum required to support each group safely and effectively, this being one or two in most cases.

50. Breaktimes

- Each group of pupils will have a break of twenty five minutes during their school day.
- Pupils are welcome to bring a snack and a drink from home for their breaktime. There will be no catering provision available at school for the remainder of this term. Pupils will wash their hands both before and after eating.
- Each group of pupils will have the use of one area during their breaktime. This will include a space to eat and talk together whilst maintaining social distancing and a set of toilets. Only one group will use this area at any given time and on any given day.
- Pupils will be supervised throughout their breaktime and will need to adhere to the behavioural expectations at all times.

51. Entitlement to Free School Meals

- As stated in section 32, like the vast majority of secondary schools, we are unable to offer lunchtime provision on site.
- In order that your child continues to access entitlement to free school meals if they are eligible, the BACS transfer/ weekly food parcel offer will continue so that they do not lose this entitlement.

- Should parents or carers have any queries relating to free school meals, please contact FreeSchoolMeals@swansea.gov.uk. If they wish to opt for the BACS transfer payment in preference to receiving weekly food parcels, they should contact FSMPayments@swansea.gov.uk for support.

52. Toilets and Welfare Spaces

- As stated in section 50, each group of pupils will have the use of one area during their breaktime. This will include a space to eat and talk together whilst maintaining social distancing and a set of toilets.
- Only one group will use this area at any given time and on any given day.
- Toilets will be cleaned throughout each day.
- All 'high touch' areas will be cleaned and sanitised regularly and frequently throughout the school day.
- Should a pupil become unwell or symptomatic during the school day, they will be moved to a room where they can be isolated behind a closed door, with a window opened for ventilation.
- If a pupil needs to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected before being used by anyone else.
- Any toilets or welfare spaces used by pupils during a day on which they later become symptomatic will be closed off for the remainder of the day to allow for deep cleaning prior to them being used again.

53. The End of the School Day

- At 1.30pm, teachers will take their groups to the access point that they used when arriving at school that day. All pupils will sanitise their hands again before leaving the school and will either start their homeward journey or await collection.
- Pupils using school transport will need to make their way from this point to the school bus bay.

54. The School-Based Provision for This Term

- As stated in section 48, pupils will have some time for open discussion with their teacher and their group each day.
- Pupils will also participate in an Act of Worship each day.

- Provision will focus on wellbeing for some part of every day that they attend school this term. As well as the open discussion time with those who know them well, this being a key source of support, there will be time to complete other wellbeing-focused tasks and to provide feedback to their teachers about how they are. They will also learn about how to access further sources of support as needed.
- Pupils in all year groups will receive advice and resources aimed at helping them to structure their time when they are not in school.
- Pupils will receive sessions on how to access remote learning resources and on how to get the most out of the blended learning experience. They will learn more about the benefits of asynchronous (recorded) lessons, such as the opportunity to repeat these whenever needed and to move at their own pace, and of synchronous (live-streamed) lessons, such as having the opportunity to speak with their teachers immediately and to ask for help/ further explanation as needed.

All pupils who do not attend the school-based provision in person for reasons of shielding, vulnerability or parental choice will be able to access the same resources and lessons from their homes.

55. Blended Learning from 29th June – 20th July

- With the recommencement of schooling, we are ready to launch the next phase of our provision and have been working to prepare a blended learning programme with rich opportunities for making the most of both on-site and virtual provision.
- All pupils and their families will receive details of what this programme will entail.
- Should pupils not be engaging at the level needed to keep pace with their peers, there will be follow-up from class teachers, Heads of Department, Heads of Year or wellbeing staff as appropriate to their circumstances, with support being provided where needed.

56. Home-School Contact from 29th June Onwards

- Each fortnight, families will receive a phonecall from a designated member of staff to check on wellbeing, progress and answer queries related to school matters and blended learning. Both pupils and their parents/ carers are welcome to speak with the staff member as needed. More information about this will be shared prior to 29th June.
- Pupils and their families are also encouraged to continue communication in the ways that have been most effective for them throughout the period of school closure, whether this is by means of emailing their child's teacher, Wellbeing Officer or Head of Year, or by communicating with staff through Microsoft Teams.
- Parents and carers, whilst unable to access the school during the school day as they normally would, are encouraged to email or contact the school as needed and

appointments will be arranged if meetings are essential. Wherever possible, virtual meetings will be facilitated and support will be offered in setting up and participating in these.

57. Curriculum Coverage

- It is recognised by all, including examination bodies, that it will not have been possible for pupils to cover the same material through home learning as they would have in a school environment. Work is ongoing to look at ways of ensuring that pupils are not disadvantaged by this period of closure. These may include reduction in the number of units that pupils are expected to study, reduction of the number of externally-assessed units (exams), etc.
- Staff are working to develop resources and learning materials to address any gaps in learning swiftly.
- Pupils will also be provided with resources for the summer holidays that will help them to consolidate their learning before returning in September.

58. Our 'Exam Year Groups': Years 11 and 13

- We are all-too-aware that the pandemic has had a very significant effect on the learners who were preparing for external examinations this year. Their resilience and maturity has been exceptional. None of us should underestimate the impact of having the 'fixed point' towards which their education and independent efforts had been focused for so long taken away from them.
- Our staff have worked hard on centre-assessed grading and providing evidence to support the qualification awards that are reflective of their achievement and efforts, and which represent what they would have achieved had the examinations gone ahead. As this is a 'first' for all of us, we do not yet know how this information will be processed by the exam boards and how closely the final qualification grades awarded will reflect these. We will provide updates to parents, carers and pupils as we approach results days on supporting pupils as they await results, on receipt of these and in taking their next steps.
- As referenced previously, whilst schools are not expected to offer on-site provision for pupils in Year 11 and 13, we will nevertheless be offering this. We are keen to facilitate one-to-one support meetings for those who would find them helpful, as well as small group provision of the kind offered to the other year groups.
- As explained in our assemblies with Year 11 prior to the closure of schools, while it has not been possible for their prom to go ahead as planned, we are working to ensure that, when circumstances allow, this important celebration of their time in compulsory schooling is rescheduled. We are very much looking forward to what will undoubtedly be a very special reunion, as well as all that it would normally be as a school prom,

and we have some extra-special surprises planned to compensate for the fact that their prom has, of necessity, been postponed during the pandemic.

- We are keen also to reschedule the planned Sixth Form celebration and we look forward to sharing details of both these events as soon as it is possible to reinstate them.

59. Our 'Exam Year Groups': Years 10 and 12

- Our Years 10 and 12 learners will be offered additional days of on-site provision in recognition of the fact that they are preparing to sit examinations next year.
- Provision for these year groups will also have a focus on wellbeing, this being critical to their ability to cope with the challenges presented by the pandemic, by blended learning and by the prospect of exams.
- As stated in section 57, work is ongoing to look at ways of ensuring that pupils due to sit examinations next year are not disadvantaged by this period of closure. These may include reduction in the number of units that pupils are expected to study, reduction of the number of externally-assessed units (exams), etc. We will update pupils and their families as soon as we have any more information on this.
- Any adjustments are made for these year groups by examinations bodies will be reflected within our provision as a school. We will be working swiftly to shape our provision in line with changes made, restructuring schemes of work as needed.
- Any pupils who are particularly anxious or concerned about matters relating to examinations are encouraged to speak with school staff about their worries, in order that appropriate support can be provided.

60. Practical Support for Online Learning

- We understand that online learning presents its challenges. Which of us has not been let down by technology at some point? The computer that crashes losing unsaved work? The printer that runs out of ink when we most need to print resources? The internet connection that fails unexpectedly? Advice and technical support will be made available to all learners throughout the period of blended learning being in place, just as it has throughout the time of school closure. Please continue to contact the school if you:
 - Do not have a device to enable you to carry out online learning
 - Do not have an internet connection at home
 - Have forgotten your Hwb log-in details
 - Are struggling to access any part of your work on Microsoft Teams
 - Experience problems accessing recorded or livestreamed lessons after 29th June

or indeed if you have any problem at all related to IT matters. We will be happy to provide support as needed.

61. Provision of Paper-Based Resources

- We understand that, for a variety of reasons, some of our pupils require or prefer paper-based resources. Just as we have supplied learning packs upon request throughout the period of school closure, this will continue when the school re-opens. Parents, carers or pupils can request these by contacting the school via email or by phone, or by speaking with their teacher when they attend school.
- For safety reasons, paper resources will not be brought back and forth between school and home whilst there remains a risk of virus transmission. Pupils will learn more about the ways in which their work will be assessed following 29th June. For the most part, and wherever possible, feedback and assessment will continue to be conducted virtually, such as on the Microsoft Teams, MyMaths and SAM Learning platforms.

62. Pastoral Support

- The key source of pastoral support in the next phase of education will continue to be the form tutor. Further to this, support will be provided by the Head of Year.
- The Wellbeing Team will continue their work with pupils requiring additional pastoral and wellbeing support and will remain the main link between pupils and the external sources of specialist support facilitated by school, such as the Exchange Counselling project, specialist behaviour support, etc.
- Should parents and carers have any queries or should they wish to request additional pastoral support, they should contact their child's Head of Year in the first instance.

63. Schedule of Provision

The schedule of provision for the remaining four weeks of the term is as follows:

- Year 7: Wednesday 1st July, Thursday 2nd July, Friday 3rd July
- Year 8: Wednesday 8th July, Thursday 9th July, Friday 10th July
- Year 9: Wednesday 15th July, Thursday 16th July, Friday 17th July
- Year 10: Monday 29th June, Tuesday 30th June, Monday 13th July, Tuesday 14th July, Monday 20th July, Tuesday 21st July
- Year 11: Wednesday 22nd July, Thursday 23rd July, Friday 24th July

- Year 12: Monday 6th July, Tuesday 7th July, Wednesday 15th July, Thursday 16th July, Friday 17th July
- Year 13: Wednesday 22nd July, Thursday 23rd July, Friday 24th July

Responses received via the booking forms have indicated that we will be able to run the above schedule safely without exceeding the strict limits on pupil numbers at any point.

64. Transition Overview:

- Schools and colleges will work together to ensure that any transitions are managed as smoothly as possible to support pupils during these key points in their education.
- Pupils starting a new setting or phase in education need a planned transition. We are working together to enable our pupils to become accustomed both to new settings and to the experience of returning to education. We have already undertaken many of their transition activities, however we have sought to provide 'virtual transition' where possible during the period of school closure and are working to develop transition support further.

65. Transition: Year 6

- We are very much looking forward to welcoming the newest members of the Bishop Vaughan community. We understand that this term will not have been as they expected and that they will not have had the time to finish their primary school years in the way they had anticipated. We are working with their current schools to ensure that we can support them as effectively as possible when they join us in September.
- Support and materials for current Year 6 pupils can be found here: <https://www.bishopvaughan.co.uk/transition> These include a welcome letter, transition activities and a welcome video which includes a virtual tour of the school.
- Should any parents/ carers have queries related to primary-secondary transition, please contact Miss Smith, Assistant Headteacher (SmithK202@Hwbcymru.net), who will be happy to provide assistance.

66. Transition: Year 9

- We understand that pupils in the current Year 9 group will not have had the opportunity to prepare for their GCSE studies this term and to speak with staff further about the options choices that they have made. Whilst the Year 9 options support activities, such as options assemblies, typically take place in the Autumn and Spring terms, and have therefore already been provided, staff will be happy to discuss any concerns or queries

with parents, carers or pupils as needed. Please contact Miss Wilshire, Head of Year 9 (WilshireB@Hwbcymru.net) in the first instance.

67. Transition: Year 11

- For our Year 11 learners continuing to Sixth Form in September, we encourage engagement with the Year 11 transition booklet, if our pupils have not already done so. This can be found here: <https://www.bishopvaughan.co.uk/transition-from-year-11-to-sixth-form>
- Should any Year 11 pupil require wellbeing support, the opportunity to discuss their Sixth Form options or their preparations for Sixth Form, they are encouraged to book to attend on the on-site days offered (22nd-24th July). We will be happy to support our pupils in every way that we can. Year 11 pupils can also continue to access support via Microsoft Teams, via email and by telephoning the school as needed.

68. Transition: Year 13

- We are immensely proud of our Year 13 learners and of the paths that they have opted for following their school-based studies. We know that many are waiting on results to learn whether they have been successful in gaining their university courses of choice. All of the usual support for this process will be provided in August.
- We understand that many of our pupils will have queries or face uncertainty about what to expect if they take up their university places next term. Support will be provided to address these concerns both during the days offered on site (22nd-24th July) and remotely as needed.
- For those learners not progressing to university but instead taking up employment, further education or training, and also for those who have not yet decided upon their next steps or who possibly have changed their plans due to the pandemic, support is available from Mr Boucher, Head of Sixth Form (Bouc-Hamol@Hwbcymru.net), from the Careers Adviser (helen.l.williams@careerswales.gov.wales) or from other school staff upon request.

69. School Leavers

- For those pupils leaving Bishop Vaughan at the end of this term, whether they are Year 11 pupils, Year 12 Intermediate students or Year 13 students, we are keen to provide support to them in taking their next steps and to ensure that they do not miss the opportunity to take up Further Education, Higher Education, employment or training. We encourage all pupils who are concluding their time at Bishop Vaughan either to attend the on-site days offered if they need help with their arrangements for next year, or to contact their Head of Year or the Careers Adviser if they would prefer to access this support remotely.

70. Careers Support

- Our Careers Adviser, Mrs Heidi Thomas, has now started her maternity leave. Mrs Helen Williams of Careers Wales will be covering for her during this time, and can be contacted at the following email address: helen.l.williams@careerswales.gov.wales

71. Provision in September

- We understand that parents, carers and pupils will have many questions about what educational provision will look like in September. At present, we have no more details than are available to yourselves. We can expect, however, that blended learning will be in place for some time to come and that it is, in effect, 'the new normal.' We are working hard to ensure that this is the very best we can make it. We will update you as soon as we know any more details whatsoever about educational provision for next term.

72. School Holidays 2020-21

- As you will be aware, the summer term has been extended for one week to enable schools to offer all pupils the opportunity to 'check in, catch up and prepare' before September. The Education Minister has also added a week to the Autumn half-term holiday. We have not yet received confirmation as to whether this will be the week before or after the scheduled half-term break, which commences on Friday 23rd October. We will update you as soon as we have further news on this.

73. Sources of Support and Advice

While we have tried to answer any questions that you may have in this guide, we are aware that you will may still have questions relating to the re-opening of schools. The Local Authority helpline to assist you in relation to these can be reached on these numbers:

01792 636033 and 01792 636034

Further Links

Swansea Virtual Learning School:

<https://swanseavirtuallschool.org/>

Schools - Frequently Asked Questions:

<https://www.swansea.gov.uk/returntoschoolFAQs>

Exchange Counselling:

<https://www.exchange-counselling.com/>

Cruse Bereavement Support:

<https://www.cruse.org.uk/get-help/local-services/wales/morgannwg>

Swansea Council Coronavirus Advice:

<https://www.swansea.gov.uk/coronavirusadvice>

Swansea Council School Information:

<https://www.swansea.gov.uk/schoolsandlearning>

74. Information in Languages Other Than English or Welsh

If you would like to speak to someone in a language other than English/Welsh, please email EMAU@swansea.gov.uk with your phone number and the name of the language and someone will call you.