

# Cowbridge Comprehensive School

**Ysgol Gyfun Y Bont Faen**



**Headteacher: Mrs Thomas MA**

*Deputy Headteacher: Mr Fowles*

*Assistant Headteachers: Mrs C Clode, Mr Griffiths, Mr Ling,  
Miss Pennell & Mrs R Williams*

*Business Manager: Mr Walters*

## Arrangements for Opening the School for More Staff and Pupils.

Dear Parent / Carer,

Following the Welsh Government's announcement that schools will reopen to more pupils on **29 June 2020**, I am writing to share with you the arrangements we have implemented to ensure the safety of all staff and pupils. These arrangements have been put into place following a robust risk assessment process. This includes specific risk assessments for staff, pupils and the site and its resources. These are all available on the school's website and we recommend that you fully familiarise yourself with them.

We are looking forward to seeing our pupils once again, and I would like to reassure you that the safety of our school community is our highest priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes, as and when we make them.

I can confirm that Cowbridge Comprehensive School will open more widely to pupils on **29 June 2020**. Before this date we will implement a range of strategies identified from our risk assessments. These are aimed at identifying the risks associated with coronavirus, specific to our school setting, and to minimise these risks, as far as practically possible. **The reopening plan, risk assessments and new policies are on the school's website and these contain detailed information, including the 'Test, Trace, Protect' strategy.**

<https://www.cowbridgecomprehensiveschool.co.uk/reopening-plan-for-june-29th>

We recognise that some parents may have concerns about the return to school. We also understand that the past weeks may have been challenging for families in many different ways. After you have familiarised yourself with the key documents referred to in this letter, and available on the school's website, please do not hesitate to contact us to raise any outstanding concerns. We are firmly committed to supporting your child to return to school and education.

We realise that some pupils, particularly if they are shielding or have family members who are shielding, may not be able to return to school at this time. In this case we will continue to support your child remotely. Please contact us if your child is unable to attend, for any reason, by contacting the school via the designated email address for your child's year group.

Aberthin Road, Cowbridge, CF71 7EN

Tel: 01446 772311

Email: [enquiries@cowbridgecs.co.uk](mailto:enquiries@cowbridgecs.co.uk)



Your child is expected to wear normal school uniform and we encourage you to wash all items of clothing daily. For the remainder of this term pupils are not required to wear a school tie.

**Years 10 and 12 remain our highest priority for face-to-face contact as they will be sitting their official examinations next year.** Therefore, the timetable for the 4 weeks **starting 29 June 2020 and ending 24 July 2020** has been designed to accommodate a higher proportion of time for these pupils.

Pupils in Years 7, 8 and 9 will receive face-to-face contact in line with the Welsh Government's "check in, catch up, prepare" principle.

An **overview** of the timetable is outlined below and, following analysis of available staff, capacity of the school site and its resources, this will involve no more than **245** pupils being on the school site **at any given time**. This will ensure that the strict 2 metre social distancing requirements will be possible and implemented, along with staggered start and end times to lessons, breaks, lunch, etc.

Further details of which days your child is expected to attend school will follow via *Parentmail* before 22 June 2020 and will be sent to your child, via their school email address.

Please note, the week beginning **20 July 2020 will primarily be for Y12 students**. However, we will be running additional provision for pupils from any other year group who we have assessed as needing to be present in school for wellbeing and/or learning purposes. This could include where we have identified learning deficits; too much incomplete work; wellbeing issues; etc. We will utilise information from pupils' questionnaires to establish these needs and also from data already available at the school.

We will plan literacy based intervention and teaching to assist pupils with significant under attainment, relative to age. We will also provide advice and guidance to those pupils with regards to reading and we will make available, free of charge, books for them to read over the summer holiday. We will also consider provision for pupils whose wellbeing is of a major concern and could benefit from being present in school. We will liaise with parents directly about the provision available for pupils in Years 7, 8 and 9 accordingly, and as soon as we have analysed important data.

## Overview of the Timetable

As outlined above, further details of the date(s) your child will be accommodated will be provided by 22 June 2020. **The timetable below gives parents an overview of our final provision.**

	Monday	Tuesday	Wednesday	Thursday	Friday
29 June	Y7 (third of pupils in cohort) Y10 (third) Y12 (half)	Y8 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)	Y9 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)
6 July	Y7 (third) Y10 (third) Y12 (half)	Y8 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)	Y9 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)
13 July	Y7 (third) Y10 (third) Y12 (half)	Y8 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)	Y9 (third) Y10 (third) Y12 (half)	Y10 (third) Y12 (half)
20 July	Y12 (half)	Y12 (half)	Y12 (half)	Y12 (half)	Y12 (half)

The above timetable means that pupils in Years 7, 8 and 9 will each receive 1 full day of “check in, catch up and prepare” time.

A Year 10 pupil will receive the equivalent of 5 days provision. A Year 12 pupil will receive the equivalent of 10 days provision.

As outlined above, some pupils in Years 7, 8 and 9 will be offered supplementary provision during the week beginning 20 July 2020 and we will discuss this separately with those parents once we know which pupils we feel may benefit from extra time in school.

### **Timing of the school day**

As pupils arrive at the school site, they are **expected to observe the 2 metre social distancing requirement**. School staff will be on duty to supervise and reinforce expectations.

Lesson 1 - 08:30 -10.00am

*(pupils will start a phased arrival into school from 08:30 for a 09:00 start to Lesson 1)*

Lesson 2 - 10.00 - 11.15 (includes break - pupils remain with teacher - rota)

Lesson 3 - 11.15 -12.15

Lesson 4 - 12.15 -13.45 (includes 30 minute lunch break)

Lesson 5 - 13.45 - 15.00 (staff to release pupils in a phased manner from 14:45 onwards)

### **Transport to School**

Pupils are encouraged to walk or cycle to school or be dropped off by a member of their household. Where this is not possible, and pupils need to use transport, they are required to follow guidelines on social distancing. Parents who arrange private hire transport are outside of the scope of the school and the Local Authority and we cannot control any aspect of the arrangements made by parents for their children.

The school will work with the Local Authority should pupils require transport and not be able to travel to school via other methods. We will gather information from parents in the form of a questionnaire (link below) to establish transport requirements, should getting to school via other methods not be possible.

This service will not be possible for pupils out of the area and who ordinarily have a private hire outside of the scope of the LA.

## Arrangements for break times and lunchtimes

We recognise the importance of all pupils having a break from learning and enjoying time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made adjustments to break and lunch times to ensure they can do this safely. This involves different classes and groups of pupils having staggered breaks and lunches throughout the day to ensure that numbers of pupils in dining areas are limited; to uphold strict social distancing requirements; and, to ensure high levels of hygiene. Extra cleaners will be in school throughout the day and will clean all areas, including the canteen, regularly throughout the day.

There will be canteen provision available and we encourage pupils to make use of these facilities. Biometrics will not be used until further notice and more details regarding how to pay will follow.

To enable us to plan the next stages, we require all parents / carers to complete this online questionnaire (link below). For children who live in 2 or more separate households we must have 1 return only for your child(ren).

<https://docs.google.com/forms/d/1RuxZppoKvoirnkCcdcS-zoxhFLrZ1AVtVhHOvilkcxo/edit>

I hope that these arrangements provide you with the information you need to support your child's return to school. I would like to take this opportunity to thank you for supporting the school over recent weeks and for supporting your child with their home learning.

Yours sincerely,

A handwritten signature in black ink that reads "A.S. Fowles". The signature is written in a cursive style with a horizontal line underlining the name.

Mr Fowles  
Deputy Headteacher