



Pupils returning to school

We look forward to welcoming Year 10 pupils back to school on Monday 22 March. They will join Years 11, 12 and 13 who returned to school on Monday 15 March 2021.

Years 10 and 11 will stay in school all day. Years 12 and 13 are only expected to stay on site for their lessons.

All other pupils will return to school fully on 12 April (after the Easter holiday).

Morning arrangements

We would like to remind pupils of the arrangements for the start of the day and break times.

08.30 - 08.45 arrival of pupils on site (facilitates a staggered start)

08.45 - 09.10 Registration (pupils go to their lesson 1 classroom at 08.45)

09.10 - 10.10 lesson 1

Break and lunch time will be staggered in the following way from 15 March until the Easter break:

w/b 15 March		
Break	Year Group	Lunch
10:10 - 10:30	13	12:30 - 13:00
10:40 - 11:00	12	13:00 - 13:30
11:10 - 11:30	11	13:30 - 14:00

w/b 22 March		
Break	Year Group	Lunch
10:10 - 10:30	10 & 13	12:30 - 13:00
10:40 - 11:00	12	13:00 - 13:30
11:10 - 11:30	11	13:30 - 14:00

Members of staff will be present on the school site from 8.00am each morning.

Teachers will be on duty in a formal supervisory capacity from 8.30am.

If pupils in Years 10 - 11 arrive in school in the morning before 8.30am, they must not then leave the site for any reason (for example to go into Cowbridge town centre). Should any pupil disregard this instruction, please be aware that they will not be under any form of staff supervision and the school cannot take responsibility for them during this time. Secondly, the pupil concerned may be subject to disciplinary processes in school.

If pupils do have reason to be in Cowbridge before or after school, we would encourage them to be mindful of other members of the local community, behave in a considerate manner and to try to maintain appropriate social distancing when coming into contact with other people. We will be reminding all pupils regarding these expectations.

Pupils are expected to arrive at school in good time for registration and the first lesson which begins at 8.45am. This means that pupils should arrive in school at least 10 minutes before this time to enable them to make their way to their classrooms for the start of lessons.

Face coverings

All pupils will need to wear face coverings in all classrooms and all indoor areas, except when they are sat down in the dining hall consuming food or drink.

School uniform

As we welcome pupils back to school after a long period of time working at home, it is important that we provide structure and routine from the start.

We understand that many families have faced different circumstances and challenges over the last few months. Pupils and students have been out of their normal routine. They may also have physically grown since they were last in school.

We are anxious to avoid any conflict with pupils or parents regarding school uniform. The return of pupils to school should be a positive experience for all concerned. Therefore, we would encourage you to contact us as soon as possible if your child is likely to have difficulty in complying with the School's uniform requirements. For example, we might be able to help in cases of financial hardship which has resulted in problems in obtaining items of school uniform.

We would be very grateful for your full cooperation on this matter. Any outstanding issues related to school uniform should be addressed by the return of all pupils to school on 12 April 2021.

Please see below for further details.

Since Years 11, 12 and 13 have returned to school this week, it is noticeable that a number of our young people are wearing leggings which are similar to sporting attire. These are often overly tight and, in some case, virtually see through. Therefore, they must not be worn. Trousers should be "tailored" in nature and not overly tight. Leggings are not to be worn. Skirts if worn must be no more than 5cm above the knee. Jeans in any colour are not part of the school uniform. Hooded tops are not to be worn. The school jumper and an appropriate top coat should be worn. Footwear must be black and plain with no coloured logos.

Centre Determined Grades (CDGs)

Detailed information which was as up to date as possible was sent to relevant parents/ carers last week. Subject staff are now in the process of completing their teaching, learning and assessment plans which will outline the approach to CDG assessments in each area. Relevant details will be shared with students as soon as possible.

For your information, please see below a detailed timeline relating to the implementation of CDG procedures in school.

We wish all families a good weekend.

Yours sincerely,

Cowbridge Comprehensive School Senior Leadership Team.

Appendix 1

EVENT	DESCRIPTION	DEADLINE
Senior Leadership Team (SLT) Planning	Friday and Monday (5 & 8 March). Draft timeline, process and 'CDG policy' produced	Tuesday 9 March 2pm
Draft timeline to Curriculum Leaders (CLs)	Internal timeline, overview and policy to Curriculum Leaders	Tuesday 9 March 2pm
Departmental consultation meetings	CLs to inform, consult and gather any feedback, questions to SLT	Wednesday 10 March
Teacher training events	Staff to attend WJEC virtual training events as per programme	Monday 8th March onwards, as per programme
SLT Meeting	Discussion and clarification of feedback from CLs	Thursday 11 March
Y11,12 & 13 return	Teachers reassure pupils and inform of our overarching principles - inform pupils of what & how they will be assessed over the 7 available weeks	Mon 15 March until Wednesday May 26
Submit the Assessment and Internal Quality Assurance policy	i) Governors' Resources Committee to adopt policy ii) Send to WJEC as per requirement	Tuesday 23 March Thursday 25 March
CCS Subject plans to SLT	CCS template completed by CLs	Thursday 25 March
Pupils complete google form	All Y11, 12, 13 pupils complete Google form relating to CDGs as part of listening to learners procedures.	Thursday 18 March by Thurs 25 March
12 April Return to school after Easter Holiday	All teachers to deliver teaching and assessments chunked over time	Mon 12 April to Wed 26 May
27 & 28 May	Department marking and standardisation in the lessons where teachers ordinarily teach Y11, 12, 13	Thursday 27 & Friday 28 May
May half term holiday		Monday may 31 - Friday June 4
7 - 9 June Departmental time	Departmental standardisation, moderation and quality assurance	Wednesday 7 June
10 & 11 June SLT	Senior Leadership Team Quality Assurance and Moderation process	Fri 11 June

CDG to leavers	School releases provisional data electronically to students	Wednesday 16 June
16 - 21 June	'CDG Review' request from pupils- electronic process Reviews must be submitted by this deadline. Late requests cannot be accommodated.	Monday 21 June by 3pm
16 June - 1 July	Reviews undertaken by Teachers, CL & SLT: Review and Complaints process used at SLT level	Thursday July 1
2 July	Submit CDG data to WJEC	Friday 2 July
13-16 July	WJEC discusses atypical results with centres. Last day of term	Friday 16 July
10 and 12 August Final Centre Determined Grades published	AS and A Level - 10 August GCSE - 12th August	
Appeals window WJEC - AS/A level	10 August to September 7th	7 September
Appeals window WJEC - GCSE	24 August to September 21st	21 September