

Ysgol Greenhill School, Tenby

Operational Planning for Autumn Term 2, 2020

Guiding Principles

COVID Secure operations – Balancing the guidance provided by Welsh Government and the operational realities relating specifically to Greenhill school.

Should pupils remain largely in one location and staff move or should staff be static, and pupils move to lesson – reflecting more normal operations? Given that leaving pupils in one location whilst staff moved would leave pupils unsupervised at various points in the day, it was felt that this created safeguarding concerns. The confinement of pupils in one space for long periods of time was also likely to make it difficult for adolescents to remain focused. As the creation of good air flow through rooms and buildings is considered desirable then this would be aided by the movement of pupils around the building. The risk of infection as a result of walking passed someone is also considered low risk.

It was also considered to be more supportive of the mental health and wellbeing of teachers, who are at greater risk of and from infection to give them control of their classrooms. This also meant that staff would be very familiar with the learning space as well as having all their resources to hand. It was assessed that staff consistently using their own desk and equipment would reduce the risk of cross contamination when compared to staff moving to multiple locations. The assessment of risk therefore indicates that the most vulnerable member of our community i.e. staff, would be best served by staff remaining in one place and pupils moving from lessons to lesson. Lesson change over time will be slightly staggered to minimise the risk of bottlenecks in corridors.

Structure of the day. When considering the structure of the day and achieving a COVID secure operation we had to consider all contingencies. Our biggest challenge in this regard was consideration of the supervision and maintenance of pupil contact groups and social distancing between those groups during breaks and lunchtime. Supervision of contact groups would require a significant change to our current safeguarding rota. When the weather is fine (dry) pupils can move quickly outside at break and lunchtime, however, the weather is often very inclement in Pembrokeshire and it is not possible for pupils to be outside. As a result, our day has been structured to accommodate the prevailing and likely weather conditions for the Autumn Term. Given the use of school transport and unpredictable nature of the weather it is not practically feasible to have fine weather/foul weather options (decided on a day by day basis). The use of school transport also precludes the use of staggered starts and ends to the school day for different groups.

Scalability. During the autumn term there may be further relaxation of the regulations or greater restrictions, which may include further periods of lockdown/school closure, such as the Fire Break. Our structure has to allow our provision to be scaled up or back as necessary. If there is a further relaxation of the regulations then we will easily be able to scale up our planned structure without the need for extensive re-timetabling of staff, rooms or groups. Metaphorically we will extend our operation like the concertina on an accordion. Similarly, should we need to 'scale back', the provision of blended learning sessions for all learners and staff will ensure that their skills remain sharp and the technology resilient to quickly meet the changing circumstances. When considering the scalability aspect of our structure, we have also drawn on our recent experience where critical members of leadership might unavoidably be indisposed. As a result, the planned structure and any changes to provision should not critically rely on the specific skills of an individual within the organisation.

Remaining Challenges. Our major remaining challenge, with respect to sustainable operation, is the continued health and well-being of staff. Without sufficient staff, who are fit and well, both physically and mentally it will become impossible to maintain a full operation. Given the subject specialism of secondary teachers this is not a simple matter of numbers. It is impossible to know how many school staff may become ill during the term and will

be required to be more cautious than usual about attending if they feel unwell. There are limited resources to increase our cover provision. This will become the single most critical factor in maintaining our planned provision.

Additionality - In addition to the delivery of the timetabled lessons, provision also needs to be made to support groups that have exams at the end of the academic year and vulnerable pupils who require targeted support, so that their chances of academic attainment is not compromised as a result of the impact of the pandemic. We will continue to review what, how and when we can provide aspect of additionality. When we are able to provide this it will be communicated to learners and parents via the usual channels.

The School Day

Following Welsh Government operational guidance for schools and settings the following outlines the operational procedures to deliver a broad and balanced curriculum, while adhering to advice and guidance to minimise the risks of COVID-19 transmission.

We will:

- Create contact groups at KS3 by year group, working predominantly with classes as set out by our iLEARN broad banding model.
- Reduce contact groups at KS4 and KS5 to year groups, with pupils following timetables to include option subjects.
- Lower the interaction of pupils and staff as they move around school, by delivering clear instruction with rationale as pupils are dismissed in a controlled and stagger manner.
- Begin the school day immediately with lesson one, to eliminate the cross contamination of pupils that would take place with during registration in our house system with mixed year groups.
- Provide pupils with at least one lesson of blended learning each day, enabling pupils to develop the skills of blended learning in the event of such an approach being required at a later date. Blended learning will continue to enhance the independent skills pupils developed during school closure.
- Deliver the blended learning lesson (as seen in the table below) to allow staff and pupils to comfortably break during the learning day within their own year group, while accessing the canteen and taking advantage of outdoor spaces and fresh air, and maintaining appropriate group and social distancing.
- Ensure that the blended learning lesson provides pupils with thirty minutes of face to face learning with their subject teacher and **at least thirty** minutes of independent work on the Google Classroom platform, which proved successful during the period of school closure.
- Lower the risks of transfer between contact groups by establishing cleaning routines at the end of each lesson, this will provide both pupils and staff with a clean environment on arrival.
- Reinforce cleaning operations from the period of *'check in, catch up and prepare'* during the summer term by increasing the cleaning team during the school day.

In order to provide pupils with a broad and balanced curriculum, while allowing pupils to remain in contact groups the structure and timing of the school day has been amended.

Operational Procedures

Face covering must be worn in corridors and communal areas by all pupils and staff. Face covering should be put on prior to entering the building.

The beginning of the school day

On arrival pupils will be directed to their lesson one classroom immediately, where they will be greeted by their teacher from 8:30am. Pupils will choose the pupil entrance that is closest to their timetabled first lesson. Pupils will be supported by the leadership team, staff who are not tutors, HoH and support staff as directed line managers between 8:30 – 8:40.

Lesson change over

At the end of the lesson staff will direct pupils and provide guidance on the most appropriate route to the next lesson, avoiding corridors where possible e.g pupils leaving Music to attend Maths would exit at the main hall and make their way to the Maths block using the outdoor route around the gyms (except on days where weather is particularly poor weather). Pupils will be instructed to walk in single file and wear their face masks before exiting the room. To stem the flow of traffic on the corridors, girls will be dismissed on the bell and boys two minutes later (this will alternate with Girls first on week A and boys on week B). On arrival at their next lesson pupils will enter the room immediately under the supervision of staff or as soon as the room has been vacated.

Lesson Timing

Lesson	Time
1	8:40 – 9:40
2	9:40 – 10:40
3	10:40 – 11:40
4	11:40 – 12:40
5	12:40 – 13:40

Break for staff and pupils

Pupils and staff will have a twenty five minute break during the school day. This break will be integrated as part of a blended learning session. Pupils in years 10, 8 and 11 will be escorted to the canteen in the allotted time, pupils in years 7 and 9 will go immediately to the canteen after their previous lesson (please see the diagram below). ALL pupils will use the canteen queuing system to ensure the year group remains together as a contact group. Once pupils have joined the queue, teachers will break and return to the classroom at the end of the allotted time to greet pupils. Pupils will be supervised by the leadership team, lunchtime supervisors and canteen staff. Once pupils have finished their food, they will be supervised on the school grounds (on dry days) before being dismissed to their classes.

Staff who are teaching five lessons a day and do not have a lesson that falls in line with break for year groups, will have part of lesson 2, 3 or 4 covered to ensure all staff have access to an equal break.

Blended Lessons

From 5th October 2020

Lesson	Blended Learning	Break
2	Year 11	10:10- 10:35
3	Year 9	10:40 - 11:05
	Year 10	11:10 - 11:35
4	Year 7	11:40 - 12:05
	Year 8	12:10 - 12:35
VI Form - as directed by staff		

From 16th November 2020

Lesson	Blended Learning	Break
2	Year 7	10:10- 10:35
3	Year 8	10:40 - 11:05
	Year 11	11:10 - 11:35
4	Year 9	11:40 - 12:05
	Year 10	12:10 - 12:35
VI Form - as directed by staff		

Blended Learning

Lessons that fall on a break period are defined as ‘blended learning’ lessons. Such lessons will be a combination of face to face learning in the classroom and learning at home. Each pupil will have one blended learning lesson each day. We must ensure that the blended learning approach provides pupils with one hour of learning. Parents will be informed that their children will be expected and required to complete at least half an hour of blended learning each day. This is **in addition** to their homework.

Cleaning

The cleaning operation conducted during the period of ‘check in, catch up and prepare’ will be increased, with a team of staff working throughout the day. High contact points, toilets and Health and Well Being changing rooms will be a priority. Pupils will be responsible for the cleaning of their work base on arrival at their lesson (details of this will follow).

The end of the school day

Buses will arrive at 13:30 and depart Greenhill at 13:50. Staff will direct pupils to the nearest exit and pupils will be dismissed by their classroom teacher. All pupils will be instructed to wear their face masks before existing the class, pupils who are not travelling by bus may remove their masks when they are outside the school building. Pupils will be supervised onto their buses 13:40 – 13:50 by senior leaders and staff who are not teaching lesson five.