**Provision Plan Framework General**

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| **Before school** | * In whatever manner staff and learners get to school please socially distance. * Car sharing Is not possible unless you are travelling with members of your own family. * All staff required in school must be on site by 8.25am. There will be no entry to the car park again until after 9.15am due to the use of the bottom school gates for student entry. * Staff should enter school through main reception where they will be signed in by reception staff and asked to confirm some screening questions. * All correct reporting procedures to be followed by staff * Staff to ensure that work-wear clothing is appropriate and washable on daily basis * Where possible learners should be brought to school by their parents / guardians. Students are encouraged to arrive on foot wherever possible. * Public transport should be avoided if possible. If public transport must be used social distance rules must be followed. Between being dropped off/arriving close to school and coming into school social distancing rules must be followed. * Learners to be instructed to not congregate in groups in the community * Learners must bring their own essential school equipment. No PE Kit is needed initially. No sharing of equipment. Some spare basic equipment (pack of pen, pencil, ruler) may be available at the start of the provision for a small number of students who may require it – Staff should make this request known to LKR/Vulnerable support provision area in E block. * Staff and learners must bring their own water bottle, packed lunch and eating utensils. There will be no school meal/hot drink provision. |
| **Start of day routines** | * Student information/timetables will be communicated to them in advance – email/website/group call link. * **Entry points:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yr. 12 (Mon) | Yr. 10  (Tues) | Yr. 9  (Wed) | Yr. 8  (Thurs) | Yr. 7  (Fri) | | 12C, L, Y & B use main school gates  12O, W & N use lower car park gates (opposite leisure centre) | 10C, L, Y & B use main school gates.  10O, W, N & A use lower car park gates (opposite leisure centre) | 9C, L, Y & B use main school gates.  9O, W, N & A use lower car park gates (opposite leisure centre) | 8C, L, Y & B use main school gates.  8O, W, N & A use lower car park gates (opposite leisure centre) | 7C, Y, O & N use main school gates.  7L, B, W & A use lower car park gates (opposite leisure centre) |  * Learners using the main gates should follow the line markings and make their way straight onto the yard to line up outside the designated block as outlined in the line-up locations table. * Learners using the lower car park gates should follow the line markings and make their way onto the yard via the compound behind C block, entering the yard between C block and S block. The learners should then line up outside the designated block as outlined in the line-up locations table * **Staggered arrival:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yr. 12 | Yr. 10 | Yr. 9 | Yr. 8 | Yr. 7 | | 12 C, O, L & W between 8.40am and 8.45am.  12 Y, N & B between 8.50am and 8.55am. | 10 C, O, L & W between 8.40am and 8.45am.  10 Y, N, B & A between 8.50am and 8.55am. | 9 C, O, L & W between 8.40am and 8.45am.  9 Y, N, B & A between 8.50am and 8.55am. | 8 C, O, L & W between 8.40am and 8.45am.  8 Y, N, B & A between 8.50am and 8.55am. | 7 C, Y, O & N  between 8.40am and 8.45am.  7 L, B, W & A  between 8.50am and 8.55am. |  * Learners will be expected to line up in form order outside the designated block (see below) and follow social distancing rules. Learners should not enter the building until invited to do so from a member of staff. Distance line markings must be followed. * Learners should line up in the following locations: * **Morning Line Up Locations** * **W/B 29th June:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yr. 12 | Yr. 10 | Yr. 9 | Yr. 8 | Yr. 7 | | School yard outside C block. | D band -School yard outside A block.  E & V band - School yard outside C block. | School yard outside C block. | School yard outside C block. | School yard outside A block. |  * Student support centre to use the yard outside E block. * Teaching staff should greet their group on the yard and ensure learners use a sanitising station before directing the group to the allocated classroom. LG and available HOF & HOL will all be on hand to support. * Teaching staff should always show 2m distance spacing lines and reinforce the importance of following social distancing protocols. * Late arrivals should report to referral area where they will be directed to the appropriate classroom. All latecomers should enter school through the top gate. |
| **Registration/attendance** | * There will be no fixed registration period. * Register should be taken on Sims by the class teacher in the normal manner. Any mark awarded for p1, p2, or p3 will be taken as the am registration mark. Any mark awarded for p4, p5, or p6 will be taken as the pm registration mark. * Complete screening forms: * Discuss Uniform rules. Rules will be relaxed slightly but a jumper, shirt, tie, dark trousers black shoes/trainers will be required to identify as Eirias pupils. We want learners in correct uniform, but we will be relaxed about issues that may arise from e.g. outgrowing of uniform over lockdown. * Late arrivals should report to referral area?? where they will be directed to the appropriate classroom. All latecomers should enter school through the top gate. |
| **Morning session** | * Classrooms will have been set out to maintain 2m distance. * Classes will be smaller, maybe no more than 7 people. * Learners will be in the same room for all morning lessons (p1 to p3) and have the same teacher for the duration of this time. Learners will be timetabled into a different, clean, room for afternoon lessons. Learners will not be able to move about as much as usual and should remain at the same desk for the duration. Instructions and guidance to be issued. * Teaching Staff Timetables: Not all 3 periods may appear on the timetable in Sims. If a teacher is timetabled for either p1, p2, or p3 this means that the teacher is present with that class for all 3 periods (from greeting the learners on the yard from 8.40 until dismissing them for lunch at 12noon). * Cleaning staff will be on hand to clean all areas thoroughly before they are next used therefore when vacating a classroom all learners and staff should take all belongings with them. Cleaning card system in operation. |
| **Break** | * Morning break will be staggered. Learners and staff will be given their usual 15minute break. Pips - Can we alter? * First break will be 10.20am to 10.35am. Second break will be 10.40am to 10.55am. * Groups that take first break will also take first lunch. Groups that take second break will take second lunch. * Learner break will be supervised by LG, JRO and all available Learning Support Assistants. * The yard and MUGA will be used as the outside break venues. * A rota will be produced when group numbers are finalised.  |  |  |  |  | | --- | --- | --- | --- | | Group/Class | Teacher | Break Time | Break Venue | |  |  | 10.20 | Yard | |  |  | 10.45 | Yard | |  |  | 10.20 | MUGA | |  |  | 10.45 | MUGA | |  |  | 10.20 | Yard | |  |  | 10.45 | Yard | |  |  | 10.20 | MUGA | |  |  | 10.45 | MUGA | |  |  | 10.20 | Yard | |  |  | 10.45 | Yard | |
| **Lunch** | * There will be no school meal provision. For staff or students (unless in key worker or vulnerable groups?? * All staff and learners should bring a packed Lunch and Water bottle. Need to consider availability of further water during the day. * There will be a split lunch break. * **First lunch:** * Learners’ lunch will be eaten in the classroom. * Pupil Hygiene routines before and after lunch * At the discretion of the p3 teacher learners may eat their lunch any time from 11.30am. * The group can be dismissed to the outside areas from 12noon. * Learners should take all belongings with them. * If the weather is inclement other venues e.g. hall, canteen, new gym will be opened and announced via the tannoy but learners should be encouraged to be outside as much as possible. * Learners should prepare to return to lessons at 12.30. Do we need to consider re timing the pips to avoid staff dismissing at the wrong time? * Learners should line up in their groups outside C block (adhering to social distancing rules) where they will be collected by their afternoon teachers. * Teaching staff should greet their group on the yard outside C block and ensure learners use a sanitising station before directing the group to the allocated classroom. * LG and available HOF & HOL will all be on hand to support. * **Second lunch:** * Afternoon teachers should take over from morning teachers in the existing classroom at 12noon. Need to look at this. * Pupil hygiene routines before and after lunch. * Learners’ lunch will be eaten in the classroom. * At the discretion of the p4 teacher learners may eat their lunch any time from 12noon. * The group can be dismissed to the outside areas from 12.35noon. * Learners should take all belongings with them and be encouraged to engage in hand washing * If the weather is inclement other venues e.g. hall, canteen, new gym will be opened and announced via the tannoy but learners should be encouraged to be outside as much as possible. * Learners should prepare to return to lessons at 13.05. Pips? * Learners should line up in their groups outside C block (adhering to social distancing rules) where they will be collected again by their afternoon teachers. * Teaching staff should greet their group on the yard outside C block and ensure learners use a sanitising station before directing the group to their new allocated classroom. * LG and available HOF & HOL will all be on hand to support. * A rota will be produced when group numbers are finalised.  |  |  |  |  | | --- | --- | --- | --- | | Group/Class | Teacher | Lunch break | Lunch break venue | |  |  | 12noon | Yard | |  |  | 12.35pm | Yard | |  |  | 12noon | MUGA | |  |  | 12.35pm | MUGA | |  |  | 12noon | Yard | |  |  | 12.35pm | Yard | |  |  | 12noon | MUGA | |  |  | 12.35pm | MUGA | |  |  | 12noon | Yard | |  |  | 12.35pm | Yard |  * Members of staff will be visible around the school throughout the day to ensure social distancing is adhered to. * Leadership group, JRO and all available Learning Support Assistants will be supervising outside over both lunches. * Social distancing remains vital at lunch and learners should only socialise with friends in a socially distanced manner. * Sixth form will not be permitted to leave school site over lunch. * Split lunch over split venues significantly reduces pupil mixing |
| **Corridor circulation** | * Look out for marking tape. * Keep left. * 2m distance signs. * Junctions of corridors/narrow corridors. * No running. * All double doors will be open on corridors for air flow. * Signage around corridors and the building * All staff are expected to be on corridor duty |
| **Afternoon session** | * Classrooms will have been set out to maintain 2m distance. * Classes will be smaller, maybe no more than 7 people. * Learners will be in the same room for all afternoon lessons (p4 to p6) and have the same teacher for the duration of this time. Learners will be timetabled into a different room from where they were situated for their morning lessons. learners will not be able to move about as much as usual and should remain at the same desk for the duration. * Teaching Staff Timetables: Not all 3 periods may appear on the timetable in Sims. If a teacher is timetabled for either p4, p5, or p6 this means that the teacher is present with that class for all 3 periods. * Cleaning staff will be on hand to clean all areas thoroughly before they are next used therefore when vacating a classroom all learners and staff should take all belongings with them. |
| **Toilet provision** | * All school toilets will be open and cleaned at regular intervals on a rotational basis. * No child will be refused use of toilet facilities. Children should, however, take every opportunity given to use the toilet. Balance restriction of out of lesson movement. * At break and lunch, a queuing system will be used and monitored by a member of staff at each toilet entrance. * Main toilet door removed/jammed open * Wash hands before and after using the toilet. * One person in a toilet at any one time. Toilet block or cubicle any differnces for boys and girls? (more cubicles in girls!) |
| **End of day routines** | * Phased release from school * **Staggered departure:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yr. 12 (Mon) | Yr. 10 (Tues) | Yr. 9 (Wed) | Yr. 8 (Thurs) | Yr. 7 (Fri) | | 12 C, O, L & W between 2.45pm and 2.50pm.  12 Y, N & B between 2.55pm and 3pm. | 10 C, O, L & W between 2.45pm and 2.50pm.  10 Y, N, B & A between 2.55pm and 3pm. | 9 C, O, L & W between  2.45pm and 2.50pm.  9 Y, N, B & A between 2.55pm and 3pm. | 8 C, O, L & W between  2.45pm and 2.50pm.  8 Y, N, B & A . between 2.55pm and 3pm. | 7 C, Y, O & N  between  2.45pm and 2.50pm.  7 L, B, W & A  between 2.55pm and 3pm. |  * **Exit points:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yr. 12 | Yr. 10 | Yr. 9 | Yr. 8 | Yr. 7 | | 12C, L, Y & B use main school gates.  12O, W & N use lower car park gates (opposite leisure centre) | 10C, L, Y & B use main school gates.  10O, W, N & A use lower car park gates (opposite leisure centre) | 9C, L, Y & B use main school gates.  9O, W, N & A use lower car park gates (opposite leisure centre) | 8C, L, Y & B use main school gates.  8O, W, N & A use lower car park gates (opposite leisure centre) | 7C, Y, O & N use main school gates.  7L, B, W & A use lower car park gates (opposite leisure centre) |      * There will be no entry to/exit from the car park again until after 3.15pm due to the use of the bottom school gates for student exit. * No afterschool activities * Class teachers will direct classes from the school premises via the same points used at the start of the school day. * LG member on duty to control queuing at the bus stops. * Staff should exit school through main reception where they will be signed out by reception staff. * Need again to consider how pupils behave between the school gate and point of collection – Eirias Road, Bus stop car park etc |
| **Teaching & Learning** | * The day will effectively be split in two for teaching and learning. Students/staff will be allocated to a morning lesson that covers p1,2 &3 and an afternoon lesson that covers p4,5 & 6. * Year 12 will be slightly different and will be taught in their normal option pools (A, B, C, D & E). These will all be for double lesson periods. * Year 10 provision will be subdivided into D, E & V bands. All students will experience both a core and option choice provision over the 4 weeks. * Year 9 and Year 8 provision will be subdivided into D, E & F bands. All students will experience both a core and non-core provision over the 4 weeks. This will involve a rotation around Maths, English and Science as well as Mixed Languages (MFL and Cymraeg), Humanities (Geography & History) and Well-Being (PE, Skills Challenge & IT). * Year 7 provision will group D band (C&Y) and E band (O&N) together and F band (L&B) and G band (W&A) together. They will experience all core subjects and projects 5 (Iechyd Da!) and 6 (Eryri) over the 4 weeks. * To maintain familiarity with the students, lessons (wherever possible) will be allocated to staff who usually teach the specific bands. * Learners will have morning and afternoon sessions in different classrooms. * Windows will be open to increase ventilation * Classroom doors will be open * Pupils are only to use their own equipment. Any resources/equipment provided to learners by staff should be kept by the learner. * Learners are to stay in their seat during the lesson, unless permission is granted from the teacher. * Pupils will experience a mix of experiences across the curriculum. * The national curriculum requirements are still dis-applied. * Checking in and supporting individual learners’ health and well-being and fitness for learning is our priority. * In school learning should be planned carefully and effectively, using distance learning to support it. Both provisions should blend to provide a single, cohesive curriculum for learners, rather than a dual approach. * Time at home can give learners opportunity to research, prepare and think, before exploring and consolidating concepts and skills during contact time. * Contact time should focus on undertaking activities which develop our learners’ readiness for learning and begin to reintroduce learning that prepares them to make progress and prepares them for their next steps, rather than trying to ‘catch up’. * Assessment should support each individual learner as they re-engage with learning in what will continue to be an unfamiliar context. It should help to identify next steps for learners to enable them to be ready to learn and to make progress in their learning. * Any feedback should acknowledge effort and achievement. Referencing ‘missed work’ or ‘falling behind’ is not helpful or appropriate in this situation, even for learners in years 10 and 12 – our learners’ mental, emotional and physical well-being must be our first and foremost priority during this time.   Contact time should be used to:  **Check In**   * Check in, face-to-face with your learners, on their health and well-being and on their engagement and access to the distance learning platforms. * Undertake activities that support your learners as necessary in these areas. * Review individual learner understanding of the work that has been set through your distance learning provision.   **Catch Up**   * Address any gaps in engagement and learning. * Begin to reintroduce school learning e.g. model how to apply learning in different contexts and use the verbal feedback loop to support learners to ‘have a go’ at this themselves. * Set tasks/activities that help learners to consolidate concepts and skills and offer support through the feedback loop.   **Prepare**   * Signpost the next stages of learning to your learners. * Explain how the work will be split over ‘in school’ and ‘out of school’ learning, ensuring that learners know how and where to access the distance learning resources. * Build in tasks for learners to do over the summer that supports their readiness for learning in September.   Please refer to the ‘Blended Learning Guidance’ for more detailed information.   * Mention about the use of mobiles in class as some pupils will be using this to access HWB/Teams. On a similar note, do we need to mention that Laptops/Ipads should not be brought in by pupils. |
| **Student groups/classes** | * The results of the parent questionnaire will provide us with a list of learners in each year group who will be attending school. These will be divided into bands and then for years 7 to 9 HOL will be asked to divide these learners into groups that allow learners to be with some friends. For year 10 HOF will be asked to divide the bands into student groups based upon setting requirements and option choices. HOL may also be consulted. Year 12 will continue in their usual classes with their usual teacher (wherever possible). The classes may need to be split across two or three rooms with the teacher circulating between them. * It is the aim to have all groups assigned to teachers on Sims for registering. This may only happen the day before a year group is due in. * Subject teachers of the specific bands will be used (wherever possible) to keep familiarity. Extra staff will be used in ‘support venues’ where there is an overflow of learners. * Questionnaire re pupils thoughts on returning to school to identify possible emotional issues before they arise DONE EC |
| **Key worker and vulnerable student provision** | * These groups of learners will be accommodated separately in E Block * They will be welcomed, registered and screened separately. * The safety guidance will be followed as per the rest of the school * Teaching and Learning will be differentiated to suit each learners needs’ * A learner will join the main school on their own Year Group Day |
| **Staffing considerations** | * We need to keep footfall through the building to a minimum therefore staff are not expected to be in school full time. Staff are expected to attend to teach their timetabled lessons and to complete tasks as directed by their HOF/HOL. When staff are not required in school they should be encouraged to work from home and continue to manage their distance learning provision. * When staff are in school it is important to minimise movement around the building. Staff should not unnecessarily enter rooms and offices around the school. * Red / Green/Yellow cleaning card use. * Teaching staff morning break: Tea and Coffee will not be available in the staff room and there will be no self-catering facilities available in school. * Staff should not congregate in the staff room. Staff room is set up for social distancing. * If staff have any concerns, they should make these known to their direct line manager. In addition, LG responsibility at this time is divided as follows:  |  |  | | --- | --- | | SSN | Headteacher | | EC | Parents & Pupils | | DME | Operational procedures | | GJS | Estate manager/health and safety | | PJS | Staff Wellbeing | | ZES | Teaching & Learning | | ADS | Communications | | LKR | Key worker and vulnerable student provision | |
| **Health and Safety** | * Staff and learners must stay at home if they or their family show any of the symptoms of Covid-19: A high temperature or fever; A persistent or continuous cough; A combination of a runny nose, headache, sore throat or hoarse voice; A loss or change in sense of taste or smell; If shielding (have had a letter form the Chief Medical Officer for Wales) or self-isolating or live with someone who is shielding and can’t guarantee to be able to social distance; If unsure check with a GP or hospital doctor. * Cover your mouth and nose if you sneeze and use your elbow or a tissue to prevent any germs spreading. Dispose of tissues properly. Wash hands in soap and water for at least 20 seconds at regular intervals, when coming into school, at break and lunchtime and before leaving the building. Washing hands is better than sanitizing them. * Wet handwashing stations are in all toilet areas. * Hand sanitiser stations in all classrooms * Any closed doors will not be in use. Cleaners will be rotating around the building cleaning desks/computers/door handles etc * Use of coloured cleaning cards. * Emergency Evacuation procedures: Fire evacuation drills suspended (review situation every 6 weeks). Normal evacuation procedures should be followed with social distancing measures observed. * Face masks are not necessary * Arrangements for social distancing * Students must inform a member of staff if they do not feel well. First aid support will be provided with staff following Health and Safety guidance as set out by the government. Any students showing COVID 19 symptoms should not be sent to school. Parents/Carers should ensure students are tested with appropriate self-isolating guidelines followed. |
| **Uniform** | * Normal expectations of staff attire where possible, using clothing that can be easily machine washed. * Try to wear clean attire each day. * Try and have a shower when you get home from school and ideally wash your clothes. This is to reduce the chance of any cross infection. |
| **Vocational Learners** | * There will be no vocational provision for the year 10 learners who would normally access this at Llandrillo College or Penrhos Avenue. These learners will blend in with the d band / e band timetable. * There will be no sixth form Linc provision. |
| **Additional venues** | * Hall * New Gym * Canteen * Do we need to consider carpeting? |
| **Behaviour Considerations** | * Engage, explain, encourage, enforce * Learner/parent guidance to clearly outline expectations prior to joining school * Pupils within school are to follow the rules set out below to keep themselves and the rest of the school community safe. * Arrival at school: * Students will queue up at the designated point and wait for a member of staff to show them to their class. * Around school: * All students should keep to the left in corridors around the school site. * All students will adhere to the social distancing rules (Currently 2m) as set out by the Welsh government * All students and staff will regularly wash hands with soap and water. * Students must only go to their designated classroom, handwashing area and break/lunchtime area. They should not go to other parts of the school. * All students should follow the ‘Catch it, Bin it, Kill it’ advice on coughing and sneezing and use tissues and bins provided. * There will be no sharing of equipment. * Breaks and Lunchtime: * Students will stay in a group at breaks and lunchtimes with a designated area they can go to. * **Consequences of misbehavior:** * If students do not follow the above rules the following consequences will be in place: * First time in a day – warning. * Second time in a day - removal from the group for a period of time. * Third time in a day - removal for the rest of the day and parents called to collect the student. * Where students behave in a malicious or reckless manner which adversely affects the health and safety of another individual (e.g. deliberately coughing in the face of a member of the school community/spitting at another member of the school community) the student’s parents/carers will be called to collect the child with further consequences possible. |
| **Parental Engagement** | * Regular survey use * Production of video for all stakeholders * Parental engagement sessions – booking in facility to meet with key pastoral/subject staff in order to address any issues with engagement, wellbeing, learning or progress. Action points arising from these sessions will be tracked and evaluated. * Headteacher/parent engagement sessions * Parental enquiries should be made by phone call/e-mail in the first instance. No more than 3 parents can wait in the reception area. Meetings with staff should be arranged in advance |