

13th July 2021

Dear Parent/Carer,

Thank you all for your support over this term. All schools have faced a difficult and challenging period in navigating COVID-19 to date. We are so pleased to be teaching face to face again and take pride, as a school community, in the fact that our learners have shown remarkable resilience and enthusiasm under difficult circumstances. They have responded well to the changes and new routines that became a necessity due to COVID-19. Staff have worked tirelessly this term in awarding Centre Determined Grades for learners in Years 11, 12 and 13. This has involved a significant amount of internal quality assurance that has involved moderation and standardisation of results.

We would like the start of term in September to be a positive beginning for staff and learners, where high standards are achieved and built upon from the outset, particularly in relation to school uniform, attendance, punctuality, positive behaviour and the essential requirement that mobile phones remain switched off and kept in the learner's school bag during lessons. The majority of learners conform to school rules and act in a respectful manner, engaging positively in lessons and we thank parents and carers for their continued cooperation in reinforcing our high expectations and school ethos.

We particularly look forward to welcoming our new intake of Y7 learners in September, who have really impressed us with their enthusiasm during recent transition visits. We will make sure that they settle in and are supported by our team of Y7 form tutors in making a successful start to their first term with us.

Plans for September 2021

We await further guidance from the Welsh Government on a National Framework for school COVID-19 measures that will come into force in the Autumn Term. This Local COVID-19 Infection Control Decision Framework will be published in September 2021 and there will be a period of time for implementation, depending upon the determined levels of local risk.

In the meantime, we have been looking at the need now for learners to access specialist rooms for practical subjects including science, technology and PE and hope that in September we are able to plan that learners are safely able to access more specialist facilities, as we review and amend our risk assessments informed by the emerging Welsh Government Framework and Operational Guidance.

We anticipate at the beginning of September that learners will be encouraged to wear face coverings as they move around communal areas within school buildings and it will be essential that they follow any one way routes identified along corridors and stairways when changing lessons.

Mr E H Jones	Mrs N Charles	Mrs C Edwards	Mr R Green
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We will maintain a zoned approach for form tutor time, breaks and lunchtime where practicable. We may also revert to zoning of lessons, if required, due to any further positive cases, again informed by the proposed Framework.

Social distancing requirements, the use of hand sanitising stations will remain part of our Covid-19 measures, at the beginning of term. The Welsh Government is no longer recommending the routine use of face coverings in classrooms. If an individual learner or member of staff wishes to wear a face covering this will not be prevented. Face coverings should continue to be worn by learners when travelling on school transport.

Please remind your child of the need to bring a face covering to school each day and continue to support your child in making use of the Lateral Flow Tests (LFTs) that continue to be made available through school, logging the results online and letting us know if the result is positive. There is no need to test over the summer break as both staff and learners will not be expected to use LFTs over the summer.

School staff and secondary aged learners are being encouraged to undertake LFTs just before the return to school in September. Tests will be available through community channels, which will also support testing over the summer for those who would want to continue testing. Further details will be made available by Welsh Government.

Anyone who tests positive using an LFT must not attend school. They and everyone they live with must self-isolate and undertake the following:

- Report the test result online.
- Book a follow up PCR test through the online booking portal.
- Notify the school of the PCR test result.

They will be contacted by the local contact tracing team to identify contacts who will need to self-isolate – they must follow the advice given by the local contact tracing teams

As a senior leadership team and staff we are encouraging all adults and pupils to wear face coverings in communal areas such as corridors, stairwells, toilets, canteen areas where it may not be possible to maintain social distancing between different classes - this includes when entering and leaving the school site at the beginning and end of the day.

Once we have taken account of the Welsh Government Framework, we will review our risk assessments and communicate our plans with you through providing further information in September.

Thursday the 2nd of September has been designated a Bank Holiday across all schools in the region. Friday the 3rd is an INSET day for staff. All learners return to school on Monday 6th September 2021, with a whole school focus on returning to school, standards and wellbeing.

Mr E H Jones Headteacher	Mrs N Charles Deputy Headteacher	Mrs C Edwards Assistant Headteacher	Mr R Green Assistant Headteacher
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School Day

The start of the school day remains the same, 8.40am start and lessons finish at 2.55pm.

8.40-8.55am	Registration and tutor period
8.55-9.55am	Lesson 1
9.55-10.55am	Lesson 2
10.55-11.15am	Break
11.15am-12.15pm	Lesson 3
12.15- 1.15 pm	Lesson 4
1.15-1.55 pm	Lunch
1.55-2.55 pm	Lesson 5

Punctuality:

Pupils are expected to be in school by 8.35am. Morning registration begins at 8.40am. Any pupil arriving after 8.55am should sign in at pupil reception.

On arrival pupils must go straight to their designated block where they will be met by staff:

Year Group	Block
Year 7	Block 6 Upstairs
Year 8	Block 3/6 Downstairs
Year 9	Block 1 Upstairs
Year 10	Block 1 Downstairs
Year 11	Block 4
Years 12 & 13	Block 8 & 9
Y7 & 8 MLD	Block 6

Progress and Wellbeing Leaders for 2021/22:

The Progress and Wellbeing Leaders for 2021/2022 are:

Y7 (and Transition) Mrs Sharon Davies.

Y8 (and Head of Ty Llywelyn) Ms Charlotte Beynon.

Y9 (and Head of Ty Gwenllian) Mr David Owen.

Y10 (and Head of Ty Branwen) Miss Kirsty McColl.

Y11 (and Head of Ty Owain) Mr Matthew Thompson (also Acting Assistant Headteacher).

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School Uniform:

School uniform will be an expectation at all times and is non-negotiable at Pencoed Comprehensive School, as it contributes to the ethos of the school. Cooperation from parents/carers is essential in ensuring that the appearance of pupils is of a consistently high standard.

Please note that shops will often place products in the 'uniform' section, which do not meet the criteria for our school uniform, as stated below:

School uniform:

- Black trousers or knee length black skirts – **tight, short lycra skirts are not allowed. Jeans, leggings, jeggings, tracksuit bottoms, shorts or cropped trousers are also prohibited.**
- White shirt
- Tie in one of 4 house colours (red, blue, green, yellow). Students will be allocated a house colour.
- Black V-neck sweater with school logo – **no cardigans or hoodies allowed.**
- Warm, waterproof/water-resistant outer coat – **hoodies or tracksuit tops are not suitable alternatives.**
- Optional – white polo shirt with school logo – **summer term only, after Easter holidays.**
- Black leather school shoes – **no suede or fabric shoes.** Following pupil consultation, **plain black leather** trainer 'style' shoes are now permitted.

Pupils should bring their PE kit for all PE lessons. We will be using the changing facilities again in the autumn term, so learners must come to school in their school uniform and change in school.

Jewellery, make-up and hair colour:

Make-up - Make-up must be kept to a minimum – No heavy eyeliner, mascara or foundation. No dark lip colours or lip liners. No false nails

Jewellery - On health and safety grounds we do not allow pupils to wear any loose jewellery in our school.

The exceptions to this rule are a wristwatch and one pair of small, round stud earrings - NO TUNNELS OR SPIKED GAUGES.

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We ask the pupils to remove jewellery during PE and games, to prevent them from causing injury.

PLEASE NOTE, **NO FACIAL JEWELLERY** SUCH AS NOSE, LIP, TONGUE OR EYEBROW PIERCINGS ARE PERMITTED.

Hair Colour- The school does not permit pupils to have 'extreme' haircuts and unnatural hair colours (e.g. Blue, green, pink hair colour, tramlines etc.). Only basic hair accessories to be worn i.e. bobbles and narrow, plain hairbands.

Mobile phones and devices:

Mobile phones, tablets, headphones, air pods and other such devices are brought to school at your own risk. **The school is not liable for the theft or loss of any such device.**

We have identified, as a school, that use of mobile phones, in particular, is having a negative impact on engagement, teaching and learning, and standards within our school community. The school has a responsibility to ensure that learners make excellent progress and that we tackle any barriers to this. From September we will emphasise our current expectations through the "See it, hear it, take it" model.

If brought to school, mobile phones should be switched off during school hours and kept in the pupil's bag, unless otherwise directed by the class teacher for the purpose of learning enhancement, or for use at break or lunchtime. Pupils who break these rules will have their phones confiscated and parents/carers may be required to collect the phones at the end of the school day from main reception should the use of mobile phones in the classroom persist. Please note that pupil use of air pods or headphones is not permitted in class and will be treated in the same manner as the misuse of mobile phones.

Pupils are **NOT PERMITTED TO PHOTOGRAPH OR FILM ON THE SCHOOL SITE** unless under the direction of the class teacher. If caught doing so a serious consequence will be incurred.

If pupils need to contact parents/carers during the school day, they are required to do this via pupil reception where a member of staff will relay any messages home, as deemed appropriate. It is not helpful or fitting for pupils to unnecessarily interrupt a parent's working day, when issues can be dealt with by school staff in an appropriate manner. We would also ask that parents refrain from contacting learners during the school day on their mobile phones. In case of an emergency, please contact the school.

Basic equipment:

If pupils arrive in school without the necessary equipment, valuable teaching time is wasted distributing resources. Parents/Carers are kindly asked to check that their children have a school bag and a pencil case stocked with a pen, pencil, ruler, rubber, sharpener, compass, protractor, coloured pencils and a scientific calculator.

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Guidance from Welsh Government, relating to Covid-19, still recommends that learners limit the amount of equipment they bring into school each day, to essentials such as lunch box, water bottle, bags, hats, coats, books, stationary and mobile phones. Learners and staff can take books and other shared resources home, although unnecessary sharing of equipment between learners should be avoided.

Behaviour:

In line with the school's behaviour policy, pupils are expected to exhibit high levels of positive behaviour at all times during the school day and this will include complying with all arrangements that are put in place to make the school "COVID Secure". This expectation extends to the journey to school in the morning and on their journey home in the afternoon. Pupils need to be aware that their behaviour is a reflection of themselves and the school. School values and rules apply at all times.

In cases where pupils challenge the school rules, or impact negatively on the health, wellbeing and safety of others, a sanction will be put in place for the pupil. We ask that you support the school to ensure pupils adhere to the school rules and expectations. Correct standards of uniform, use of mobile phones and punctuality will be closely monitored next year, especially in the first few weeks of term. We want to ensure high standards from pupils from the start, which are then maintained throughout the academic year. Should we have to make contact to discuss your child, we would appreciate a supportive response. By working together we can ensure that the school's expectations of high standards will be maintained.

Attendance:

At Pencoed, we believe that full attendance is vital in order for pupils to achieve their potential. The school is required to keep a record of attendance and families should notify the school if their child is unable to attend, explaining the reason for this. This will enable us to record attendance correctly. Our expectation is that learners attend school unless a statutory reason applies (e.g. the learner has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.) The school will work with learners, parents and carers to secure regular school attendance from the start of term as this will be essential in helping learners to make progress and promotes their well-being.

Pupil Absences:

We have to account for the absence of all pupils from school.

We ask all parents/carers to contact the school by telephone (01656 867104) on the first morning of the child's illness to explain the absence.

Unless we receive this information we have to assume that it is an unauthorised absence. We are required by law, to telephone all parents/carers on the first day of a child's absence, unless we have received notice from parents/carers to explain the absence.

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A text will also be sent to parents/carers to notify them of the child's absence.

Registers are taken at the start of every lesson for safeguarding reasons; a text will be sent home informing parents if their child is missing from the lesson. Could you please discuss with your child the importance of punctuality and attendance to all lessons.

When a child becomes unwell at school, and is unable to attend lessons, it is our policy to ask parents/carers to collect their child from school, and take him/her home to comfortable surroundings to recover. We therefore need an emergency contact number (or numbers) at which parents/carers can be contacted in the case of illness, accidents or emergencies, for every child at Pencoed. Please advise the school of any changes in contact details; this can be done using the Parent App.

Pupils in years 7-11 are not allowed to leave the school site during the school day. Pupils who go off site will be classed as truanting, and will face an internal exclusion within the Behaviour Support Unit at school.

Medical and Dental appointments should be made whenever possible out of school hours, in order to ensure that attendance remains high, except in an emergency. Permission will not be granted except in such circumstances.

Please note that pupils who are under the age of 16 would need to be collected to go home, if they are ill or need to leave school for any appointments.

Pupils must sign out at Pupil Reception before they leave the school site for any reason.

Results Days – Summer 2021

Results for A Level, AS level and Level 3 qualifications will be released on the 10th of August 2021 and will be available to collect from the school after 8.30am. Results for GCSE and Level 2 qualifications will be released on the 12th of August and will be available to collect from the school after 8.30 am.

COVID-19

Pupils should not attend school if they:

- Have symptoms of COVID-19, whether they feel unwell or not.
- Have tested positive, even if asymptomatic.
- Have been advised by NHS Wales Test Trace Protect (TTP) to do so.
- Are household members of a positive case, even if the case is asymptomatic.
- Are required to self-isolate for travel restrictions.

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Arrange a test for anyone who has one or more of the following cardinal symptoms by going to www.gov.uk/get-coronavirus-test or dialling the free number 119:

- new persistent cough
- high temperature (above 37.8°C)
- reduced taste or smell (anosmia).

If your child has symptoms and you are waiting for their test results they **must not attend school** and must self-isolate.

If your child is a contact of a case, as identified by Public Health Wales, they must self-isolate for the full 10 days even if they have a negative test result.

Testing is also available for members of the community who are experiencing a wider range of symptoms such as fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, nausea, vomiting, or diarrhoea.

Parents, carers and pupils are asked to consider taking a test if they are experiencing any of these wider symptoms and they are new, persistent and/or unusual symptoms for them. Individuals who take a test because of these other wider symptoms are not legally required to isolate while they await their test result. This includes school pupils who can continue to attend school while they await a test result. However, the local health board is encouraging individuals concerned to self-isolate while they await their result.

Children and adults with diarrhoea and or vomiting should remain off work or school until they are symptom free for 48 hours even if their Covid-19 test is negative. In addition – unless they develop one of the three recognised symptoms - the individual's household does not have to self-isolate.

If individuals then receive a positive Covid-19 result, they and their household must then isolate. Households must also isolate if anyone develops any of the 3 cardinal Covid-19 symptoms while waiting for a test result taken on wider symptoms to come back.

There may be a need to issue further updates in the event of any significant developments over the summer holiday period.

We understand that in the autumn schools will not be expected to make decisions about whether individuals need to self-isolate. Test, Trace Protect teams will be responsible for contacting each positive case and collecting information about close contacts both within and outside the school. It will be their role to identify which individuals meet the definition of a close contact and therefore need to self-isolate

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Finally, while the current rates of infection have appeared relatively low this term, in our school, it is crucial that we all continue to work together to keep everyone safe. We are eager as a school community to focus on learning, progress and wellbeing but want to ensure that we also stay safe to stay learning!

Yours sincerely,



Mr Edward H Jones, Headteacher



Mrs Natasha Charles, Deputy Headteacher

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

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