

## Standard Operating Procedures from January 2022

These procedures describe the safe operation of Llantwit Major School so that learning may continue safely from January 2022. Part one considers the school operation when fully open. The second part of the document considers the steps in changing to online learning. The final part of the standard operating procedures describes the preparation of students for external qualifications.

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## Part One

### Testing

Staff and students should undertake the LFD test at least three times per week on Monday, Wednesday and Friday, even if there are no symptoms, before departing for school. If the test result is negative then the staff member or student should attend school. If the test is positive then the staff member or student should self-isolate and undertake a PCR test. The self-isolation continues unless a negative PCR test result is received within 24 hours or until the isolation for Covid-19 is complete and the staff member or student is well to return to school.

Currently (01/01/2022) the **isolation** is ten days for those who are not vaccinated. If a person is aged 5-17 or is fully vaccinated then the isolation is 7 days with a positive LFD on day one and negative LFD tests on days 6 and 7 (24 hours apart). Then person can return on the eighth day.

Any visitor to school must undertake an LFD or PCR test and wait for a negative test result before arriving in school. Proof of the negative test may be requested on arrival in school.

LFDs are available from school for staff and students

#### Incidents reporting and response

- For incidents of Covid occurring at home setting, participants will be advised to report any issues to 111 or 999.
- School will report incidents through the COVID Education and Childcare Testing team via [eduandcctesting@gov.wales](mailto:eduandcctesting@gov.wales)
- A positive test is reported to <https://www.gov.uk/report-covid19-result> and to the school reception.
- The step-by-step guide for COVID-19 self-testing process can be found here: [www.gov.uk/covid19-self-test-help](http://www.gov.uk/covid19-self-test-help)

A summary of key steps is below:

**If you have symptoms of COVID-19, you should self-isolate and take a PCR test as soon as possible.** If you have tested positive for COVID-19 you must self-isolate and follow the guidance below. You can leave self-isolation after 7 full days (on day 8 of your self-isolation period). You should take an LFT on day 6 of your self-isolation period and another lateral flow test 24 hours later.

**If you are a contact of someone who has tested positive for COVID-19, you should follow this guidance.** If you are not fully vaccinated, you are legally required to self-isolate as a close contact for 10 days. If your test result is positive, you must self-isolate from the day of your test and for the next 7 days. Take LFTs on or after day 6 and 7 before leaving self-isolation.

### Positive result

A positive result means a current infection with coronavirus and risk infecting others. The result is reported and with further information on the next steps to take is received. Results will be identified as an LFD (Lateral Flow Device) result on a text message. The whole household and support bubble must self-isolate in accordance with current national and local guidance, which can be found at <https://gov.wales/self-isolation>. You must self-isolate from the day your symptoms started and for at least 7 full days. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 7 full days. If you get symptoms while you're self-isolating, the 7 days restarts from the day after your symptoms started. You can leave self-isolation on day 8 of your self-isolation period. On day 6 of your self-isolation period you should take a LFT and another test 24 hours later on day 7. If either of the LFTs taken on day 6 or day 7 is positive, you should remain in self-isolation until 2 negative LFTs or day 10 whichever is sooner.

### Negative result

A negative result indicates that it is likely that the subject was not infectious at the time the test was taken. A negative test result, however, **is not a guarantee that you do not have coronavirus.** Following a negative test it is necessary to continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required and comply with all infection prevention and control measures put into place at your setting. If the subject develops symptoms of a high temperature, a new, continuous cough or a loss or change to your sense of taste or smell you and your household must self-isolate and get a PCR test at <https://gov.wales/getting-tested-coronavirus-covid-19>.

### Void result

A void result means that the test has not run correctly. Another test must be taken with a new test kit. No reuse anything from the first kit is allowed.

### Safe disposal of test kit

Once the test is complete, all of the used test kit contents are put in the waste bag provided. If the result was positive seal the bag and keep this in a safe place for 72hrs. After this time place in the domestic waste bag (normally a "black bag"). If the result was negative or void you can immediately dispose of the waste bag provided in your domestic waste.

### Subject who tests positive should:

- Begin self-isolation at home;
- Book and take a PCR test ideally within 24 hours; and
- Inform school reception immediately and inform online at <https://www.gov.uk/report-covid19-result>

Test, Trace and Protect will identify close contacts of the case in the setting and warn close contacts of the positive case.

### Follow Up PCR Test

If an individual tests positive on a lateral flow test (LFT) they should self-isolate and book a follow up PCR test immediately. Ideally this test should be taken within 24 hours of the LFT. A follow up PCR test is advised as it is processed at a laboratory and enables samples to be genomic sequenced for any variants of concern and also monitor any changes in the nature of the virus.

- If the PCR test is also positive the individual remains in self-isolation for a period of seven days from the date of the original LFT. If a person is not a fully vaccinated adult then isolation is for ten days.
- If the PCR test is negative and was taken within 24 hours of the LFT the individual is no longer required to self-isolate.
- If the PCR test is negative but was taken more than 24 hours after the original LFT the individual must remain in self-isolation for the full 7 days from the date of the original LFT (10 days for adults who are not fully vaccinated). This is because the time between the tests was too long to be confident that the positive LFT was incorrect.
- If a person does not take up a follow up PCR test they will be required to self-isolate for 10 days.
- If a person has tested positive with a LFT or a PCR test and had to self-isolate for 10 days they are advised not to take further tests for a 90 day period (unless new symptoms develop).

## Travel

All students and staff wear a face covering whilst travelling on school transport between home and school or on a trip. A seating plan is helpful to establish close contacts if there is a positive Covid-19 test result.

Home to school and return transport by bus is coordinated and delivered by the Local Authority. Where this is provided, the local authority will be responsible for providing guidance to ensure safety in accordance with the latest guidelines. In line with the latest guidance, the use of a face-covering will be required when using any form of public transport. This includes school transport. All queries relating to transport should be directed to:

Alex Bazley, Transport Officer.

Tel: 01446 700111

## Times of the school day

Staff should arrive on site for a 08:20 start. The standard school day finishes at 15:10 or following after school meetings or other events that are in the school calendar.

Students arrive at school from 08:00 and move to the first lesson where a teacher will take the students into the class from 08:20.

Sixth form students may go to the sixth form common room. Students are dismissed at 15:00 unless there is a club, fixture or event.

Plan of the day:

Period	Times	Duration	Notes	
Start of day	08:20			
1	08:30 - 9:30	60		
2	09:30 - 10:30	60		
Form and Break	10:30 - 10:45	15	Year 7,8 – break then pastoral	(No canteen access)
	10:45 - 11:00	15	Years 9,10,11 – pastoral then break	
3	11:00 - 12:00	60		
4	12:00 - 13:00	60	Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.	
	13:00 - 14:00	60	Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.	
5	14:00 - 15:00	60		
End of day	15:00		All years	

In the case of inclement weather students access cover as follows:

Break time areas

Year Group	Main Area	Wet Weather
7	MUGA	Main Hall or School Street if the hall is in use for examinations or an event.
8	3G	Canteen
9	MUGA + Yard	School Street
10	MUGA + Yard	Canteen
11	3G	Main Hall or Red Floor Walkway if the hall is in use for examinations or an event.

## Lunch time areas

Year Group	Main Area	Wet Weather
7 (12:00 to 13:00)	Canteen and then MUGA	After 30 minutes in the canteen go to the Main Hall or School Street if the hall is in use for examinations or an event.
8 (12:00 to 13:00)	3G and then canteen	Before the canteen, 30 minutes the Main Hall or School Street if the hall is in use for examinations or an event.
9 (13:00 to 14:00)	MUGA + Yard then canteen	School Street for 40 minutes before going to the canteen.
10 (13:00 to 14:00)	MUGA + Yard then canteen and back to the MUGA + Yard	Red Floor Walkway for 20 minutes before going to the canteen. After the canteen go to School Street for the final 20 minutes of lunch.
11 (13:00 to 14:00)	Canteen and then 3G	Canteen for 20 minutes and then go to the Main Hall or Red Floor Walkway if the hall is in use for examinations or an event.

## Duties

In the event of planned absence the member of staff should arrange cover for duties that are to be missed.

## Wet weather instructions for staff

Pupils are only allowed to access indoor wet weather areas in heavy rain. Pupils can sit or stand but must not run around. The stage is out of bounds in the main hall.

## Break

- Staff have been allocated to year groups on the duty rota. In the case of wet weather staff move with the year group to the allocated area.
- Staff who supervise a toilet area roam and support the allocated year group areas in the case of wet weather, checking inside and outside of school.

## Lunch

- Year groups stay in the canteen for the 20 or 30 minute canteen session. In wet weather there is no alternative wet weather provision for the canteen space.
- Outdoor duty staff move pupils to the designated wet weather area and remain there to supervise if all pupils are inside.

## Arrival at school

On arrival at school students and staff members must wear a face covering to enter the building unless there is a medical exemption. Each person should sanitise hands on entry to the building. Students and staff are reminded to wash hands regularly throughout the day, to continue to wear a face covering when inside the building and to follow the one way system. These reminders are made through lessons, duty staff and signage about school.

The school stagger break and lunch times between the different year groups as described above to ensure that movement and concentration of people in the canteen and corridors are minimised.

If pupils are outside, they are not expected to wear a mask.

From 08:20 onwards pupils should move to their period 1 classroom to avoid large gatherings on the yard.

The entrance and exit to the site is controlled. Visitors, including parents/carers and governors, will be limited to essential only to reduce contact with different groups of people and will be by appointment only. This measure is designed to limit the number of people entering the school site to help reduce the risk of transmission. This will be reviewed on a regular basis, in line with the latest guidance from Welsh Government and the local authority. All visitors must have a negative LFD test just before arrival at the school site and must wear face masks.

## Corridors, canteen and other indoor areas

### Hygiene

Robust personal hygiene helps to reduce the risk of coronavirus (COVID-19). As a result, the NHS 'catch it, bin it, kill it' principles will remain a strong feature of the school's approach to supporting good respiratory hygiene. Regular washing of hands with liquid soap and running water for at least 20 seconds, as well as avoiding touching the face limits the risk of contamination. As a means of prevention, the school will ensure that all staff and students understand the importance of regularly washing their hands and that these facilities are in place. This will include access to handwashing stations, with regular supplies of liquid soap, and a fixed hand sanitiser station, with at least 60% alcohol, is placed inside every classroom.

### Use of face coverings

Students and staff must wear a face mask in classrooms where separation of at least 2m is not possible. All pupils will need to continue to wear face masks in all indoor communal school areas such as corridors and the main hall. The only exception to this is in the canteen when they are eating or when the pupils are doing PE in indoor areas, or if the pupil is medically exempt.

### Cleaning and maintaining the site

To support effective hygiene, the school will maintain an enhanced cleaning system to help prevent risk of transmission of the virus. The building will be cleaned throughout the day and, thoroughly, at least once per day.

## Classrooms

Seating plans will be in use in all classrooms. Students and staff will wear face coverings in classrooms where separation of 2m is not possible or unless an individual has a medical exemption.

The school will make necessary adaptations to support implementation of the latest health advice. Rooms will be organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Wherever possible, unnecessary furniture will be removed to maximise space. In line with the latest medical guidance, teaching staff will be encouraged to maintain physical distancing from pupils, wherever possible, and to make greater use of classroom technology, such as visualizers to model work. However, it is recognised that this is not possible for students with complex needs.

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared but should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently.

### Assemblies and other gatherings

Regular large gatherings such as assemblies will not be conducted until the community returns to Alert Level 0 with low level interventions. Similarly gatherings will be limited to class size whilst inside. Staff meetings will be conducted online.



## Outdoor spaces

In outdoor spaces people do not have to wear a face covering. However, students and staff are encouraged to socially distance and to follow good hygiene practices.

## Departure from School

All students are released in good order to an agreed schedule for the finish of school at 15:00. Three exits are available in order to reduce the concentration of students in any area. Additionally, staff monitor the orderly departure of all students.

## General information

The most common, though not exclusive, symptoms of COVID-19 are a persistent dry cough; difficulty in breathing; loss of taste and/or smell and high temperature. Parents/carers and staff are asked to follow the national guidance in relation to 'stay at home' where these symptoms are identified. Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus in school will be isolated, so that they do not come in contact with other students and as few staff as possible. The student will remain safely isolated until collection.

Where a symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. Parents/carers need to be aware that, for the safety of other students and staff, they may need to be available to collect their child in the event of them displaying symptoms and/or becoming unwell.

All areas used by a symptomatic student will require a deep clean once vacated.

Where a member of staff displays symptoms of COVID-19, they will report to the headteacher/deputy headteacher before returning home. Symptomatic staff are to follow advice given.

### Test, Trace, Protect Strategy

The school will actively engage with the Test, Trace, Protect strategy and apply the latest guidance. Staff, parents/carers and students must be prepared to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- provide details to the school of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by Test Trace Protect

### Managing confirmed cases of coronavirus (COVID-19)

The school will work with the Public Health Wales in the event of an outbreak of coronavirus (COVID-19) in the education setting.

### Safeguarding

All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings.

Safeguarding procedures remain the same. In the event of a safeguarding concern, then students and staff are expected to follow the usual procedures. Where there is a safeguarding concern, students and staff should report the concern to Mrs Pownall, Deputy Headteacher immediately; or in her absence Mr Francis, Assistant Head.

### Fire Procedures

All staff and pupils are reminded on the first morning back in school of what to do in the event of a fire alarm.

### Accidents and first aid

There are a number of named members of staff qualified in first aid. A qualified first aider will always be present on site. In the event of an accident at school, the same procedures will apply. However, PPE will be available for staff to administer first aid.

## Llantwit Major School Engagement Policy Addendum - Covid-19

All pupils must continue to adhere to the principles outlined in the Engagement Policy.

In particular, pupils should be mindful of the following:

### Be safe

Be safe and responsible at all times. You must respect the revised day-to-day expectations. This means that you must:

- follow the revised expectations for arrival in the morning;
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas);
- stay at your own seat/ desk unless directed otherwise by a staff member;
- follow hygiene rules, including wash or clean your hands on arrival, before and after eating, and after sneezing or coughing;
- inform an adult immediately if you have any Covid-19 symptoms;
- use the inside of your elbow to cough; use tissues to sneeze and dispose of them in bins ('catch it, bin it, kill it');
- only go to the toilet when permitted by a teacher, wash your hands for at least 20 seconds, dry your hands properly;
- only use your own resources; do not interfere with or touch any other pupils' resources or equipment; and
- only use your own water bottle and eat your own food. No sharing is allowed.

### Be Respectful

Be respectful and obedient to those in authority, whether in person or online.

### Be ready

- Be ready to attend school safely.
- Wear your school uniform.
- Pack your bag with the following items: filled water bottle, snack for break time, pen, pencil, ruler, rubber, bus pass (if needed), tissues, school books.

### Sanctions

In the unfortunate event of misbehaviour or non-compliance, pupils will be given clear, explicit warnings and reminders of appropriate choices.

In the event that there is an incident which poses a risk to pupils or staff parents will be contacted to collect the students involved from school to ensure the safety of the students and others. An individual risk assessment will be completed to review the safety of that student on the school site during the pandemic restrictions.

### Operational guidance

- All one way system signage is in place.
- Risk Assessments will be updated and shared with all stakeholders via the school website.
- All rooms will be provided with sanitising equipment.

### Other information

All students will adhere to the class seating plan.

At break time no food will be served in the canteen for Years 7 to 11. Pupils are asked to bring their own snacks and drinks.

At lunchtime each year group has a designated and separate time in the canteen.

Assemblies will not be undertaken unless the local risk assessment allows. Assemblies will be conducted remotely.

Extracurricular activities/school trips will be agreed by the Headteacher according to the local risk assessment.

Calendar details are available on the school website.

ALN support through teaching assistants will be deployed as normal and will be on hand to offer bespoke support.

### Equipment

Students should bring their pens and equipment with them daily. They will be responsible for keeping their personal belonging with them.

### Staff work areas

Staff will be based in their teaching room and will be able to use this during non-contact lessons unless it has been scheduled to be used by another member of staff. Shared staff spaces should be used in accordance with safe distancing practices.

### Duties

All staff who are not teaching period 1 are reminded that they must do a duty on the yard between 8.20 and 8.30. The purpose of this duty is to manage the safe movement of pupils to lesson 1.

Progress leaders who are not teaching period 1 will be allocated to cover gate duty.

Staff follow the published duty roster for breaks and lunch

### Briefings

The Monday morning briefing will be emailed out to all staff by 08:00 on Monday morning.

The Wednesday afternoon briefing will be held online.

## Part Two

### Triggers for online learning

The pre-eminent concern for school is the wellbeing of students and staff. This includes learning and success in external qualifications for every student. Effectiveness of the school depends upon low levels of sickness, including Covid-19. This gives high levels of attendance of students and an appropriate level of staffing. The decision to move to online learning will be undertaken in consultation with the school governors and the Vale of Glamorgan Local Authority. Students, parents and staff will be given as much notice as possible. The considerations will be as follows:

- Very high intervention levels identified in the Covid-19 decision framework;
- Incidence of Covid-19 in a year group or class at or above 20%;
- Staffing levels below safe limits so that it is not possible to cover classes;
- Safeguarding of students is on balance impaired by food provision or health and wellbeing conditions in school.

### Order of changing to online learning

The following is a priority list so that the year groups that are completing qualifications are kept in school based lessons for as long as possible.

- Years 7, 8 and 9 to have a rotation of days in school.
- Years 10 and 12 to have a rotation of days in school.
- Years 7, 8, 9 10 and 12 to be entirely online.
- Years 11 and 13 to be entirely online.

### Wellbeing during online learning

- Online provision includes learning across the full curriculum.
- Wellbeing and catch-up contacts and activities.

### Online learning

The online learning is delivered through Google Classrooms. These are created at the start of the academic year and all students are familiar with the system. Students access a range of learning activities that include teaching, exemplification, practise, The students have access to notes and tasks that develop group work and the skills of autonomous learning so that each student develops in a way to achieve success in external qualifications.

## Part Three

### Preparing for external qualifications

The school plans the learning of students so that it matches the specifications that are provided by awarding bodies. This planning also takes account of the modification of the course of study and assessment as the school is notified by the awarding body and Qualifications Wales.

The school is ready to respond if Qualifications Wales moves to a non-standard form of assessment such as Centre Determined Grades, Teacher Assessment, School Based Assessments or some hybrid system. It is therefore vital that every student engages fully in learning whether in school or online. This engagement is to attend every session that the health of the student allows. In addition every student must put every put the best possible effort into each piece of work and to submit the work on or before time.