

Maesteg staff, pupils and parents will therefore be expected to follow these procedures:

Pupils:

- Pupils will be invited into school for 2 full days over the 3 week period from June 29th until Friday 17th July
- Each year group cohort will be invited in for a particular day and session, arranged according to the house they are in. Please see the schedule attached below.
- Each year group will be housed in a particular area and will have a different start time and end time and have breaks at different times.
- Pupils will be organised into groups of 8 as this is the maximum amount the smallest class can hold whilst observing the 2 metre social distancing parameters
- The ground floor will cater for Hub provision, ALN and vulnerable pupils facilities and year 12 students
- We will aim to offer dedicated provision for our ALN learners in the OASIS and the MAC base wherever possible. Our ALNCo Mrs K. Sparkes will be in touch with parents to arrange this
- Pupils will remain in one classroom for the duration of their time in school with the exception of break and lunchtimes which they will take in small groups at prescribed times during the day
- **Pupils are reminded that they are only allowed in school on their allocated day. Please see below**

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Three week Timetable for 'Check in Catch Up and Prepare

	Week 1 29.06.20	Week 2 06.07.20	Week 3 13.07.20
Monday	Session 1 – 9:00 – 1:00 Year 10 Cadrawd & Cynwyd	Session 1 – 9:00 – 1:00 Yr 9 Cadrawd & Cynwyd	Session 1 – 9:00 – 1:00 Yr 10 Cadrawd & Cynwyd
	Session 2 – 10:00 – 2:00 Year 12 Cadrawd	Session 2 – 10:00 – 2:00 Year 12 Daran	Session 2 – 10:00 – 2:00 Yr 12 Cadrawd & Cynwyd
Tuesday	Session 1 – 9:00 – 1:00 Year 10 Daran & Llynfi	Session 1 – 9:00 – 1:00 Yr 9 Daran & Llynfi	Session 1 – 9:00 – 1:00 Yr 10 Daran & Llynfi
	Session 2 10:00 – 2:00 Year 12 Cynwyd	Session 2 – 10:00 – 2:00 Year 12 Llynfi	Session 2 – 10:00 – 2:00 Yr 12 Daran & Llynfi
Wednesday	Session 1 – 9:00 – 1:00 Year 7 Cadrawd & Cynwyd	Session 1 – 9:00 – 1:00 Yr 7 Cadrawd & Cynwyd	Session 1 – 9:00 – 1:00 Yr 9 Cadrawd & Cynwyd
	Session 2 10:00 – 1:00 Year 8 Cadrawd & Cynwyd	Session 2 – 10:00 – 2:00 Yr 8 Cadrawd & Cynwyd	Session 2 – 10:00 – 2:00 Teaching and Learning Prep
Thursday	Session 1 – 9:00- 1:00 Year 7 Daran & Llynfi	Session 1 – 9:00 – 1:00 Yr 7 Daran & Llynfi	Session 1 – 9:00 – 1:00 Yr 9 Daran & Llynfi
	Session 2 10:00- 2:00 Year 8 Daran & Llynfi	Session 2 – 10:00 – 2:00 Yr 8 Daran & Llynfi	Session 2 – 10:00 – 2:00 Teaching and Learning Prep
Friday	Deep Clean	Deep Clean	Deep Clean

- The focus of your child's two sessions in school will be to 'Check in, catch up and prepare for September'. The key focus for these sessions will be health and wellbeing and to continue to support pupils with their independent learning at home. It is important that parents understand that due to capacity issues and the demand for social distancing, pupils are not likely to be able to receive support from subject-specific teachers at this time
- Pupils who do not follow the safety procedures and whose behaviour gives cause for concern will not be permitted on site. Parents will be contacted to collect their child should their behaviour put others at risk
- Pupils will be permitted to bring in no more than 3 items of personal equipment to support their learning sessions one of which should include a pencil case

- No sharing of equipment or loaning of items is allowed
- Pupils should wear clothes that are comfortable and easily washable. Pupils are not required to wear uniform
- The 6th form communal areas will be closed to 6th form.

Catering:

- Children are encouraged to bring in their own packed lunch
- Pupils will be able to purchase a hot meal on site using their cashless account. Parents need to make sure that this is topped up prior to their child returning to school
- Please note, that the water fountains will not be in use for pupils to use
- Free school meals will be provided to those children who are eligible

Site Management

- Entry and vetting (health checks) on arrival and entry into school will exist for pupils and staff following a strict set of procedures
- Staggered break times and lunch times will be in operation to continue to observe social distancing guidelines at unstructured times
- There will be a reduced number of classrooms in operation on each floor which will be set up in exam-hall style.
- Each floor will have a designated cleaner and/or pupil toilet attendance to maintain high standards of hygiene at all times.
- There will be a one way system in operation at all times. All staff and pupils must adhere to this system and follow signage
- Fire alarms – designated separate spaces for classes to evacuate to will be in place with markers
- Buildings and classrooms will be deep cleaned every Friday to allow for use again on Monday.

Parents

- Parents must complete the online form to give permission for their child to return to school
- Parents should encourage their child to walk, cycle to school as in the current climate this is safer than public transport
- If transport is required, bus passes must be used for identification purposes. No travel is permitted without this pass. Please be aware that all school buses will operate social distancing
- Parents who drop off their children must do so at the drop off site at the bottom of the school steps. There will be no access to school site from the main gates at the main driveway.
- There will be no physical meetings on site. This includes meeting with parents. Where required, parents will need to communicate with school staff via telephone or email.