12th March 2021

Dear Parents/Guardians of Sixth Form students,

We are very much looking forward to welcoming your child back to Penglais. I would like to take this opportunity to explain some of the preparations we have made in order to be ready for the students to return to the school site.

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| **Date** | **Year groups returning** |
| From Monday 15th March onwards | Year 13 |
| From Wednesday 17th March onwards | Year 12 |

*\*Please note that students from other year groups that are already attending school site will still be expected in to school as was previously arranged.*

As a school we have been diligent in ensuring everyone’s safety as we return to school and all the control measures that were in place prior to the lockdown will continue. This includes:

* ensuring good hygiene, with plenty of hand washing opportunities during the day and supplies of sanitiser in corridors and classroom. Students and staff are expected to sanitise their hands on entry to every classroom.
* spray and wipes in every classroom and students and staff will be expected to clean the chairs and tables at the end of every lesson
* all windows and doors will be open to ensure good air circulation
* taking every child’s temperature at the start of the day, and any child with a temperature of 37.8 degrees or higher will be sent home
* cleaning will take place during the day as well as after school hours
* managing the movement of students around the school site and between classrooms
* students and staff are now expected to wear face coverings in classrooms, corridors and during movement around site but not in outdoor places
* students will sit facing the front of the class
* the Test and Trace method will be implemented in the school in the event of a case of Covid-19

It is crucial that all members of the community adhere to these expectations diligently at all times.

**Arrangements for students returning to school site**

**Arriving on school site**

The same arrangements will be in place for 6th form students as prior to lockdown. Students who arrive before 9am should go straight to the 6th form centre. Any students arriving after 9am, or ready for lesson 2 or 3, should enter the school through main reception and have their temperature taken. Where possible, we ask that students are only on site for their lessons, unless they travel by bus or they have lessons 1 and 3. Students should not leave the site during the day unless they are going home. This protocol is put in place to protect the school and local community. Students are also expected to follow the one-way system around the school site to keep the school community safe.

**Transport**

If your child usually travels to school by bus or taxi, those arrangements will continue in terms of collection time and location. Ceredigion Council expects students to wear a face covering on school transport. All students have been given two re-useable face coverings by the school.

**Food**

The canteen will be open to Year 11 from Monday 15th March and for Year 10 from Monday 22nd March and we are hoping to offer a canteen service to Sixth From students after the Easter break. Students who receive free school meals will be able to receive food from the canteen from the 15th March. All students will need to ensure a sufficient supply of water throughout the day as the fountains will not be available for use. The canteen will offer a reduced service.

**Provision and Equipment**

There will be a need to ensure that personal equipment e.g. pencils, rulers etc. are not shared during the day. Please ensure that your child has the appropriate equipment ready for their return to school.

**School Uniform**

Please ensure that your child is in full school uniform (unless you have already raised this with your child’s Year Leader). Normal school uniform will be expected by all students. See link to the school uniform expectations <http://penglais.org.uk/index.php/information/school-uniform.html>. If there are any problems in terms of school uniform, please contact the 6th form team.

**Start and finish time**

Students are asked not to arrive on site before 8.25am if dropped off by parents or walking to school. If walking up Cefn Llan, students should use the pedestrian gate by the 6th form centre. Students must go straight to their form tutor classroom when they arrive in school and should not congregate with other students.

Despite the number of safeguarding measures that will be implemented to ensure the wellbeing of all, we are committed to ensuring that your child’s learning experience is meaningful, enjoyable and within a safe environment. We are planning carefully to ensure that the experience of returning to school is a positive one for your child. Children will be expected to return to school and usual attendance procedures will be applied. If you have any concerns or would like to contact us with further questions you are more than welcome to do so by email on [admin@penglais.org.uk](mailto:admin@penglais.org.uk).

A sincere thank you to you as parents/guardians for your continued support, and we are really looking forward to welcoming the students back to school site from next week.

Yours sincerely,



Ms M Hughes

**Pennaeth/Headteacher**