



17th September 2021

Dear Parents/Guardians,

As shared in the start of term letter, the school and the Governing Body have been reviewing the whole school risk assessment and are sharing this with you today. Hywel Dda Board have identified their area as being a moderate risk area and the risk assessment has been created in response to this. The risk assessment is attached to this email and is also on the website.

The following procedures will remain in place:

- The school day with three lessons in a day will remain throughout the school year. KS3 students will have a break in the middle of lessons 1 and 2, whereas KS4 and 5 will have 100-minute lessons. The break time is now 25 minutes and lunchtime is 40 minutes.
- Face coverings will be expected to be worn in corridors at all times, but not in lessons or when outside the school building at break and lunch times. Students and staff may choose to wear their face covering at all times should they wish to.
- Face coverings are expected to be worn on school transport.
- Face coverings are to worn when queuing in the canteen and when at the canteen servery.
- Sanitising of hands on entry and exit to classrooms will continue, as will wiping down of chairs and tables.
- One-way system will remain in place.
- Ventilation through open windows and doors will remain in place.
- Key stage 3 students are released from lesson 3 at 15.10, five minutes before students in key stage 4 and 5.
- Assemblies will take place in year groups in the Main Hall when the area is identified as low risk. Assemblies will be online at other times.
- Staff and students are asked to take a Lateral Flow Test every Sunday and Wednesday evening.

There are some changes as follows:

- Temperature taking will no longer take place every morning.
- Students in Key Stage 3 will be able to mix outside with other students across the key stage in the allocated outdoor areas at break and lunch time. They will have separate servery points in the canteen.
- Students in Key Stage 4 will be able to mix outside with other students across the key stage in the allocated outdoor areas at break and lunch time. They will have separate servery points in the canteen.
- Water fountains will be available for students to use during break and lunchtime, but they must bring their own bottle for their own use.

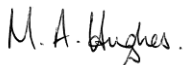
Pennaeth / Headteacher:- Ms Mair Hughes

- Extra-curricular activities will be able to resume before and after school with students from different year groups able to mix.
- We will be working towards changing rooms being used, however, this will not be implemented immediately. Students will therefore continue to come into school in their PE kit when they have PE lessons for the time being.
- Sixth Form Centre - students in Years 12 and 13 will be able to mix, with the upstairs room being a designated quiet space to work. During busy periods of the school day face coverings are worn in the sixth form centre.

We work closely with Ceredigion County Council Officers and we monitor the risk assessment regularly. We will inform you of any changes due to either an increase or decrease in covid cases.

In the meantime, thank you for all that you are doing to support your child and the community in keeping everyone as safe as possible. Should you have any questions, please contact admin@penglais.org.uk.

Yours sincerely,



Ms M Hughes
Pennaeth / Headteacher