

Porthcawl Comprehensive School

Staying Safe Protocol

Start of day

- Pupils should ensure good hand hygiene before leaving home.
- Pupils must have the equipment with them they need as no equipment will be lent out. No extra items should be brought to school.
- Water fountains are currently unavailable so pupils should bring ample water with them for the day.
- Pupils should travel to school ensuring they follow social distancing guidelines as far as is possible and should not congregate in large groups.
- All pupils will go directly to their form class each morning and use the hand sanitiser on entry.
- Pupils will be seated in the chair allocated to them by their form tutor and should not move from this seat.
- There is a list of questions that need to be asked of each child each morning upon entry to the classroom. These have been agreed across the county.
- There will be no assemblies for the foreseeable future. Registration/assembly time should be used purposefully to do school work/pastoral work or partake in “assembly” style presentations as a form.
- When the bell for lesson 1 goes pupils will be dismissed by the form teacher row by row, hand sanitise and move to their first lesson following the one way system indicated.
- When in areas where social distancing is difficult it is recommended that pupils wear face coverings. (2 washable masks provided by school.)

Hygiene and Social Distancing

- It is important that all pupils and staff thoroughly wash their hands before leaving their house in the morning and as they enter their house at the end of each day.
- There is hand sanitiser in each classroom. Pupils must sanitise hands on entering the room and on exit.
- The room also has cleaning wipes and spray. These are to be used to clean surfaces, keyboards, equipment as required.
- Staff should remain two metres apart from pupils at all times.
- Poor pupil behaviour will not be tolerated and any incidents of failing to follow school rules will result in consequences in line with the school Behaviour Policy.
- If possible doors and windows will be left open to aid good ventilation.
- Pupils will remain at the same allocated table/desk throughout the lesson.

Break and lunchtime

At break pupils should use the time to go to the toilet and move carefully to their next lesson – avoiding pupils in other year groups as far as possible.

Year 7 and 8 will have lunch session 4.

Monday and Friday – 11.50-12.30

Tuesday, Wednesday, Thursday – 12.20 -13.00

Years 9 to 13 will have lunch session 5.

Monday and Friday – 12.40-13.20

Tuesday, Wednesday, Thursday – 13.20 -14.00

At lunchtime each year group will have specific areas:

Year 7

Break: No access to canteen or 6th form hall.

Lunch: 6th form hall

Packed lunch: Jubilee Theatre

Allocated outdoor area: Area B (see map)

Year 8

Break: No access to canteen or 6th form hall.

Lunch: canteen

Packed lunch: G15

Allocated outdoor area: Area A (see map)

Year 9

Break: No access to canteen or 6th form hall.

Lunch: 6th form hall

Packed lunch: Jubilee Theatre

Allocated outdoor area: Area C (see map)

Year 10

Break: No access to canteen or 6th form hall.

Lunch: Canteen

Packed lunch: G15

Allocated outdoor area: Area B (see map)

Year 11

Break: Canteen.

Lunch: Canteen for final 20 minutes.

Packed lunch: Sandwich Room

Allocated outdoor area: Area A (see map)

Movement around school

- Pupils should move calmly and carefully around the school.
- Pupils should adhere to the one way system indicated. (See map and explanation)
- Pupils being taught upstairs in the science block will be released from lessons 3 minutes early to avoid congestion.
- Pupils should keep to the left hand side in corridors and on stairs.
- In areas where social distancing is difficult to maintain mask coverings are recommended.

In the classroom

Classrooms have been re-arranged to keep everyone as safe as possible.

- All desks/tables will be facing the same way, with pupils sitting side by side and facing forwards, rather than face to face or side on.
- On entry to the room tables at the back of the room should be filled first.
- Pupils must remain in their allocated seats at all times, unless instructed to move by a member of staff.
- Staff will remain at the front of the classroom and will not be able to move around the room.
- At the end of the lesson pupils will be dismissed row by row by the member of staff and hand sanitise on exit.
- Any pens given to a pupil should not be collected back in.

School uniform

- Pupils should wear normal school uniform every day.
- Pupils should comply with the established school rules regarding jewellery, hair etc.
- On days when pupils have P.E. they should come to school in their kit and remain in kit all day. This should be the regular school P.E. kit.

Fire Procedures

- Normal school procedures will be followed and pupils escorted to allocated area on the yard.

First Aid

- School procedures will be followed in line with current risk assessments.

Mobile phones

- The rules around mobile phones have not changed.
- If a mobile phone is used in a lesson without teacher permission it will be confiscated and the teacher will record this as a D code.
- Three D codes will result in an after school detention and parents/carers being asked to collect the phone.

Face coverings

- Each pupil has been offered two face masks by the school.
- These masks have been provided via the local authority and are the 3 layer recommended style.
- The masks provided are re-usable and washable up to 50 times.
- Masks should be washed after each use at 60 degrees.
- If the mask becomes damp it should be replaced with a clean one.
- If a pupil removes their mask at any point it should be placed in their bag.

Person on site displaying symptoms

- Any pupil who begins to display symptoms during the day will be isolated in A block and parents/carers called immediately.
- If any waste is suspected of being in contact with someone showing symptoms, suspected or confirmed of COVID-19, it should be placed in a waste bag, held secure for 72 hours and then disposed of with other waste.
- When the pupil leaves the isolation room, arrangements will be made for appropriate cleaning according to current guidance.

Safeguarding

- A register must be taken on SIMS at the start of each lesson as is usual practice.
- If parents/carers have not contacted attendance to say their child will be absent the usual absence procedures will be followed.
- Pupils in years 12 and 13 will be allowed off site when they do not have a timetabled lesson.
- If a pupil who should be in your lesson does not arrive the Duty Officer should be informed.

Any safeguarding concerns should be recorded on "My Concern". If the matter is urgent it should be reported immediately. The safeguarding officers for the school are:

Jane Sloggett – 278 Rhian Gould - 285 Sarah Morgan – 263

In the unlikely event that all 3 staff cannot be reached then contact reception for a member of the Senior Leadership Team.

One way system

It is important that all pupils follow the one way system around school that is clearly marked.

A block

Always keep to the left and try to ensure the minimum number of people on the stairs at any one time.

P block

Enter via the entrance by P1 and exit via the “milk corridor” when dismissed by your teacher.

Maths block

Enter from the yard side M5/M6 and exit opposite by M4/M7.

D block

Enter from the walk way by D1 and exit by D10.

G2-5

Enter via the first door on the covered walk way and exit via doors at rear of G4.

G6 and G7

Enter via the last door on the covered walk (near science) and exit via doors at rear of G4.

G8 – 11

Enter via the last door on the covered walk (near science) and exit via doors at rear of G25.

G12-14

Enter via the last door on the covered walk (near science) and then in opposite G15. Exit via back door and around bungalow.

G16-24

Enter via ramp near G20 and exit past G16 and around bungalow. Classes being taught upstairs will be released 3 minutes early.

How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Take the mask out of its bag/package and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. (Label top left on ones provided by school.)
4. Determine which side of the mask is the front.
5. Hold the mask by the ear loops. Place a loop around each ear.
6. Pull the bottom of the mask over your mouth and chin.
7. Ensure your nose is covered.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Avoid touching the front of the mask as this may be contaminated. Only touch the ear loops.
3. Hold both of the ear loops and gently lift and remove the mask.
4. Place mask in your bag and take home to be washed.
5. Clean your hands with soap and water or hand sanitizer.

Years 7 & 8

<u>Year 7</u> Break: No access to canteen or 6 th form hall. Lunch: 6 th form hall Packed lunch: Jubilee Theatre	<u>Year 8</u> Break: No access to canteen or 6 th form hall. Lunch: Canteen Packed lunch: G15
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Timings for Monday and Friday

8:45 – 9:00	Registration
9:00 - 9:50	Lesson 1
9:50 – 10:40	Lesson 2
10:40 – 11:00	Break
11:00 – 11:50	Lesson 3
11:50 – 12:30	Lunch
12:30 -13:20	Lesson 4
13:20 – 14:10	Lesson 5
14:10 – 15:00	Lesson 6

Timings for Tuesday, Wednesday and Thursday

8:45 – 9:00	Registration
9:00 – 10:00	Lesson 1
10:00 – 11:00	Lesson 2
11:00 – 11:20	Break
11:20 – 12:20	Lesson 3
12:20 – 13:00	Lunch
13:00 – 14:00	Lesson 4
14:00 – 15:00	Lesson 5

Years 9, 10 & 11

Year 9

Break: No access to canteen or 6th form hall.

Lunch: 6th form hall

Packed lunch: Jubilee Theatre

Year 10

Break: No access to canteen or 6th form hall.

Lunch: Canteen

Packed lunch: G15

Year 11

Break: Canteen

Lunch: Canteen for final 20 min

Packed lunch: Sandwich Room

Timings for Monday and Friday

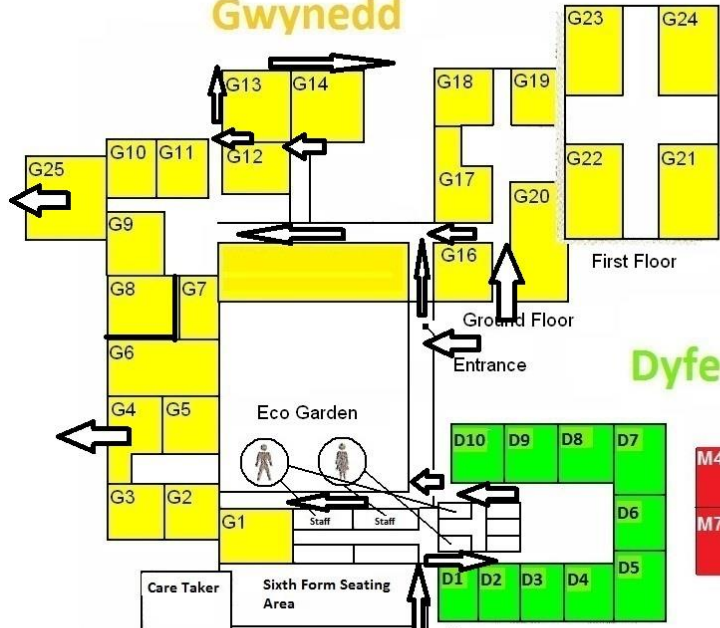
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14:10 – 15:00	Lesson 6

Timings for Tuesday, Wednesday and Thursday

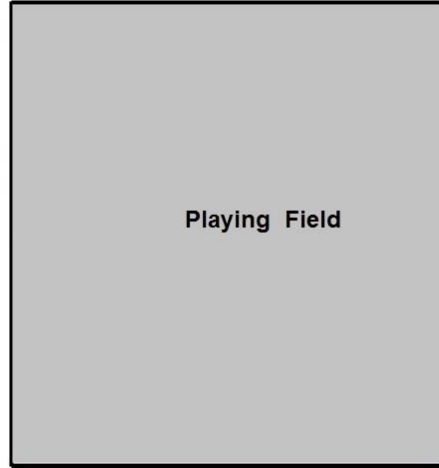
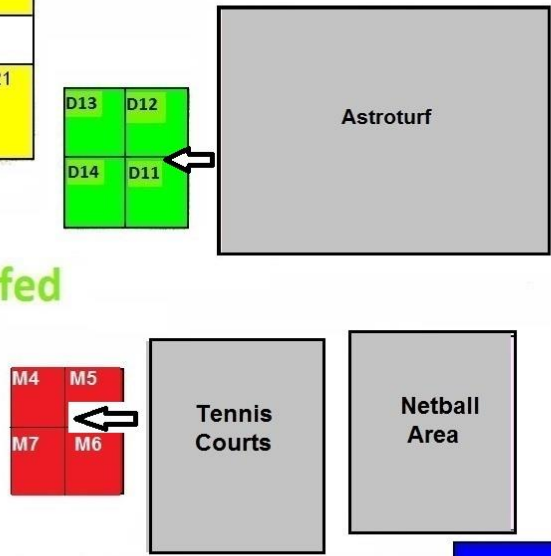
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14:00 – 15:00	Lesson 5



Gwynedd

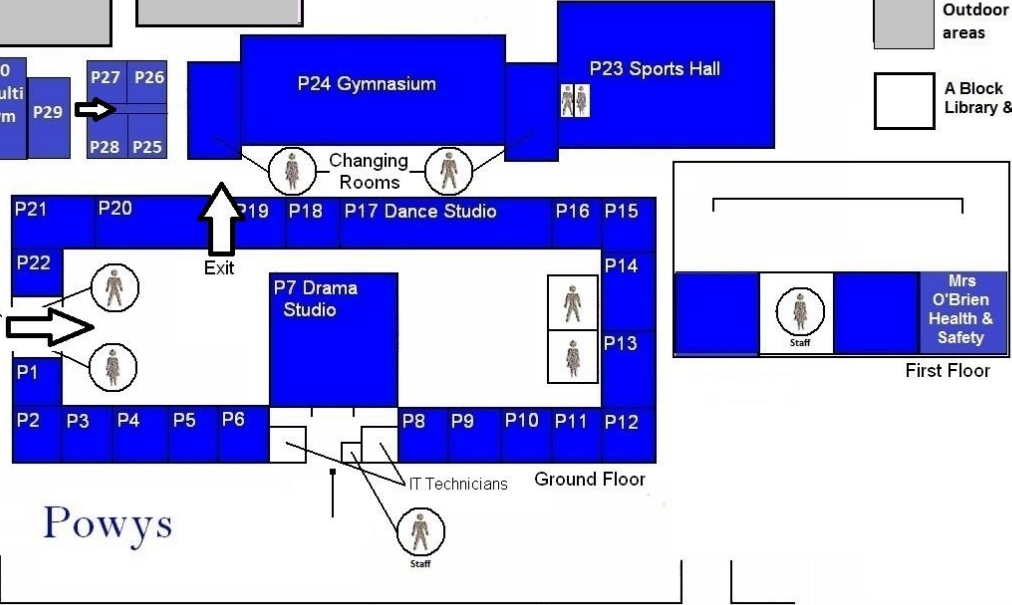
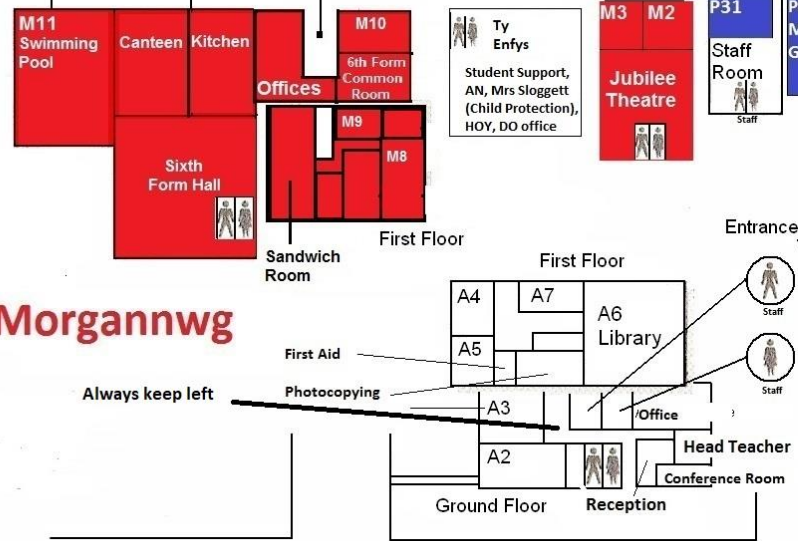


Dyfed



- Gwynedd**
 - Science, Art and Technology
- Dyfed**
 - Humanities & Business
- Powys**
 - Music, Drama, Languages, PE, English & Media
- Morgannwg**
 - Theatre, Maths, Student Support, Canteen & Sixth Form areas.
- Outdoor Sports areas
- A Block Library & ICT

Morgannwg



Always keep left

Photocopying

Head Teacher

Conference Room

Powys

IT Technicians

Mrs O'Brien Health & Safety