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Dear Parent

Please find a document that sets out to answer the key questions parents may have prior to their child returning to school on Tuesday 3 November. Given that we are returning to a completely new school building and layout I envisage tweaks and amendments needing to be made in the coming weeks as we review what is working well and what needs to change.

For ease of reference, where elements of the FAQ document remain unchanged since the start of term in September it will be in black text. Where the situation has changed it will be in green text.

School attendance

- 1. Does my child need to attend school?
1.1. Yes. From 1 September the usual rules around school attendance apply including a parent's duty to ensure that their child attends regularly
1.2. No, if:
1.2.1. They are self isolating and have had symptoms or a positive test result themselves
1.2.2. They are a close contact of someone who has coronavirus (COVID-19)
2. My child was shielding - do they have to attend school?
2.1. Yes. The expectation is that all students will return to school unless advised against doing so by medical professionals. In such cases, school will provide access to remote learning opportunities.
3. What if I am uncertain about my child returning to school?
3.1. We completely understand that many parents will be anxious about their child returning to school but need to reinforce the message that all students must be in school unless a statutory reason applies such as illness or leave of absence has been granted. If you have any specific questions please contact the school.

School and classroom organisation

- 1. Is the school implementing staggered start and finish times for school?
1.1. No. Due to the high number of students that travel by bus it is impractical to implement a system of staggered start and finish times.
2. Do all students enter school in the same place?
2.1. No. We will have a dedicated and separate entrance point for each year group; these are identified on the new school map.
2.2. All entrances are located around the main secondary building and staff will be available to direct students.
2.3. Each entry point will have signage indicating which year group should use it.
2.3.1. Y7: Main secondary building



- 2.3.2. Y8: Main secondary building
- 2.3.3. Y9: Main secondary building
- 2.3.4. Y10: Main secondary building
- 2.3.5. Y11: Main secondary building
- 2.3.6. Y12 & 13: Via the Community Street and public entrance

2.4. All of this information will be evident on our simplified PHS new school map

**3. What are the arrangements for exiting the building?**

- 3.1. Many of the classrooms on the ground floor have exit doors that allow immediate access outside - these will be used by the class in these rooms at the end of the school day
- 3.2. At the end of the day, all four internal staircases in the main building will be for down travel enabling us to use all available routes
- 3.3. At the base of each staircase students will leave the building via the nearest exit

**4. Will the school be taking student temperatures as they enter school?**

- 4.1. No. Public Health England has made it clear that routinely taking the temperature of students is not needed and is an unreliable method for identifying coronavirus.

**5. How do you intend to keep year groups safe?**

- 5.1. We will not be repeating year group zones with dedicated classrooms as the new school layout does not lend itself to this approach
- 5.2. We will base teachers and departments in their respective areas ensuring that they are ready and prepared for the arrival of each class
- 5.3. We will operate a one-way system on each of the main floors (clockwise direction) and take advantage of the wider corridors that offer more space and ventilation
- 5.4. We will allocate each of the six staircases as either 'up only' or 'down only' to ensure no students have to pass one another on these
- 5.5. Face coverings will be mandatory during lesson changeover and break/lunchtime for staff and students
- 5.6. Tutor rooms will be based on normal practice, i.e. located within the subject teacher's teaching room

**6. Will students mix at lesson changeover?**

- 6.1. Inevitably, students from different year groups will be on the same corridor or staircase at some points but they will be travelling in the same direction and for a very short period of time. They will also be wearing face coverings.

**7. How will classrooms be organised?**

- 7.1. Wherever possible, classrooms have been set up with desks separated from others and facing forwards. This is not possible in all teaching spaces as there are some classrooms with fixed furniture such as science labs and technology classrooms.
- 7.2. Staff will have a seating plan for each class they teach in so students will be directed where to sit
- 7.3. Doors and some windows will be open to ensure ventilation

**8. Do students all use the same toilets?**

- 8.1. We will benefit from significantly more toilets than in our current site - these are located on every floor with a number of accessible toilets too. We have also sought advice from NCC Health & Safety over our plans for toilet use and they support our plans.
- 8.2. During lessons, students will be able to use the nearest toilets to their classroom to minimise their time out of class
- 8.3. During break and lunchtime, year groups will be directed to a discrete set of toilets located on the ground floor where we have the highest concentration of toilet cubicles

**9. Will students have assemblies?**

- 9.1. At this time, we have no plans to reintroduce whole year group assemblies, however, we will keep this under review.



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- 9.2. The secondary hall can seat 240 students so we may consider smaller groups, e.g. half or third of a year group, for repeat assemblies but this will only take place when we are confident that it is safe to do so

## School equipment, uniform and lockers

### 1. Will school provide stationery items?

- 1.1. Students are expected to have their own stationery with them at all times so that we eliminate the need to share frequently used equipment; it would be helpful if all students had with them
- 1.1.1. pens, pencils, ruler, eraser, compass, protractor, calculator, glue stick and highlighters
- 1.2. School will continue to provide items such as exercise books
- 1.3. Classroom resources, such as textbooks, will be placed into discrete year group packs and limited to a year group bubble

### 2. Does my child have to wear school uniform?

- 2.1. Yes. We believe that uniform is important as this sets an appropriate tone within school.
- 2.2. DfE guidance states that 'uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.'

### 3. What happens on the days when students have PE?

- 3.1. We have a greater number of changing rooms available for our use so we expect students to now attend school each day in their full school uniform
- 3.2. PE kit should be brought into school to change into for the lesson. Students will change back into school uniform after PE lessons.

### 4. Will my child still be able to use their locker?

- 4.1. We have 1364 lockers available and these are spread throughout the building
- 4.2. It would be advisable to leave PE kit in a locker rather than carry it throughout the school day
- 4.3. Students will be able to submit a request for a locker via their Form Tutor. These will then be allocated, wherever possible, so that they are close to a student's Tutor Room

## Curriculum, timetables, homework & marking

### 1. Do students have to stay in the same classroom all day?

- 1.1. No. Students will follow their full timetable and move to each new lesson.
- 1.2. Our new approach means that all students will now benefit from access to specialist rooms to enhance their curriculum experience; we will continue to review our use of practical activities such as science experiments and food practicals.

### 2. Will students have their subject teacher for lessons?

- 2.1. Classes will always have their timetabled teacher, i.e. a subject specialist, for each lesson

### 3. Will teachers have to maintain distance from all students in lessons?

- 3.1. DfE guidance states that 'adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible ... but if adults can do this when



circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.'

- 3.2. Most teaching will take place from the front of the class but teachers may, on occasion, circulate the classroom to observe student work and provide individualised support whilst keeping in mind the DfE guidelines above

**4. Will students still have to do homework?**

- 4.1. Yes. Much of this will be online to reduce the need to 'hand in' homework

**5. Can teachers mark exercise books?**

- 5.1. Teachers and students can take exercise books home from school
- 5.2. Wherever possible, teachers will set online homework that does not require books to be handed in; the work can also be marked online using Google Classroom.

**6. Will peripatetic music teachers and supply teachers be allowed to work in school?**

- 6.1. Yes. They will be subject to the same expectations placed on all members of staff and will need to observe social distancing and good hand hygiene.

**7. Will the school still run extra curricular activities?**

- 7.1. Yes. We are reviewing our provision but expect to have a range of activities for students to engage in as we know there are significant benefits to be gained from involvement
- 7.2. Activities will continue to be advertised in the Weekly Bulletin for Parents that is emailed out towards the end of each week
- 7.3. Activities will require students to remain within their year group bubble, wherever possible, but we are also reviewing how we can operate mixed year group activities such as music and drama groups
  - 7.3.1. Music and drama groups could proceed by maintaining small and consistent groups

## Keeping students safe

**1. How are you planning to promote good hygiene practice?**

- 1.1. Teaching staff will now be based in their classrooms and will be there to welcome new groups
- 1.2. Teachers will insist on the use of hand sanitiser as students enter the classroom making this aspect more robust and manageable than at present
- 1.3. It is essential that all students engage in effective hand hygiene practices away from classroom areas; this means
  - 1.3.1. Washing their hands for 20 secs after visiting the toilet and PE lessons
  - 1.3.2. Using hand sanitiser:
    - 1.3.2.1. Upon arrival to school
    - 1.3.2.2. Before and after eating
  - 1.3.3. We would encourage students to carry their own hand sanitiser for personal use
- 1.4. We will promote good respiratory hygiene
  - 1.4.1. Students will be reminded to 'catch it, bin it, kill it'
  - 1.4.2. We will have tissues available in all classrooms and bins for used items

**2. Should students wear face coverings in school?**

- 2.1. We expect students to have a face covering with them each day
- 2.2. The face covering must be worn when inside the building on the following occasions:
  - 2.2.1. Entry and exit from school
  - 2.2.2. During lesson changeovers
  - 2.2.3. Break and lunchtime, except when eating
- 2.3. Face coverings do not have to be worn in lessons or when outside but can be worn if individuals wish to do so
- 2.4. Face coverings do not need to be worn by individuals with an agreed exemption



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**3. How will you keep the site clean?**

- 3.1. We will have regular cleaning of key areas including hard surfaces and toilets throughout the day
- 3.2. Wherever possible, doors will be wedged open to eliminate the need to touch door handles

**4. Are visitors allowed into school?**

- 4.1. We plan to limit all visits to those that are deemed essential as most, if not all, issues can be dealt with by telephone, email or video conferencing
- 4.2. Where a site visit is essential we will aim, wherever possible, to schedule it after school hours
- 4.3. Where visitors have to attend school they will be subject to the same expectations of adults in the school and will be provided with clear guidance on distancing and hygiene

**Break and lunch time arrangements**

**1. Will students all have 'break time' together?**

- 1.1. No.
- 1.2. Y7, 9 and 11 will have an early break time (10.20-10.40am) and have dedicated indoor and outdoor spaces
- 1.3. Y8, 10 and 12/13 will have a later break time (11.20-11.40am) and have dedicated indoor and outdoor spaces

**2. How will lunch time be managed?**

- 2.1. We anticipate imitating break time arrangements with three years groups on lunch at the same time
  - 2.1.1. We will have dedicated access to catering as we have more servery points in the new school and more indoor seating
  - 2.1.2. Each year group will have dedicated indoor and outdoor spaces

**3. Is school still providing catering during the day?**

- 3.1. We are not providing a catering service for morning break due to logistics of managing staggered lunch times and would therefore encourage students to bring a healthy snack and drink with them to school
- 3.2. We will be offering a limited hot and cold catering service during lunch time for all year groups

**4. Will the school still be using the biometric system, i.e. finger prints to pay for food in school?**

- 4.1. No. Until it is deemed safe to do so we will issue all students with a 'contactless card' that they can use when paying for food. These will be issued by Form Tutors.
- 4.2. There will be no facility for students to top up lunch money cards using the "revalve" machine in school. We would encourage parents to consider setting up and using a School Gateway account to put money on student cards/accounts as this is the quickest and most convenient way to top up lunch accounts. In exceptional circumstances finance



colleagues will be able to take cash at the school office. Please do not hesitate to contact us if you require help with setting up a School Gateway account.

## Transport to and from school

Social distancing has an inevitable impact on transport capacity therefore, wherever possible, we would encourage students to walk to school.

### 1. What is the current situation with regard to travelling to and from school?

- 1.1. Dedicated school transport
  - 1.1.1. Dedicated school bus operators will be altering their service to meet DfE guidelines including:
    - 1.1.1.1. Keeping students, wherever possible, grouped together in year group bubbles and observing distancing rules
    - 1.1.1.2. Use of hand sanitiser upon boarding and disembarking
    - 1.1.1.3. Use of face masks are mandatory
    - 1.1.1.4. Regular cleaning of vehicles
  - 1.2. Public transport
    - 1.2.1. As we are not changing our start time students should, wherever possible, consider alternative travel arrangements, e.g. car, and aim to avoid peak travel times
  - 1.3. Driving to school and car parking
    - 1.3.1. We have significantly more car parking spaces in the new build; over 450 in total compared to our current situation of approximately 280 between the high school and the leisure centre and these are spread over two car parks
    - 1.3.2. The new road layout on Callerton Lane should enable all parents to drive in and drop off their child and then exit the site without the congestion that we have all become so used to

## Action in the event of illness

### 1. What do I do if my child is feeling unwell?

- 1.1. If your child is unwell then they must not attend school
- 1.2. If your child develops a persistent dry cough or high temperature or a loss/change in taste and smell then they must not attend school
  - 1.2.1. You must book a COVID-19 test (<https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested>)
  - 1.2.2. Inform school immediately of the results of a test

### 2. What if my child becomes ill at school?

- 2.1. If your child becomes unwell whilst at school they will need to be sent home; we will isolate them in a ventilated but closed door room with appropriate supervision. School will contact you to make arrangements for collection of your child.
  - 2.1.1. You must book a COVID-19 test (<https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested>)
  - 2.1.2. Inform school immediately of the results of a test
- 2.2. If your child develops a persistent dry cough or high temperature or a loss/change in taste and smell whilst at school they will need to be sent home; we will isolate them in a ventilated but closed door room with appropriate supervision. School will contact you to make arrangements for collection of your child.
- 2.3. The isolation room will be thoroughly cleaned after it has been vacated and before anyone else uses it.



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**3. What happens if a student or family member tests positive for COVID-19?**

- 3.1. If a student tests positive you should immediately inform school and also engage with the NHS Test and Trace programme
- 3.2. You must inform us of any other students they have been in close contact with. Close contact means:
  - 3.2.1. direct close contacts
    - 3.2.1.1. face to face contact with an infected individual for 1 min within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
    - 3.2.1.2. within 2 metres for more than 15 minutes with an infected individual
    - 3.2.1.3. travelling in a small vehicle, like a car, with an infected person
- 3.3. School will make contact with the local health protection team who will carry out a rapid risk assessment to confirm individuals who have been in close contact with the infected person
- 3.4. The local health protection team will provide definitive advice on who must be sent home and self isolate for 14 days
- 3.5. If anyone in your household tests positive they should self isolate for 10 days. All other members of the household, including students, must self isolate for 14 days. Please inform school if this is the reason for student absence.

**4. What happens if there is an outbreak?**

- 4.1. The PHE local health protection team will advise and this could include a recommendation that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group
- 4.2. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

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