

Frequently asked Questions

Will my child be able to return to school for the Autumn Term?

All schools will be open for students from all year groups in September in line with Government guidance. The first focus of teachers will be to support students to regain confidence in the classroom so that they catch up on the lost learning time caused by school closure.

What are the Covid-19 recovery plans which the school has in place to ensure a safe return to school in September?

All schools are required to undertake a detailed risk assessment which seeks to minimise the risk of infection for students and staff. This has been undertaken for all 4 Trust schools with input from the Local Authority Education and Health teams. The risk assessments have been approved by the school's Local Governing Bodies, but will be updated if Government guidance changes. Parents are able to look at the detail of the risk assessments [here](#) and [here](#)

How can the school ensure that students are not exposed to infection?

The school cannot guarantee that students are not exposed to infection, however it can take 'sensible and proportionate' steps to ensure that the risk of infection is minimised. These steps focus on both **prevention** and **control**.

What are the plans which the School will have in place to try and prevent infection?

The full return of all students means that students will not be able to maintain 2m social distancing during the course of the school day. However the following steps have been taken to limit social contact within school.

- Students will remain within their year group and will not have contact with students from the older or younger years during the school day
- Staggered arrival and departure times will be arranged by year group to limit interpersonal contact.
- Students will be required to wash or sanitise their hands on entry to every classroom.
- Additional hand sanitation points have also been set up on entry to each building as well as external sinks for hand-washing where possible.
- The timetable has been rearranged to allow for 'split lunch-times' (eg only half of the school will have lunch at any one time). This will ease congestion both in the Café and in the playgrounds.
- Where possible students will stay in the same classroom for lessons.
- Where the timetable requires movement between classes this will be highly controlled using a strict one way system.
- Students will be reminded of the rule regarding silent corridors to minimise 'aerosol transmission'
- Additional cleaning routines will be undertaken while students are in class so that bannisters and other 'high-touch' points are regularly sanitised.

What are the steps which the school will take to try and control possible infection?

The most important control which the school can communicate is an absolute requirement that students or staff who are displaying symptoms do not come to school.

If a student shows symptoms within school, she/he will immediately be placed in isolation until a parent is able to collect her/him. No further steps will be taken by the school until a positive test is received.

What should I do if my child or someone in my household displays symptoms?

In this situation it is right for your child to stay at home in order to control any potential spread of infection. A test should be obtained and if positive, the individual must stay at home and self-isolate for 10 days. All other members of the household must also quarantine for 14 days. Parents must inform the school in either case.

A simple flow chart, produced by the Local Authority and showing the required steps is available here: [Ealing Guidance: Flow-chart for parents](#)

What will the school do in the case of an outbreak?

The school will rely on swift contact from parents/staff members or from the 'Track and Trace' system to inform it if a student or staff member has tested positive. It will follow Ealing/Government guidance, which is currently summarised here: [Ealing: Flowchart for schools in the event of an outbreak](#)

Is my child allowed wear a face-mask?

Currently the Government guidance suggests that masks should only be worn if infection rates in the local area rise significantly. The school guidance remains that students may wear a mask if parents deem this appropriate. Parents must however instruct their child on the safe use of the mask (for example using a different mask within school from one worn outside, particularly on public transport).

Will teachers wear masks?

Again, the Government guidance suggests that this is not necessary as teachers should be supported to maintain social distancing from students (for example teaching from the front of the class rather than making closer contact with individual students). Teaching assistants who are required to give more individualised support are likely to wear appropriate PPE. These rules will vary slightly where members of staff have underlying health conditions.

Will my child be able to continue to have school meals?

The Café will continue to provide food at lunchtime as usual and steps will be taken to manage the flow of students in order to avoid congestion. Some students may prefer to bring food from home – in which case this must not be shared.

Will my child be provided with school equipment and how will I know that this is safe?

Students are already aware of the requirement to bring their own individual learning kit. This is particularly important as students will be reminded not to borrow or lend equipment to others. Students will be provided with antiseptic wipes in order to wipe their own IT or music tech keyboard before use. These are also available in all classrooms to use as required.

Will assemblies take place?

Yes, assemblies can take place provided they only include students from one year group and all students are facing the same direction.

Can students take part in PE and Music?

Yes, PE and Music can both take place within year group bubbles. There will be a restriction on contact sports, some music ensembles and singing. We will keep this situation under review as further evidence emerges.

Will there be a full range of extra-curricular activities?

The school will do its best to maintain extra-curricular activities – however these will be limited by the requirement for students not to mix with others outside their own year group. A modified extra-curricular timetable will be

issued at the start of term. The arrangements for extra-curricular activities will be reviewed at the end of September once the school has settled into its new routines.

Are there any changes to uniform regulations?

No, the school uniform remains unchanged.

Is it safe for my son/daughter to travel to school on public-transport?

The school is strongly recommending that students walk or cycle to school if this is possible for them. If they have no option except public transport, a mask must be worn and time must be allocated to take account of the limited capacity on buses. At the end of the school day students will be required to walk to bus stops further from the school in order to limit crowding.

What if my child has an underlying health complaint which makes her/him particularly vulnerable?

Parents of a student with severe or chronic health conditions should seek the advice of their GP/Hospital Consultant regarding their return to school. Advice received must be passed on to the school and a temporary amendment to the student's Individual Health Care plan must be agreed before the student returns to school. In some cases, it may be appropriate to complete an individual risk assessment which will need to be communicated more widely within the school community. Parents needing to update an IHCP should contact the school office by email and cc their child's Head of Year.

What if my child has special educational needs and will find it difficult to follow the revised school arrangements?

Arrangements in school will be explained carefully and sensitively within school in order to reassure all students that the school is being made as safe as possible. Students will have the opportunity to ask questions on the first days in school and it is hoped that the new arrangements will quickly settle into a sensible routine. Parents of students with Education & Health Care plans who are concerned about how their son/daughter will be able to manage the new arrangements should make direct contact with the school SENCO who will offer individual guidance.

What if another child fails to respect appropriate distancing within school?

Whilst the school will be sensitive to students 're-learning' the discipline of school, it will have to take a firm line on breaches of discipline because of the increased risk that these may pose. Issues such as pushing, spitting, chewing gum, casual dropping of food and failure to follow classroom / corridor codes may lead to harsher punishments (such as internal exclusions) than students have previously experienced. It is essential that parents re-inforce the need for socially responsible behaviour both in an in transit to and from school.

School Specific Arrangements:

How we will keep the students separated?

- Year 7/8 classes will be in the same bubbles for each lesson (except for PE where 2 class bubbles are linked. Sports will be external and/or adhere to social distancing guidelines)
- Year 9 will be kept in same 'bands' and will be in the same class bubbles except for option subjects, PE and second language acquisition
- Tutor groups will be waived and students will have the tutor time programme delivered to them within the class bubbles by the respective pastoral teams. Each teacher/tutor will be linked to a class bubble for the pastoral/programme
- A 5 minute movement time to be created with lessons shortened to 45 minutes
- Class bubbles remain in their base room and teachers move through the building from lesson to lesson
- Each year group based in a learning zone – Year 7 and Year 8 on Floor 1 and Year 9 on Floor 3
- Each year group assigned a stair well for exclusive use

- Clockwise movement will take place around the main rectangular passage of the teaching block
- A keep left policy will be enforced on stair wells and in 'The Lane'
- The western spur will have carefully controlled entry and exit routines to prevent clashes between Year 7 and 9 who will be unable to use stair 1 as that belongs to Year 8
- A programme is in place to ensure class bubbles access specialist rooms - Science/ICT/Art/Music – with key teachers assigned to facilitate the student transition process and key rooms assigned for each year group. Gaps will be left to enable the wiping down of these rooms after use, by class bubbles
- Corridor doors left open at all times if possible
- Teachers move themselves when not teaching to year group base areas to support the transition process.
- Key teachers assigned to year group stair wells to ensure bubbles retain their distance and behaviour is exceptional
- SLT/Wider SLT/HoDs/HoYs/teachers on duty at break and lunch to manage a careful release from classrooms into agreed bubble zones in café and in the playground

How will classrooms look/operate?

In order to safeguard staff, and to enable staff to work with more than one year group, teachers will need to remain 2 metres away from students as much as possible. Classrooms will all be laid out by the facilities team over the summer holidays – teachers will not need to do this, but also must not alter the layout of a classroom themselves. Government guidelines clearly state that students must be seated in rows, facing forwards, and that group tables are not acceptable. We will place tape on the floor to indicate the 'teacher zone' where the teacher must stay as much as possible and the 'student zone'. We will measure 2 metres between these two zones. An exam desk with hand sanitiser and tissues will also be provided in each classroom, next to the door. Windows and, where possible, doors should be kept open at all times to enable maximum ventilation.

The teacher may need to enter the student zone briefly during a lesson – for example, to hand a pile of sheets to a student for them to 'take one and pass it on' but must not remain in the student zone for longer than this. Gloves will be provided on the teacher desk. It will not be possible for teachers to circulate around the room, or to provide 1:1 feedback to students while they are working.

We are aware of the difficulties this poses for Teaching Assistants and are working with the SEN team to resolve this.

What about shared resources e.g. textbooks?

Resources like textbooks will not be able to be used by multiple year groups. You can either allocate certain sets of textbooks to a particular year group or photocopy/scan the required pages.

Similarly, equipment will not be able to be lent out or shared – we will underline to parents the importance of students having all items on the equipment list and make the 'suggested' items compulsory for next year e.g. colouring pencils.

Shared equipment which cannot be brought in by the students, such as computers or specialist equipment in Science /Art/Music, will be wiped down before and after use by students – wipes will be provided.

Will PPE be provided?

We have stocks of gloves and masks that we can continue to make available to staff. Teachers may want to wear a mask then this will be fine. We are looking into the possibility of being able to provide visors for teachers on request.

How will the students have lunch?

Split lunches will be in operation every day. Year 7 will have their lunch break during the P5 slot, Year 8 and 9 during the normal lunch slot. The lunch offer will be significantly reduced to speed up the processing of the students.

How will break time work?

It is not possible to have split break times as break time is only 20 minutes. Therefore, in Half Term 1 Year 7 will access the café in their class bubbles Monday to Wednesday and Year 8 and 9 Thursday and Friday. We will switch this in Half Term 2. Students not accessing the café will be able to eat snacks in their base classroom

How will detentions run?

It will not be possible to run daily detentions, as this would make it impossible to control the times at which students leave the building. The behaviour system will operate as normal – students will still be given positives and negatives, the email will be sent home to notify parents of positives/negatives for the day, and tutors will have the opportunity to discuss any negatives with their tutees during the PM registration slot, but detentions will not happen. There will be a 'cumulative' detention on a Friday after school, run by Heads of Year, for any students in a year group that have 5 or more negatives during the week.

We are exploring the option of being able to run an SLT detention daily, one per year group.

Internal exclusion/focus room will be run on a year group rota.

How will extended electives run?

Extended electives will be run, but will need to be on designated days for each year group and observe strict start/end times – different year groups have different end times to avoid crossover. Clubs will take place in the year group zone wherever possible. Teachers will need to escort the students to the gate at the end of the club (at the correct time). The music extra-curricular offer will take place on Thursday – fondly termed musical Thursday.

Will students do PE?

Yes, PE lessons will continue for all students in Year 7-9. The PE team is working hard to review their schemes of work to ensure that sports are appropriate to a socially distanced environment e.g. yoga, training drills, athletics. Students are not able to use the changing rooms (the lower level of supervision and risk of clothes getting swapped is too high) and will therefore come to school in their PE kit on the day they have PE. For the same reason, sports extended electives for each year group will run on a year group not with an afternoon per year group. The teacher/tutor will walk any students not attending sports electives to the exit gate.

Will assemblies run?

Government guidance is clear that assemblies may operate for one year group but not for multiple year groups. As such, Head of Year assemblies will run, but SLT assemblies will be delivered via screencast in the form room or in a year group rota.