

## **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 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](#) (school) and [here](#) (Trust).

### **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 and each classroom.
- The time table has been rearranged to allow for 'split lunch-times' (e.g. only two year groups will have lunch at any one time, using separate dining and external facilities). This will ease congestion both in the Cafés 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.
- 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 s/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. No further steps will be taken by the school until a positive Covid 19 test is received. The main symptoms of Covid 19 virus are:

- A new, continuous cough
- A temperature of 37.8°C or higher or a loss of
- A change in, your normal sense of taste or smell (anosmia)

### **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 / Gov't 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 face 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. The Café will not be open before or after school, or at break time.

### **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. However, students must attend school in their PE kit on the day they have PE as changing rooms will not be in use.

**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

### **Am I able to visit the school site as a parent?**

Yes, but by appointment only. Parents will not be permitted beyond the school gates unless for a previously arranged appointment. All visitors are also expected to wear masks and abide by the usual social distancing / sanitising protocols. Parents will also be expected to observe social distancing rules if waiting to collect students at the school gates.

### **How will my child be able to keep up with their work if they have to quarantine for a period?**

Teachers will continue to follow the curriculum and use resources which are available on Copia. Students will therefore be able to keep up with their studies by following the same PowerPoints and completing the same activities / written work and prep as their fellow students who are in school. Quarantining students are advised to maintain the same timetable as they would have followed in school in this context

### **What if there is an outbreak in my child's year group and the whole year group are required to quarantine?**

In this situation also, students will be supported remotely to maintain their usual timetable via the lessons on Copia.

## **School Specific Arrangements**

### **How we will keep the students separated?**

Y7-9 will be streamed and will remain in the same classrooms for their morning curriculum. For core electives, which require specialist teaching rooms e.g. art / computing / music students will be collected by the teacher and taken to the specialist room, ensuring their movement around the building is strictly controlled and using the appropriate year group stairwell as far as is possible.

Y10-11 will move for each lesson to enable setting rather than streaming; they have been allocated a set of classrooms for their year group over 2 floors each, in opposite ends of the building – this means that although they are moving between classrooms, there will be no crossover of students.

Y12 will be based in the annexe at all times. They will also be able to access the café extension P1-3.

Y13 will be based in the science rooms at the far end of the building and will use the science stairwell. They will be able to access the main café P1-3 but must do so using this stairwell.

This means that teachers will move for lessons, not students.

Start and end times are also staggered. Students have a 5- 10 minute entry / exit window for their year group and will not be allowed to enter the building outside of these times. We will use both the main gates and the pavilion gates.

Start times and locations (students will not be allowed to enter the school gates outside of these times and will be asked to wait until all other year groups have entered if they arrive later than their allocated time):

Year Group	Entry window	Exit window	Gate
7	7:45-7:55	15:10-15:20	Main gate
8	7:45-7:55	15:10-15:20	Pavilion gate
9	7:55-08:05	15:20-15:30	Main gate
10	7:55-08:05	15:20-15:30	Pavilion gate
11	08:05-08:10	16:30*	Main gate
12	08:10-08:15	n/a	Pavilion gate
13	08:10-08:15	n/a	Main gate

\*Y11 students will have a daily additional intervention class after the normal school day. Further details will be given to students on their first day back.

Y12/13 students will be allowed to leave any time after their last lesson / commitment (e.g. tutor time, lecture) but must have exited the school site before 15:00.

On entering, students will go straight to their form room. If their entry time is before 8am (i.e. for Y7-8) they will do silent reading until 8am so it is very important that students have their reading book every day.

At the end of the day, tutors will walk their tutees to the appropriate school gate during their exit window to ensure students leave the school site immediately. (Teachers will lead students from the front and walk as far ahead as is practical – maintaining a 2 metre distance.)

### **How will lunchtimes work at William Perkin?**

Year 7 students will be required to bring packed lunch on a Thursday and Friday as will unfortunately not have access to the school café on these days. Students in Year 7 receiving free school meals will be provided with a packed lunch by the school on these days. Students in Years 12 and 13 will have access to the café to purchase food between periods 1 and 3, but will not be able to access the café at lunchtimes. Students in these year groups will be encouraged to leave the school site at lunchtimes if they are able to.

### **How will classrooms look / operate?**

In order to safeguard staff and students, as well as 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. Government guidelines clearly state that students must be seated in rows, facing forwards, and that group tables are not acceptable. We have placed tape on the floor to indicate the 'teacher zone' where the teacher must stay as much as possible and the 'student zone'. We have measured precisely to ensure 2 metres distance between these zones. An smaller desk with hand sanitiser and tissues will also be provided in each classroom, next to the door. Windows and, where possible, doors will 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 will 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.

Teaching Assistants will continue to work within the class to support students but will wear appropriate enhanced PPE.

### **What about shared resources e.g. textbooks?**

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

Similarly, equipment will not be able to be lent out or shared – students must have **all** items on the equipment list, even those items which are normally suggested rather than compulsory 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 use by students – wipes will be provided.

### **Will PPE be provided?**

PPE will be made available to staff. We are **not** able to provide PPE for students – if you want your child to wear a mask / gloves, you will need to provide this for them. We encourage students to bring their own hand sanitiser as this will ease congestion at the sanitation points provided in classrooms.

### **How will the students have lunch?**

Split lunches will be in operation every day. Some year groups will have their lunch break during the P5 slot, others during the normal lunch slot.

Two year groups are able to have their lunch period concurrently without needing to use the same space (the lunch offer will be significantly reduced to speed up the processing of the students) as one will use the café and the other will use the café extension (using the servery to access food). The year group will be allocated a correlating outside zone and barriers will be put up between the two spaces to prevent students going from one into the other.

On Mon-Weds one of Year 7-9 will be going home early (at 12:45) and will not have lunch on site. Students receiving a free school meal will be able to collect a packed lunch on the day they go home early.

Monday – Year 8 early finish (exit via Pavilion gate)

Tuesday – Year 7 early finish (exit via main gate)

Wednesday Year 9 early finish (exit via main gate)

On a Thursday and Friday there are 5 year groups needing a lunch break. This is not possible to accommodate with our 2 café spaces as lunch cannot be split over 3 periods for timetabling reasons. Therefore, on Thurs-Fri Year 7 students will be required to bring a packed lunch (students receiving free school meals will be provided with a packed lunch on these days) which they will eat in their normal classroom / in the front patio area, which is near to their classroom area.

Y12-13 will be required to leave the school site during lunchbreaks, or to remain in their allocated common room if they wish to stay on site – they will not have access to the café at these times.

### **How will break time work?**

It is not possible to have split break times. Therefore, it is not possible to run a break during which students can access the café facilities. Students (and teachers) will have a 15 minute break between Period 2 and Period 3 but will need to remain in their classrooms.\* This will be supervised by SLT/MLT via normal break duty rotas. Students will be allowed to bring snacks to eat at this time.

The break is after P2 rather than P3 as, due to the split lunches, some students will have their lunch during the P5 slot and it would not be sensible to have P3, break, P4, lunch for those students.

*\*once students are in the routine of the school day, Y7 and 8 students will be allowed to go outside during their break time to a designated area*

### **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, an email will be sent home to notify parents of positives / negatives for the day, and tutors will have the opportunity to discuss any positives / negatives with their tutees during the PM registration slot, but daily 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.

An SLT detention will also run on one day per week, per year group.

Internal exclusion and focus room will also need to be run on a year group rota.

We are hoping to be able to run Compulsory Study Club (year group specific) at least twice per week for each year group to support any students struggling with completing their prep / HWK. We will be able to confirm this at the start of the school year.

### **How will extended electives run?**

Extended electives will be run, but will be on designated days for each year group (2 days per week to be allocated – details to follow at the start of term) 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 escort the students to the appropriate gate at the end of the club (at the correct time).

### **Will students do PE?**

Yes, PE lessons will continue for all students in Year 7-11. 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 the same day as their PE lesson and students will have afternoon registration with their PE teacher on this day. The teacher will then walk any students not attending sports electives to the appropriate 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.