



Frequently Asked Questions (FAQ) - Secondary

Questions I may have	School's current response
<p>How will the children be kept apart?</p>	<p>Wherever possible, students will remain in Year group 'bubbles'. To support this we have:</p> <ol style="list-style-type: none"> 1) A separate arrival route and plan for each Year group 2) Rearranged tutor groups into Year groups 3) The field has been split into zones so Year groups play separately 4) Breaks and lunch times are staggered to reduce mixing 5) The lay out of the restaurant has been re-designed to reduce student mixing 6) The sandwich counter has been removed to reduce footfall and prevent a pinch point in the restaurant. 7) We will not be having assemblies 8) Whenever possible, students will move in Year group lines with staggered movement times to minimise potential meeting of students from other Year groups
<p>Will parents be able to use the school car park</p>	<p>No, the Car Park gates will be closed. We successfully established a safe drop off and collection procedure for primary children and parents that allowed us to maintain 2M social distancing. This will continue when the school re-opens to all children and therefore we cannot have the risk of cars moving in the car park during these times.</p>
<p>Where can I park my car?</p>	<p>We know that the vast majority of our community live within a mile of the school gate. We strongly encourage everyone to follow the government advice and walk or cycle whenever possible. This is the healthiest way to get to school and will help keep Trenant Rd clear of traffic. Please do not illegally park on the yellow zig-zags or pavements.</p>
<p>What arrangements have the school made for hand washing</p>	<p>We have made significant investment and had hand sanitizer units fitted outside EVERY classroom and at entry points to the site. Children will be taught to use these as part of the new school routine to ensure they Clean hands thoroughly more often than usual.</p> <p>We have updated our behaviour policy to include the rules of hand washing. Non-compliance with hygiene expectations has been upgraded to a serious incident. We will challenge non-compliance and sanction accordingly.</p> <ul style="list-style-type: none"> • We will ensure enhanced supervision in corridors (i.e. SLT meetings will be done 'on foot'). • Student induction lessons in tutor time to ensure understanding of hygiene impact.
<p>How will the school ensure good respiratory hygiene?</p>	<p>We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> • We will encourage all students to bring a packet of tissues as part of their equipment. • We will invest in more bins to ensure safe and quick disposal of used tissues. • We will ensure good ventilation in all working spaces (i.e. through open doors, windows).



	<ul style="list-style-type: none"> • We will ensure the safe disposal of any products that are possibly contaminated at the end of each working day. • Student induction lessons in tutor time to ensure understanding of 'catch it, bin it, kill it'. • We have significantly upgraded sanctions for non-compliance.
<p>Have the school enhanced cleaning?</p>	<p>Yes. We have deep cleaned the entire building. Every desk has been cleaned both on top and underneath.</p> <p>We have introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standards products such as detergents and bleach.</p> <p>We will ensure an enhanced regime of cleaning of hard contact surfaces to reduce the opportunity for virus transmission at the end of each working day.</p> <p>All internal doors will remain open to limit touch points.</p> <p>We will ensure that additional cleaning capacity and sanitation supplies are in place to maintain a clean site (i.e. hand sanitizer).</p> <p>We will ensure the safe disposal of products at the end of each working day with special treatment of any products that are possibly contaminated.</p> <p>We will maintain transparent records of all cleaning schedules.</p> <p>This provision will be professionally managed by Ridgecrest.</p>
<p>What are the plans to minimise contact with people who are unwell?</p>	<p>We will be regularly reinforcing the message to staff, children and families to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <ul style="list-style-type: none"> • We will continue to provide proactive communication before the autumn term to clarify symptoms, updated guidance to ensure that individuals with symptoms will not attend school. • Regular communication regarding symptoms will be published and updated accordingly. • Continue Verbal and visual triage through structured arrival process. • Student induction lessons in PSHE to ensure understanding of symptoms. • Visitors to the site will not be permitted without a prearranged appointment authorised by the Principal (including parents). • Individuals who develop symptoms will be supported in a medical isolation room and they will be sent home. • We will maintain accurate registers to ascertain contact tracing. • We will promote and adhere to NHS Track and Trace.



	<ul style="list-style-type: none"> We will consult with Public Health England where we become aware of suspected symptoms or individuals who have tested positive for coronavirus.
<p>What are the plans to separate children?</p>	<p>Secondary students will be separated into Year group bubbles. Within this bubble, 2M social distancing is not required but will be encouraged wherever possible. We have planned to separate the Year group bubbles so they do not mix as far as reasonably practicable by:</p> <ul style="list-style-type: none"> Timetabling double lessons to reduce movement around the school site by 40% Cleaning desks and equipment between different bubbles using them Not allowing the sharing of equipment (unless cleaned) Planning separate arrival and departure routes and procedures for each Year group Planning careful movement plans and enforcing considerate corridors Increasing restaurant space by re-purposing main hall – allowing separate eating areas for each Year group Creating separate zones outside for each Year group to play in without mixing Creating a one way system around the school to reduce passing in corridors
<p>What are considerate corridors?</p>	<p>Considerate corridors is the name we have given to the rules we have designed to promote a safe, calm environment when children move around the school. We will explicitly teach this to the children during induction days. The rules are:</p> <ul style="list-style-type: none"> Follow instructions Follow the one way system Follow the signs and arrows Wait patiently when required Stay 2M apart from students not in your Year group. Be ready to move quickly and quietly Don't touch people, walls, signs don't run, don't overtake don't get too close to the person in front <p>Considerate corridors is written into our new behaviour policy. Anyone who does not comply with this expectation is potentially putting the school community at risk and this will be treated very seriously.</p>
<p>Will the classrooms look different?</p>	<p>The classrooms have had some changes. The children have been placed into Year group bubbles and so 2M distancing is not required between students inside the classroom. Students will not sit in a classroom with children outside their bubble. Desks in classrooms are all facing forwards so that children do not sit 'face to face' and breathe towards each other. Staff will always try to</p>



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	remain 2M from children whenever possible. There is a clearly marked safety line for teachers which children cannot cross without permission. Windows and doors will be open to promote good ventilation whenever practicable to do so. Hand sanitizer units are placed at the entry point to every classroom.
Will the school site look different?	Yes, there will be a number of changes made to help support social distancing and personal hygiene. Distance line markers (like at the supermarket) will be on view to help children and adults to keep 2M apart. A queueing system will be adopted on the front drive to stagger arrivals if required. Each Year group will have different entry and exit routes to enhance separation of students. Every child will need to use hand sanitisers as they enter the school building. Hand sanitising stations will be placed at entry points, in classrooms and around the school site. Children will be directed to use these stations and to wash their hands thoroughly, at frequent intervals throughout the school day. We will be sending photographs and further information once all the changes have been put in place.
Will the entrance procedures be different?	<p>Yes, the car park will be closed to parents. We encourage all students to follow government advice and either walk or cycle to school. In order to minimise the amount of people children come into contact with, parents will not be allowed on to the academy site.</p> <p>As students arrive, staff will direct them to their Year group arrival route. This will help ensure bubbles do not mix on the school site. We will walk and talk the children through these procedures during the induction days:</p> <p>Year 7 – will enter via the reception side gate and follow the pathway to the back of the building. They will report straight to their tutor base.</p> <p>Year 8 - will enter via the reception side gate and follow the pathway to the back of the building. They will report straight to their tutor base.</p> <p>Year 9 – will enter via reception, follow the Year 9 route and report to the restaurant.</p> <p>Year 10 – will enter via reception, follow the Year 10 route and report to the restaurant.</p> <p>Year 11 will enter via reception, follow the Year 11 route and report straight to their tutor group.</p> <p>Members of staff will co-ordinate the safe, staggered entry of students via the side gate. Students will then wash their hands using sanitizer upon entry to the academy site.</p> <p>If parents accompany their child to the queuing area please ensure that you support us by ensuring all children and adults follow the 2M social distancing measures. Parents are then asked to follow the arrow markers and leave the site as swiftly as possible. Please do not stop and congregate with other parents as this breaks government advice about social distancing.</p>
Will the exit procedures be different?	<p>Staff will support the movement of children as they leave site to support social distancing. To reduce the pinch point at the reception exit:</p> <p>Year 7 & 8 will leave via the car park gate.</p>



	Year 9,10 & 11 will leave via reception.
What happens if we are running late.	Ensuring that all children are safe has taken considerable planning. It will cause significant disruption to this planning if families do not arrive when requested. If, in the rare event that a student is late, a member of staff will call home to help understand the issue and avoid any repetition.
Will reception be open? How do I contact the academy?	No. In order to minimise the amount of person to person contact and mixing. Parents and visitors will NOT be able to come onto site without a pre-booked appointment, approved by the Principal. Reception will NOT be open. The main office will operate using telephone and email contact. To contact the academy please call 0116 278 0232 or email office@samworth.tgacademy.org.uk Please state your child's name and the member of staff you wish to speak to when communicating.
Does my child need to bring anything extra into school?	Children should bring as little into school as possible to support this we will be issuing every child with a pencil case containing pens/pencils/rubber etc) and they will not be allowed to share this equipment. Please note that for safety reasons liquid ink erasers, such as Tippex, are not allowed. The Cloak room will be closed so please only bring a coat if it is essential. Their packed lunch and drink (not fizzy, no sweets allowed). To support good hygiene, chewing gum will NOT be allowed on site.
What will my child be learning?	We will be returning to a full, normal curriculum. Risk assessments have been done in all subjects so there may be some changes to the type of activities e.g, musical instruments and other equipment will NOT be shared. More information will follow concerning PE before the start of term.
What about my child's wellbeing?	The mental health and wellbeing of the children is important and as part of a PSHE curriculum, we will be talking to children about mindfulness every day. Staff will talk to students about wellbeing and coping strategies on a regular basis. We will be using a programme called 'Bounce Back' designed by Educational Psychologists. Staff have had additional training from Education Psychologists to enhance their knowledge of how to support children.
What time will my child have to be in and for how long? Will my child come in every day?	The School day for secondary will return to normal. Children should be on site by 8:50am and will be registered at 8:55am. School finishes at 3:15PM. The school will be open from 8:20am to encourage staggered arrivals. We encourage your child to get to school as early as possible to support our separation strategy.
Will there be wraparound care?	As we continue to adapt to the COVID requirements, we are only able to offer this to Reception up to Year 3. We will review this on a regular basis.



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Will my child get a break?	Yes, breaks times will be staggered so that the numbers on break time are reduced. Year groups will have a designated area inside or zone outside. They will not be allowed to cross into the area or zone of another year group.
What will children have for lunch?	We recommend that children have a packed lunch where possible. This will help us reduce the number of children needing use the restaurant. Our new catering company, Caterlink will be offering both a 'packed lunch' and hot food option. These need to be pre-paid using parent pay (see below). If you are Free School Meals, please see below. We will communicate more detail about the food menu next week.
How do we pay for lunch?	<p><u>Paying for meals, visits and other services</u></p> <p>As part of the ongoing preparations for a return to school, to ensure the safety of both pupils and staff, we have taken the decision to operate a cashless environment across all TG academies with immediate effect. This will mean that upon returning to school all onsite cash machines will be taken out of service and cash will not be accepted on site. Many of you will have already registered for Parentpay, our online payments service and will largely not notice this change. For those who are yet to register we strongly recommend using this service, if able to do so, as this is the safest, easiest and quickest way to pay for meals and other services. To ensure that no one is put at a disadvantage by this change, we will be supplying Paypoint top-up cards to all parents who have not successfully registered for Parentpay. These cards can be used at your local Paypoint outlet where you can continue to top-up your child's lunch account with cash should you wish. Those who have previously used Parentpay will not automatically be provided with a Paypoint card, however, these can be provided upon request. Making this change will not only reduce the current health risks associated with cash handling, but also the security risks of students bringing cash into school. We apologies for any inconvenience this may cause, however, we feel this is right thing to do given the current situation. Should you require assistance using the online service, please do get in touch and we will be happy to do our best to assist you with using the service.</p>
What happens if my child is free School Meals	The current government voucher scheme will end, and children will access Free School Meals in the same way as before lockdown. If you need any support, please contact us: office@samworth.tgacademy.org.uk
What will be available for lunch?	<p>We encourage all families to provide a packed lunch if possible. This will help reduce demand on seating in the restaurant. Children will be allowed to eat outside in their Year group zone.</p> <p>Hot lunches will be limited menu during the initial re-opening to support quick service to reduce queuing and congregation of larger groups. The dinner queue will feature 2M markers. Hot lunches will be of a 'grab and go' variety e.g. baked potatoes, pizza slice etc. We will review this as the children and restaurant team establish the new routines.</p>
What will be the lunch time provision be like for my child?	Lunch times will be staggered so that the numbers on break time are reduced. Year groups will have a designated area inside the restaurant or separate zone outside. They will not be allowed to cross into the area or zone of another year group.
How will children move around school?	Movement around the site will be highly structured using the 'considerate corridors' approach. Year groups will move in lines following the one-way system to minimise the risk of coming into contact with other students. Students will be taught these



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	routines required during the induction days and will be expected to co-operate. In line with our new behaviour policy, incidents were students fail to comply with these rules will be treated very seriously.
How many children will be in my child's class?	Class groups will return to 'normal' size. Year groups will operate in 'bubbles' to minimise contact with children from other year groups.
Do the usual behaviour rules apply?	We have updated our behaviour policy. This will be sent in a further communication next week. The usual behaviour rules will apply with the addition of some COVID specific rules. For example, unhygienic behaviour or breaking of social distancing or hygiene rules will be treated very seriously.
Would my child have to wear uniform?	<p>Yes. This is the first step towards trying to bring a sense of normality back for pupils. We believe wearing uniform is an important part of school feeling normal. All students must wear their full school uniform when they return at the start of term.</p> <p>Our school uniform supplier is now open and are happy to speak to you about any orders you wish to place. They can arrange delivery to TGSA.</p> <p>https://www.schoolwearsolutions.com/search-by-school/</p> <p>We will also have a selection of uniform on site after the 18th August for you to purchase.</p> <p>If you require any support with uniform please email office@samworth.tgacademy.org.uk</p>
What happens if my child is injured on site?	The named first aider will attend to your child and you will be contacted. The staff member will wear PPE, gloves, apron or facemasks to protect your child and themselves.
Will my child be seeing their regular teacher?	We have timetabled a full, balanced timetable in line with what we would normally do. Subject specialists are timetabled for all lessons. Due to self-isolating guidance, it is possible we will experience more 'cover' lessons than in previous years but our aim is to keep things as normal as possible.
My child has SEN, will they get extra support?	<p>Our SENCO, Mr Clay and his team will be closely monitoring all children on the SEND register. Please contact Mr Clay if you or your child are anxious about returning.</p> <p>Email: office@samworth.tgacademy.org.uk quoting your child's name and asking to speak to Mr Clay.</p>
Will my child have to wear a face mask?	<p>At the moment, the government guidance is that this is not recommended. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>Any children travelling on public transport will need to wear a mask on the bus but should remove it before entering the school site.</p>



<p>My child is clinically vulnerable, should they come back to school?</p>	<p>From August 1st, the UK governments’ public health advice on shielding paused (except for local lockdowns). This means that children and young people who are clinically extremely vulnerable (CEV) will be advised to follow the same precautions as the rest of the population, such as hand hygiene and social distancing.</p> <p>This means that they are able to return to school.</p> <p>All children and young people currently on the Shielding Patients List should be reviewed by their clinicians, to discuss whether they are still considered to be CEV before the return to school after the summer break.</p> <p>Children and young people who have been shielding, and their families and carers, may be anxious about attending. We would advise you to contact us to discuss an individual plan for your child if appropriate. More information can be found at: https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p>
<p>A member of my household is clinically vulnerable, should my child come to school?</p>	<p>Please see above. In the rare event of a medical professional has advising this, please contact us. Medical proof would be required for attendance records.</p>
<p>Will I be fined for not bring my child to school?</p>	<p>In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child’s non-attendance at school. Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age • schools’ responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct <p>We understand people are anxious at this difficult time. We are here to support you. We would ask you to contact us to discuss if you have any concerns.</p>
<p>What happens if you have a case of Covid-19</p>	<p>As per the latest guidance:</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.



- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

We will:

- Keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups
- We will issue a letter, on the advice of the health protection team, to send to parents and staff if needed.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.



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<p>What if the school has 2 or more confirmed COVID 19 cases within 14 days or an overall rise in sickness absence?</p>	<p>In some cases, health protection teams may recommend that a larger number of other pupils' self-isolate at home as a precautionary measure – perhaps the whole site or year group. We will be guided by the advice given to us.</p> <p>Whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of health protection teams.</p> <p>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.</p>
<p>What happens if there is a second local lockdown or partial closure of the academy.</p>	<p>We have worked very hard to develop a high-quality Virtual Learning Environment that closely follows the TGSA curriculum. We have also made significant investment in Laptops to support vulnerable families. We will be teaching the children how to work remotely so they are well prepared if we are forced back onto a home learning situation.</p>