



HAYDON  
SCHOOL

**HAYDON SCHOOL**

**PARENT**

**FAQs**

ACHIEVING  
INDIVIDUAL EXCELLENCE  
IN A CARING COMMUNITY

# **FAQ for parents on arrangements in school**

## **1. What does the school do to reduce the transmission of coronavirus?**

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). There will be a reduction in the number of contacts between students and staff through keeping year groups separate (in 'bubbles'). Consistent groups reduce the risk of transmission by limiting the number of students in contact with each other to only those within the year group. Year groups will be allocated one part of the school for entrances/exits, lessons, social times and toilets to limit interaction with other year groups. All staff and students wear masks in communal spaces and corridors.

## **2. Does my child have a subject specialist teacher?**

Yes. All teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where teachers move between classes and year groups, they keep their distance from students and other staff as much as they can. In particular, they will be asked to avoid close face to face contact and minimise time spent within 1 metre of anyone.

## **3. What do classrooms look like?**

Student desks face the front of the class so that students sit side by side rather than face to face. Teachers stay at the front of the class in their lessons. Windows and classroom doors are kept open during lesson times to provide good ventilation.

## **4. How is the school kept clean?**

A cleaning schedule ensures that areas are cleaned more frequently. Any shared spaces such as the canteen are cleaned between use by one year group bubble and the next.

## 5. What are the times of the school day and where will students enter and exit the school?

Students in different year group bubbles arrive at different times to keep year groups apart and manage the number of students arriving on site at one time. On arrival students should sanitize their hands using the hand sanitizer stations at the gates. Students will be expected to go straight to their form room. Those students with a 9.00 start must go to their classroom if they arrive before 9.00.

There is a staggered end to the school day to avoid a large number of students leaving the site at one time. Students are asked to go straight home and keep the routes from school clear ready for the next year groups leaving.

Please refer to the table below for details of each year group timings and locations.

Year	Entrance and exit	Location	Start time Week A	Start time Week B	Break location	Lunch Week A	Lunch Week B	Finish time
7	Top Gate Wiltshire Lane	Dobson (ground floor)	8.40 Form Time	8.40 Form Time	Quad	12.50-1.20 Canteen	12.50-1.20 Canteen	2.40pm
8	Top Gate Wiltshire Lane	St Nicks (ground floor)	8.40 Form Time	9.00 Go to period 1	Dobson Courts	4a 12.20-12.50 Canteen	4a 12.20-12.50 Undercroft and room 3	2.40pm
9	Lower Gate Wiltshire Lane	St Marys (1st floor)	9.00 Go to period 1	8.40 Form Time	St Marys top courts	4a 12.20-12.50 Undercroft and room 3	4a 12.20-12.50 Canteen	2.50pm
10	Lower Gate Wiltshire Lane	St Marys (2nd Floor)	8.40 Form Time	9.00 Go to period 1	St Marys bottom courts	4c 1.20 -1.50 Canteen	4c 1.20 -1.50 Canteen	2.50pm
11	Lower Gate Wiltshire Lane	Languages	9.00 Go to period 1	8.40 Form Time	Undercroft	4c 1.20-1.50 Undercroft and room 3	4c 1.20-1.50 Undercroft and room 3	3.00pm
12	Norwich Rd Gate	Social Sciences	8.40 Form Time	9.00 Go to period 1	Sixth form	4c 1.20-1.50 Sixth form	4c 1.20-1.50 Sixth form	3.00pm
13	Norwich Rd Gate	St Nicks (1st and 2nd floor)	9.00 Go to period 1	8.40 Form Time	Sixth form	4c 1.20-1.50 Sixth form	4c 1.20-1.50 Sixth form	3.00pm

## **6. What time can students arrive at school?**

For an 8.40 start students can come into school from 8.30 (but no earlier than 8.20) and go straight to their form rooms where their form tutor will meet them.

For a 9.00 start students can come into school from 8.50 (no earlier) and go straight to their classrooms.

## **7. How should students get to school?**

Students are encouraged to walk or cycle to school where possible. Parents who drive their children to school are asked to drop them off away from the school and not to gather around the school to keep routes to and from the school clear.

Students travelling by train and bus must wear masks.

## **8. How is good hygiene promoted?**

There are additional handwashing and hand sanitiser stations around the site so that students can wash their hands regularly.

Good respiratory hygiene will be promoted through the 'catch it, bin it, kill it' approach.

## **9. Are parents allowed to come onto the school site?**

Parents will only be allowed onto the school site with an appointment.

## **10. Where are students based to stay in their "bubbles"?**

There are dedicated parts of the building for each year group, which separate the years into their own bubbles. Year groups will not need to practice social distancing within the year group, except from their teachers. Teachers will move between classrooms.

Year 7	Dobson ground floor
Year 8	St Nick's ground floor
Year 9	St Mary's first floor for girls and St Mary's second floor for boys
Year 10	St Mary's second floor
Year 11	Language building
Year 12	Social science building and above sixth form study room
Year 13	St Nick's first and second floors

## **11. What equipment are students asked to bring in each day?**

2 black pens, 2 blue pens, 1 green pen, 2 pencils, highlighter pen, ruler, glue stick, pencil sharpener and a calculator all labelled and in a pencil case to identify the student by name. Students must bring in the books for which they have lessons each day and keep these books with them during the day. Students should have an appropriate school bag to carry all their equipment and books all day as there will be no access to personal lockers.

## **12. What food and drink should students bring each day?**

Students should bring a full, labelled water bottle and a healthy snack for the morning break. There will be no provision to buy food and drinks in the morning before school.

## **13. Do students and staff need to wear PPE?**

Face masks must be worn by all adults and students inside school buildings including when in lessons. Please ensure your child has 2 masks so that they have a spare in case they lose one during the school day.

Students who forget to bring a mask can buy one from the Year Office. In these cases 50p will be charged to their Parent Pay account. Whilst we have a small stock of masks in school, we do not have sufficient supply to provide these to students on a daily basis.

## **14. Is there a reduced timetable?**

No. The timetable includes a broad and balanced curriculum with all subjects for all year groups. It runs on a two weekly basis, week A and week B, and will last until summer 2021.

Year 7 are taught in their form groups for all their lessons.

## **15. How do form tutor groups work?**

In order to manage the number of students arriving in school at any one time there will be a rotating timetable for form times shown in the table in FAQ 2.

Form times focus on supporting students to build good learning habits, build positive relationships with each other and to support student's general wellbeing.

## **16. Where do assemblies take place?**

To minimise student movement around the school and using shared spaces there are no assemblies in the school hall. Instead there is a weekly video assembly which is shown in form rooms.

## **17. How are practical subjects taught?**

Year 7 & 8	Primarily theoretical with the use of video demonstrations
Years 9,10 &11	Some use of specialist rooms
Sixth form	Some use of specialist rooms

## **How is Physical Education taught?**

There will be no contact sport or shared PE equipment. On the days that students have PE lessons they are expected to attend school in their Haydon School PE kit including trainers as changing room facilities will not be available. No other sportswear than the Haydon School PE kit may be worn. Students can wear 'base' layers underneath their kit or choose to wear their school blazer or jumper if they wish to wear another layer.

## **18. How is homework set and marked?**

Homework will all be via ShowMyHomework. Marking will be via this platform, plus photographs sent in for other types of homework and classwork.

**19. Is there computers available to use during class lessons?**

There is access to ICT facilities in each year group bubble.

**20. How do lunchtimes work?**

Each year group bubble has a dedicated time and place for lunch, allocated by week. There is extra cleaning between lunches where a year group bubble uses the same lunch space as another year group bubble. See the table in FAQ 6.

**21. How do break times work?**

Each year group bubble will have a dedicated place for break time. See the table in FAQ 6.

**22. Where do sixth formers do their independent study?**

Sixth formers are provided with rooms for independent study in the sixth form, social sciences and St Nicks first and second floors.

**23. Which toilets are in use?**

There will be dedicated year group toilets which will be regularly cleaned.

Year 7	Dobson ground floor
Year 8	St Nick's ground floor
Year 9	St Mary's first floor (girls) – St Mary's top floor (boys)
Year 10	St Mary's top floor
Year 11	Language building
Year 12	St Nicks first and second floor
Year 13	St Nicks first and second floor

**24. What extra-curricular activities will be available?**

A list of extra-curricular activities, along with details of after school homework clubs are published on the school website.

**25. How is behaviour monitored?**

There is an addendum to The Relationship Charter which sets out changes and exceptions to our normal behaviour policy (Relationship Charter). Students, parents and staff should continue to follow our Relationship Charter policy with respect to anything not covered in the addendum. Year pastoral teams will be available in their year group locations.

**26. How will achievements be recorded?**

The same system of achievement points and rewards will be in place to recognise positive behaviour, effort and work in line with the school values.

### **27. How is mental health monitored?**

Form tutors play an important role in monitoring the mental health of students in their form.

### **28. What are the arrangements for safeguarding**

The team in the school continue to monitor this and report/investigate issues as before.

### **29. How will student symptoms be reported?**

If your child develops symptoms of COVID-19, they must not come to school and should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

Further information is available at

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please see our Covid 19 Absence Reference Guide for further details:

<https://www.haydonschool.com/attachments/download.asp?file=574&type=pdf>

### **30. How do I notify the school of a positive test result for my child?**

Covid Notification Email: [cv19@haydonschool.org.uk](mailto:cv19@haydonschool.org.uk)

-Please use this email address to inform us of a positive test result. Please state the name of your child, the year group; the date your child had the test and the date you received the result. A copy of the test result should also be attached. We will be able to check your child's timetable and class seating plans to identify students who have been close during lessons and will need to self-isolate but it would also be helpful if you could provide us with a list of other close contacts (e.g. friendship group) so that parents can be contacted as soon as possible. Staff on duty will be checking this inbox regularly. Please only use this email address if you have a positive test result for your child. Absences regarding self-isolation without a positive test result or for any other reason should be reported in the normal way by either telephoning 020 8429 0005 - Option 1 or emailing [absence@haydonschool.org.uk](mailto:absence@haydonschool.org.uk)

### **31. What happens if a student or member of staff tests positive for coronavirus?**

The local public health protection team will be contacted. The health protection team will work with the school on the actions to take and advice on who must be sent home.

**32. Will all students be required to attend school?**

Yes. All students are expected to attend. The school attendance and punctuality policy is in place.

**33. If my child's teacher is absent how will their lesson be covered?**

There are a team of cover supervisors employed at Haydon School who will take the lesson for absent staff.

**34. How will SEND students receive TA support?**

Students receiving TA support will come out of lessons for short periods to work with a TA. Any small group teaching/support will be arranged within year group bubbles.

**35. How often will these arrangements be reviewed?**

These arrangements will be reviewed fortnightly and parents will be informed of any changes through their child's Year Leader and Head teacher/Deputy Head teacher updates.

**36. What will happen if there is a partial closure of the school?**

Teachers will use online learning via Satchel (ShowMyHomework) and google live lessons. Should a partial closure lead to a single class/year group being sent home teachers will conduct live lessons from school in the normal timetabled period.

**37. What plans are in place for students studying at home due to self-isolation?**

We are confident that our distance learning plan will allow us to fulfil our school vision of 'achieving individual excellence in a caring community' even during a period of partial or full closure. Please visit our distance learning page: <https://www.haydonschool.com/page/?title=Distance+Learning&pid=176> for help and information.

**38. Where can I find information on COVID-19 home testing?**

<https://www.haydonschool.com/attachments/download.asp?file=814&type=pdf>