



HAYDON  
SCHOOL

**HAYDON SCHOOL**

**PARENT**

**FAQs**

**SEPTEMBER 2020**

ACHIEVING  
INDIVIDUAL EXCELLENCE  
IN A CARING COMMUNITY

# **FAQ for parents on re-opening Haydon School in September**

## **1. What will 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. These arrangements will be in place for at least the first term.

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

Yes. All teachers and other staff can 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 will 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 will classrooms look like?**

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

## **4. How will the school be kept clean?**

A cleaning schedule will be put in place to ensure that areas are cleaned more frequently. Any shared spaces such as the canteen will be cleaned between use by one year group bubble and the next.

## 5. How will the students start in September?

There will be a phased start for the first week as follows:

### Tuesday 1 September

Staff training day    No students in school

### Wednesday 2 September

Year 7        Arrival at 8.40        form time until 9.30  
Teachers who are not Y7,11 or 12 form tutors will greet Year 7 students at the gate and take them to their form rooms.

Year 11        Arrival at 8.40        form time until 9.30  
Year 12        Arrival at 8.40        form time until 9.30

### Thursday 3 September

Year 7        Arrival at 8.40        form time until 9.00  
Year 10        Arrival at 8.40        form time until 9.00  
Year 11        Arrival at 9.00        go straight to period 1  
Year 12        Arrival at 9.00        go straight to period 1  
Year 13        Arrival at 8.40        form time until 9.00

### Friday 4 September

Year 7        Arrival at 8.40        form time until 9.00  
Year 8        Arrival at 8.40        form time until 9.00  
Year 9        Arrival at 8.40        form time until 9.00  
Year 10        Arrival at 9.00        go straight to period 1  
Year 11        Arrival at 9.00        go straight to period 1  
Year 12        Arrival at 8.40        form time until 9.00  
Year 13        Arrival at 9.00        go straight to period 1

*After the first week students must follow the arrival times in the table below.*

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

Students in different year group bubbles will 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 form room if they arrive before 9.00. Teachers will be in their form rooms to meet students.

There will be a staggered end to the school day to avoid a large number of students leaving the site at one time. Students will be 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 Quad	12.50-1.20 Quad	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 Undercroft and room 3	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 Canteen	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

## **7. 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 form rooms.

## **8. How will students get to school?**

Students will be encouraged to walk or cycle to school where possible. Parents who drive their children to school will be 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 bus will be asked to wear masks. On arrival students will be instructed not to touch the front of their face covering when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

## **9. How will good hygiene be 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.

## **10. Will parents be allowed to come onto the school site?**

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

## **11. Where will students be based to stay in their "bubbles"?**

There will be dedicated parts of the building for each year group, which will 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
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

## **12. What equipment will students be 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. At the start of September students will be given exercise books to write in. They 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 here will be no access to personal lockers

### **13. 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 or during their morning break time.

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

In line with the Dfe guidance for school reopening staff and students will not require PPE. They can if they wish bring a labelled plain cloth mask for their own use but this must not be the same mask that is worn on public transport (see FAQ on traveling to school)

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

No. The timetable will include 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 will be taught in their form groups for all their lessons.

### **16. How will 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 will focus on supporting students in their return to school to rebuild relationships with each other and school as well as supporting students general wellbeing.

### **17. Will there be assemblies?**

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

### **18. How will practical subjects be taught?**

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

### **19. How will PE be 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.

## **20. How will homework be 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.

## **21. Will there be computers available to use during class lessons?**

There will be access to ICT facilities in each year group bubble.

## **22. How will lunchtimes work?**

Each year group bubble will have a dedicated time and place for lunch, allocated by week. There will be 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.

## **23. How will break times work?**

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

## **24. Where will sixth formers do their independent study?**

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

## **25. Which toilets will be 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
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

## **26. What extra-curricular activities will be available?**

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

## **27. How will behaviour be 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. There will be no Back on Track facility, instead year pastoral teams will be available in their year group locations.

### **28. How will achievements be recorded?**

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

### **29. How will students be assessed in September?**

Teachers will incorporate low-stakes formative assessments in lessons to identify any gaps in learning and using effective learning strategies on recall and retrieval. Teachers will be reporting on levels of effort/engagement in the first term.

### **30. How will mental health be assessed?**

Form tutors will play an important role in monitoring the mental health of students in their form. In addition to this all students will complete a Pupil Attitudes to Self and School (PASS) survey by the end of September to help form tutors and year leaders to understand students' mindsets as they come back to school, and how confident, ready and motivated to learn they are. The survey is a nationally benchmarked psychometric assessment specifically designed to spot attitudinal or emotional issues in children, and will be a useful tool to help students settle back into school life and track how they reacclimatise over the months ahead.

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

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

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

Students who have coronavirus symptoms, or have someone in their household who does, should not attend school. Parents are asked to inform the school of their absence.

If a student experiences coronavirus symptoms while at school they should inform their teacher immediately and go straight to the medical room. A student awaiting collection will be moved to a room where they can be isolated behind a closed door, with adult supervision. A window will be opened for ventilation and PPE will be worn by the member of staff caring for a student while they await collection.

The parent/carer will be advised to book a test for their child and follow the Covid 19 stay at home guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Parents and carers will be asked to inform the School First Aider immediately of the results of a test.

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

The local public health protection team will be contacted. The team will also contact schools directly if they become aware that someone has tested positive for coronavirus who has attended the school - as identified by NHS Test and Trace. The health protection team will work with the school on the actions to take and advice on who must be sent home.



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

Yes. All students are expected to attend from the start of term in September. The school attendance and punctuality policy will resume.

**35. What money has the government provided and will provide and how is Haydon spending this?**

Summer term: So far the Government has allocated a maximum of £75,000 for our school to be applied for by 21 July. This must be spent on the following three things:

- i) increased premises costs
- ii) support for FSM (we have registered with Edenred to provide vouchers)
- iii) additional cleaning.

**36. 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.

**37. 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.

**38. 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 Headteacher/Deputy Headteacher updates.

**39. 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.