

Frequently asked questions

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Government advice to schools

Approach: Full reopening of educational and childcare settings (from September 2020 depending on the most up-to-date assessment of the risk posed by the virus)

It is the government's plan that all children and young people, in all year groups, will return to school full time from the beginning of the autumn term.

The cases of coronavirus (COVID-19) have decreased since schools limited their opening to most pupils in March, the NHS Test and Trace system is up and running and we understand more about the measures that need to be in place to create safer environments in schools. As a result, the government has asked schools and colleges to plan for all children and young people to return from the start of the new academic year.

The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools will be asked to put in place a range of protective measures.

In order to effectively manage the risks that remain, things will be a bit different when children and young people return to school for the new academic year. This guidance sets out some of the changes and safety measures the government is asking schools to put in place and what parents, carers, children and young people will need to do to help ensure schools are as safe as possible for everyone.

School attendance

It is important that children and young people return to school - for their educational progress, for their wellbeing, and for their wider development. School attendance will again be compulsory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.

Shielding advice for all adults and children paused on 1 August, due to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalized, however, parents must provide evidence from clinical professionals before school will authorise nonattendance.

Many families will want to take a holiday over the summer period, which may involve travelling abroad. As ever, parents should plan their holidays within school holidays and avoid seeking permission to take their children out of school during term time.

Ultimately, local authorities and schools have a range of legal powers to enforce attendance if a child or young person misses school without a valid reason.

How everyone can help make schools as safe as possible

Each school will do their own health and safety risk assessment as part of their planning for the autumn term and the return of all pupils.

As part of this, there are certain approaches that the government has asked schools to implement which are essential to reduce health risks. Parents and carers can support this by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school or college - this means if your child, or someone in your household, has symptoms you should not send them to school or college
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to [get a test](#) and you should inform your school of the results of that test

Alongside this, the government is asking schools to ensure they are:

- managing confirmed cases of coronavirus (COVID-19) in the school, in line with current public health guidance - this means your child may be asked to self-isolate for 14 days by their school or college (based on advice from their local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus
- ensuring everyone at the school cleans their hands more often than usual, including when they arrive at school, when they return from breaks, and before and after eating - this can be done with soap and running water or hand sanitizer
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach
- enhanced cleaning, including cleaning frequently touched surfaces more often
- minimising contact and maintaining distance, as far as possible - schools will decide how best to do this, as it will be different for each setting, but in broad terms, it will involve asking children to stay within specified separate year groups (or bubbles), and through maintaining distance between individuals. The government's guidance to schools recognises that younger children may not be able to maintain social distancing so it is likely that for younger children the emphasis will be on separating year groups, and for older children, it will be on distancing.

It will be really important that parents help schools and colleges to implement these approaches by following the advice set out here and wider public health advice and guidance.

Arriving and leaving school

School will stagger start and finish times as this helps keep groups apart on the way to and from school, and as they arrive and leave the premises. This will not reduce the amount of time the children spend learning - but it will be that start or finish times are adjusted for your child. This will also include new processes for drop off and collection.

Where possible, children and young people are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school.

Curriculum

The government has set out clear expectations on what schools are expected to teach when pupils return in September. Schools will continue to provide an ambitious and broad curriculum in all subjects.

There may need to be changes to some subjects - such as PE and music - to ensure they can be delivered as safely as possible.

We will also make plans for the provision of remote education where needed, to ensure that the small number of children and young people that need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning.

PRIORITIES

Our priorities must be the safety of those in school, the safety of all children and then achieving the best academic and social education possible consistently across each year group in that order. School must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

INTENT

The assumption is that we will fully re-open on 3rd September 2020 (7th September for children) and all information below is based on that assumption. Parents/carers will receive detailed communication of the new procedures before the start of the new academic year and updated on any changes frequently. Children will be provided with regular support to ensure that they understand and follow all new safety measures introduced.

Specific actions and issues are attached but the concept we will operate each day until further notice is that children will attend on a full time basis with adjusted timings to the school day. This will not impact the required hours of teaching expected as per usual.

The school will be introducing a staggered start and end to the day. Parents will drop off at separate gates for each year group and not be allowed into school premises without an appointment. Children will make their way directly to their classroom, washing their hands when entering the classroom. There will be regular, natural points through the day when children and staff will be required to wash hands.

All year groups will have their own timetables which will prevent mixing between year groups. No mass gathering will take place in school. There will be no more than 30 children in classroom at a time.

Reception - 8.40am to 3.00pm (Reception gate)

Year 1 - 8.50am to 3.15pm (Reception gate)

Year 2 – 8.40am to 3.05pm (KS1 gate)

Year 3 – 8.45am to 3.15pm (KS2 small gate)

Year 4 – 8.55am to 3.25pm (KS2 small gate)

Year 5 – 8.45am to 3.15pm (KS2 main gate)

Year 6 – 8.55 am to 3.25pm (KS2 main gate)

Nursery timings as usual.

In class, children will sit facing the front of the class and will not have direct face-to-face contact as much as possible – carpet time will be limited and only used if necessary. Children will remain at the tables for the majority of learning time. Teachers and support staff will social distance from children and each other as much as possible. With direct face to face contact kept to a minimum. Break times will be staggered and playground will be demarcated for separate year groups. Lunch will be staggered, with only one year group sitting at each end of the dining hall and the breakfast room. Packed lunches will be eaten outside or in classrooms in year groups. Movement around the school will be kept to an absolute minimum, and crowding should be avoided. At the end of the day, parents will have staggered collection timings and separate gates will be used for each year group. Children will be lined up at collection points and released to parents promptly, with families then leaving immediately.

Home learning will continue to be planned for any possible future closures related to Covid 19 or where children need to self-isolate.

Breakfast club and After School club will run as usual but families will be required to sign up for the provision in advance of starting. You can email the office if you require a place at either of these. Breakfast club groups will be seated in year group bubbles. After school clubs will also run in year group bubbles.

Parents will be informed of the safety measures the school is taking and how it will operate via this document, letters and the app in order to pre-empt and minimise questions. There will also be information available on the website.

Schools **must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The system of controls: protective measures

Having assessed their risk, schools **must** work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) 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
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 **must** be in place in all schools, all the time.

Number 5 **must** be properly considered and schools **must** put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 **must** be followed in every case where they are relevant.

Parent Question and Answers

Q. Will LFPA be open for all year groups in September?

A. LFPA will be fully reopen for all children in line with September 2020 government expectations of full attendance by all pupils.

Q. I feel anxious about sending my child into school, is attendance compulsory?

A. We have carried out in depth risk assessments and recognise the Government advice on how to keep children safe whilst in the academy. Attendance is compulsory and usual attendance procedures will be in place. Government advice is provided below.

The prevalence of coronavirus (COVID-19) has decreased and running, and we are clear about the measures that need to be in place to create safer environments within schools.

- *Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.*
- *The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.*
- *Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.*
- *Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).*

Q. If anyone in my household has Covid symptoms should I let my child attend the academy?

A. No, your child should follow Government guidance and engage with the NHS Test and Trace process. Contact the school as per usual to notify us of your child's absence with the reason why.

Q. My child has medical conditions that fall under the vulnerable group, should they attend the academy?

A. Yes. Those who were self-isolating or clinically vulnerable or extremely vulnerable are able to return to school on a full time basis. There are strict and stringent social distancing measures in place to minimise the risk of transmission.

Q. What are the timings of my child's school day?

A. The school will function as 8 separate School Zones

Reception - 8.40am to 3.00pm (Reception gate)

Year 1 - 8.50am to 3.15pm (Reception gate)

Year 2 – 8.40am to 3.05pm (KS1 gate)

Year 3 – 8.45am to 3.15pm (KS2 small gate)

Year 4 – 8.55am to 3.25pm (KS2 small gate)

Year 5 – 8.45am to 3.15pm (KS2 main gate)

Year 6 – 8.55 am to 3.25pm (KS2 main gate)

Nursery timings as usual.

Q. I normally drive to the academy, is this still acceptable?

A. The government are encouraging walking or cycling to school and we are encouraging parents to maintain social distancing.

Q. Where should I drop my child off, are we allowed in the playground?

A. Parents will drop off at separate gates for their child. Staff will be guiding children and ensuring they do not mix with children from other year groups.

Parents/carers will not be allowed on site. This will prevent group gatherings on the school premises. There will be clear entry and exit paths labelled to guide parents/carers when dropping off.

Q. Will my child stay with the teacher and children in the same class?

A. Mostly, yes. All year groups will have their own timetables which will prevent mixing between year groups. There will be no more than 30 children in a classroom at a time.

Q. How do I know which classroom my child has to attend?

A. A letter was sent to all parents/carers informing them of their child's class teacher and teachers will be out on the playground guiding children to their classrooms on the first day.

Q. Am I allowed to speak with the classroom teacher?

A. We would prefer you to email any points to the vice principal for your child's class teacher. Any urgent messages for teachers should be phoned in and shared with office staff rather and appointments can be made where appropriate.

Q. Will you be encouraging hand washing on first arrival?

A. Yes, each child will have to wash their hands on first arrival with soap for 20 seconds and periodically throughout the day as will staff. There will be a designated point where children will use hand sanitiser before entry to the classrooms. SLT and class teachers will monitor this. Where it is not safe for children to use hand sanitiser, skin friendly skin cleaning wipes can be used as an alternative.

Q. How many children will be in my child's class?

A. Class sizes will not be larger than 30; most classes are less than this.

Q. What will the classroom seating look like?

A. Children will sit facing the front of the class and will not have direct face to face contact as much as possible – carpet time will be limited and only used if necessary. Children will remain at the tables for the majority of learning time.

Each pupil will have their own allocated stationary to use.

Q. Will the academy be clean?

A. Yes, we continue to use appropriate cleaning chemicals in line with Government advice and have a schedule for regular cleaning.

Q. Will you have day time cleaners to clean common areas and in particular the toilets?

A. Yes.

Q. Will toilet handles be clean?

A. Children will be asked to wash hands before they go to the toilet and before they return. Cleaners will also be cleaning toilets during the day.

Q. How will you ensure effective infection protection and control?

A. There are important actions that children, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In the academy, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the academy

- cleaning hands more often than usual – children and staff will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach, with tissues provided in every classroom
- cleaning frequently touched surfaces often using standard products, with wipes available throughout the day in classrooms and offices as well as us deploying additional daytime cleaners
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). Our class sizes will never be greater than 30.

Q. Will you be providing my child with PPE?

A. As per Government advice, wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to when children are in the academy.

The academy has been advised that we should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in the academy will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a safe distance from others. PPE is only needed in a very small number of cases including:

- children, whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child, becomes unwell with symptoms of coronavirus while in the academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if social distancing measures cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask and eye protection will be worn by the supervising adult if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.
- If children and staff wear a face covering, they will be instructed to dispose of it in a covered bin immediately on arrival to school. Reusable face coverings must be stored in pupil/staff’s own bag.

Q. What happens if my child becomes ill during the day?

A. We will contact you and ask you to collect your child.

Q. What sort of lunches will you be providing?

A. The normal lunch menu will resume as per normal.

Q. Will my child be allowed to leave school for home dinners?

No, all children will be required to have their lunch in school.

Q. Will children or adults be provided with PPE?

A. Unless there is a specific child who already requires PPE, no other child will be issued with PPE. Certain staff in the academy will be provided with PPE when completing essential tasks that through risk assessment warrant the wearing of PPE. Cleaners for example who come in to contact with chemicals, first aiders and welfare assistants.

Q. Will children have access to toys?

A. We have removed all soft toys based on Government advice and children will have access to hard toys which will be cleaned in between uses.

Q. Will my child be able to play using the outdoor equipment?

A. Yes. Play equipment for outside play will be thoroughly cleaned in between uses. Each class will have their own set to take outside with them.

Q. Will after school clubs or breakfast clubs open?

A. Yes. Breakfast club and After School club will run as usual by Get Active but families will be required to sign up for the provision in advance of starting. Breakfast club groups will be seated in year group bubbles. After school clubs will also run in year group bubbles.

Q. How will you ensure social distancing in the playground?

A. . Break times will be staggered and playground will be demarcated for separate year groups. Lunch will be staggered, with only one year group sitting at each end of the dining hall and the breakfast room. Packed lunches will be eaten outside or in classrooms in year groups. Movement around the school will be kept to an absolute minimum, and crowding should be avoided. Staff will receive training and guidance when supervising children during lunch/break time. An alert system will be in place to alert pupils that they are getting too close. Parents will be informed of the safety measures the school is taking and how it will operate by letter, phones and there will also be information available on the website. The school will also post a message on the school app reminding parents of our expectations regarding social distancing.

Q. Where should I collect my child from and at what time?

A. Pupils will use the appropriate exit to leave the school.

Collection times:

Reception - 3.00pm (Reception gate)

Year 1 - 3.15pm (Reception gate)

Year 2 – 3.05pm (KS1 gate)

Year 3 – 3.15pm (KS2 small gate)

Year 4 – 3.25pm (KS2 small gate)

Year 5 – 3.15pm (KS2 main gate)

Year 6 – 3.25pm (KS2 main gate)

Nursery timings as usual.

Q. I have children in multiple year groups so staggered start times are not practical for me. What should I do?

Though we encourage adherence to the allocated start times and we have allocated 10 minutes in between for parents to walk to the next gate, siblings can be dropped off to school at the earliest drop off point for their age group and collected at the latest collection time.

Q. Can I enter the academy to see the front office?

A. It would be preferable if you did not enter the academy but emailed in or telephoned questions. If you do have to enter the academy, then please use the alcohol sanitiser and remain a safe distance from our staff.

Q. What have you done to protect the staff?

A. We are abiding fully by Government guidance and applying social distancing. Where necessary such as Reception and for clinically or extremely clinically vulnerable staff numbers we have taken measures such as having antibacterial alcohol based sanitisers and additional safety measures.

Q. Will you administer medicines for my child and if you will how do, I drop off medicines?

A. We will administer medicines as per our policy. Medicine can be dropped off at the main office, at a time agreed by the school.

Q. Will my child be playing sports whilst in the academy?

A. Yes. The school will provide PE lessons which adhere to social distancing and where possible equipment will not be shared between bubbles but in the case that occurs, equipment will be cleaned in between used scrupulously. Pupils will need to wear their PE kit tracksuit on their PE days.

Q. What if my child is still in nappies?

A. Where intimate care is required, PPE will be available for staff to wear.

Q. What if my child soils themselves during the day?

A. To minimise contact, if you child soils themselves they will be directed to clean and change in to new clothes. If they are unable to do this themselves and staff will support and where intimate care is required, PPE will be available for staff to wear.

Q. Will the academy still continue online learning?

A. Some of the homework using Google Classroom will be in place. This will be helpful incase children are required to self-isolate or if local areas are required to go into lockdown because of localised community spread of the virus.

Q. Can I choose the days I send my children to school?

No, all children as required to attend school on a full time basis.

Q. Should my child wear school uniform?

Children will be required to wear full school uniform. Uniform will play a valuable role in contributing to the ethos of the school and setting an appropriate tone for learning. They do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods that are different from normal. Pupil non-compliance will be managed in line with usual non uniform procedures. Any families experiencing financial pressures should inform the school so that they can provide support if necessary.

Q. Will my child be bringing home reading books?

To limit transmission and the sharing of resources, we will be sending home reading books home each Monday to take in each Friday. Your child may be given several books for the week to read.

Q. Will my child be receiving homework as usual?

Yes.

Q. Will my child receive usual 1:1 provision?

Yes. All additional support required will resume as normal.

Q. Who can collect my child?

We encourage one parent/carer per family to only collect and drop off children within their own households.

Q. What will the curriculum look like and what will my child be learning?

Children will be provided with a broad and balanced curriculum in line with National Curriculum expectations. However, there will specific importance given to addressing lost learning during lockdown.