

FAQS: Information for families with children in Year 10 and Year 12 on Re-opening from Monday 15 June

The government has said that secondary school students sitting exams next year, i.e. those in Year 10 and Year 12, could start receiving 'some face-to-face support' from their school to facilitate remote learning from Monday 15 June, but recognises that this cannot be a return to full-time education. This guidance can be found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

The government has also published guidance for parent and carers here:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

When will Hele's School reopen to Year 10 and Year 12?

On Monday 15 June - if the government confirms it is safe to do so.

Will you reopen full-time?

No. Year 10 students will return to school for 1 day a week and be assigned to a tightly controlled group of 9, known as a 'bubble'. They will be taught by the same group of teachers (subject to staffing availability).

We will contact Year 10 parents/carers directly to let them know when their child(ren) can attend school, on which days this will be and which colour 'bubble' they will be part of. The day offered and the allocated group are non-negotiable.

Year 12 have a different delivery model to Year 10. The model is designed to give a personalised and blended experience of pastoral and academic support, as well as planning for next steps and progression, access to remote learning, discussion of barriers to learning and required support and interventions, where necessary. Most of this input will be face to face via MS Teams meetings and seminars, but for a small number of students, it will be more appropriate for them to have their 'face to face' meeting in school to offer personalised targeted support. A Post 16 intervention 'bubble' will operate on Tuesday and Wednesday each week from 10:00-13:30.

Vulnerable children and the children of Key Workers will continue to have access to school five days a week.

Which students can attend school?

Year 10 and Year 12 students can attend, but only on the specific day they have been invited to attend with the other students and staff in their 'bubble'. The smaller number we have on site at any one time, the greater ability to maintain stringent social distancing.

The children of Key Workers and vulnerable children can attend as usual *for essential care* on the days that they book for. Our EduCare provision will run alongside our partial re-opening to Year 10 and 12. It is available 9.00am to 3.00pm each weekday.

Children with an EHCP may attend for some provision, in consultation with the SENDCo.

Must my child attend school?

No, you do not. This is something that parents/carers must decide. The decision to send your child back to school is entirely yours, and you will not be made to do so by the school, trust, or government. We do advise that you consider how comfortable you are with the risks presented to you before making a decision. We recognise there will be a degree of anxiety about a return to school and will support families with the decision that is right for them at this time. Our hope, though, is that as many of our students as possible will attend, given our approach and the measures we have put in place.

If someone in your household is shielding, because they are extremely critically vulnerable, then your child(ren) should not attend school. They should continue to work from home where they can.

DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE UNWELL.

I've received a letter from the NHS saying I should be shielding. Does my child have to attend?

No. If you have received a letter from the NHS instructing you to shield, we don't expect your child to attend school. Please email robertss@heles.plymouth.sch.uk if you are shielding.

Will I be fined if I don't send my child to school?

No, you will not. If you choose not to send your child into school, your decision will be respected, and no punitive action will be taken.

How are you preparing to reopen?

We are taking a number of steps to make sure we can open as safely as possible.

- Our school has been deep cleaned prior to the phased re-opening from 15 June.
- Hand sanitiser will be available in each teaching room and at egress points.
- Staff will have PPE to administer first aid where necessary, or for those requiring intimate care.
- We have put up signs to remind pupils to wash their hands frequently throughout the day, and they will be directed to do this regularly.
- We have put up signs to remind students to keep the 2m distance.
- The layout of our classrooms has been altered to allow social distancing, with furniture removed and desks spaced to allow a 2m gap between children.
- Students have been assigned to a 'bubble'. Each 'bubble' will have its own zone in school, with its own toilet block and outdoor space allocated.

How will you keep my child safe?

All our plans are based on government guidance, which has been used to produce a detailed COVID-19 risk assessment. We believe that if everyone follows the safety rules, we can safely re-open the School.

No-one with COVID-19 symptoms will be allowed on-site.

When students arrive at school, they will have their temperature taken at arm's length. If the temperature is higher than 37.3 degrees Celsius, your child will be moved to an isolation room for 5 minutes and then have their temperature taken again. If the temperature remains high, you will be contacted and asked to collect your child.

If someone develops symptoms whilst on-site they will be isolated, whilst arrangements are made for them to leave safely, and as quickly as possible.

We have PPE available for staff administering first aid and intimate care, where necessary.

We have split Year 10 into four populations of 52. Each population will attend on one day per week. This will ensure we are within the government's recommendation that only 25% of the year group should be on-site at any one time. Each of these populations has been further split into 6 classes, so individual classes will be much smaller than normal (about 9 students). The small group sizes within each 'bubble', regular hand-washing and strict social distancing reduce the risk of infection. Students will stay with their group, or 'bubble' throughout their time on site – different groups won't mix. Each 'bubble' will have its own classroom, outside space and toilets. Extensive measures to reinforce safety include:

- Chairs have been moved 2m apart and the workspace clearly marked.
- Handwashing/social distancing posters will be displayed throughout the school.
- Students will be provided with access to hand sanitiser products across the school, as well as at key locations, including classrooms where they can clean their hands. Handwashing/sanitising will happen before entering and leaving the building & classroom.
- Soap and water will continue to be available to wash hands at the toilets across the school.
- Staff will encourage and direct regular hand washing/sanitising.
- Each 'bubble' will have access to a separate toilet block. These will be used on a 'one in one out' basis to ensure social distancing. The toilets across the school will be cleaned at regular intervals during the day.
- Personal belongings (food, pens, books etc.) will not be shared.
- Doors will be propped open to minimise touching door handles, wherever fire regulations allow us to do this.
- A zone system will be in place to minimise movement around the school.
- Each 'bubble' will have their own door to enter and exit the building and be limited to a certain route through the school. They won't be permitted to go anywhere else.
- Only teachers/teams timetabled to be in school will attend on each day for their 'bubble'.
- We will not accept visitors on-site, except in emergencies.

- There will be a staggered start between EduCare and face-to-face learning, which will reduce any chance of unnecessary social mixing.
- The canteen will not be open and each student will be required to bring their own packed lunch and drinks.

The safety of all our staff and students is paramount and we will be regularly reviewing all our procedures and we will adapt and change things as required.

Will there be increased cleaning?

Yes. Prior to the phased re-opening for Year 10 the school has been deep cleaned.

We will also be increasing cleaning throughout the school day. This will include:

- Touch points, such as handrails and door handles.
- Toilets.
- Emptying of bins.
- Desks and other surfaces.

How should my child get to school?

Government advice is that students should, as far as possible, walk or cycle to school.

If you are planning to drop your child off by car, please be aware that there will be no vehicle access for parents, unless your child has a particular need. If this is the case, please email blakey@heles.plymouth.sch.uk with the make, colour and registration number of your car so that we can ensure staff allow you access to the site. Please be considerate to our neighbours if dropping your child off on Seymour Road.

If your child needs to use public transport, they must follow the driver's instructions on maintaining social distancing and **new guidance states that from Monday 15 June, passengers MUST wear a face covering or access to travel will be denied.** The latest government guidance can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

A number of our students access the 21 or 21A, and we are informed that this service will be operating at 10-minute intervals throughout the working day from May 31. Please refer to Citybus regarding their services: <https://www.plymouthbus.co.uk/>

What's the procedure for my child arriving at school?

If you wish to accompany your child to school, please do not enter the school premises. This procedure will ensure that as few people as possible are on school premises at the same time and contribute toward minimising the risk of infection spreading.

Your child will be allocated a designated time at which to arrive at school, as well as a designated arrival zone. Students are NOT to arrive to school more than 10minutes before their allocated start time. When they arrive, they must enter the allocated gate on Seymour Road and walk to the allocated internal side gate, where they will be met by a senior member of staff who will register them, take their temperature and ensure they sanitise hands and direct them to the waiting area. Students will be escorted to their classroom keeping a 2m distance.

Will children be social distancing?

Yes. Each 'bubble' will also have its own classroom, toilets and outside space. Staff will be reminding students about social distancing frequently. Where needed, there will be markers (e.g. outside toilet blocks). Students will use different egress points to the school building and there will also be a staggered start/end to the day between Year 10 and Edu-care.

If students forget to social distance at college will they be told off?

No. Students, like adults, find this a challenge. They will not be told off but staff will be on hand to remind students as needed and reinforce expectations. If these expectations are persistently ignored or even deliberately flouted, then yes they will be told off and there will be sanctions administered accordingly, at the discretion of the Principal.

How will students who are consistently not following social distancing be dealt with?

If there is a risk to any student or staff due lack of social distancing, a risk assessment will be completed and a decision will be made to ensure the safety of your child/children. Please note that any student that refuses to adhere to social distancing measures will not be permitted to school and will lose their place for the duration of this term.

What will learning spaces look like in schools?

We will be establishing 'bubbles' in which students are grouped together and remain in those groups from the moment they enter school to the moment they leave. The 'bubble' concept works as follows:

- Students will arrive at and leave from designated areas and at allocated times.
- Upon their arrival, students are immediately taken to a learning space, which may not be their usual classroom. This learning space is their 'bubble', and they will remain in it for the duration of the day, with the exception of using toilet facilities for breaks.
- Each 'bubble' will have its own set of additional and incidental cleaning materials — such as hand sanitiser, antibacterial gel, and antibacterial handwash — which will be available to staff and students. There will also be hard-surface cleaner, which will only be available to staff within that 'bubble'.
- If, for any reason, students need to move around the school, wherever possible, we are implementing one-way systems in corridors or devising rotas to minimise interaction between students in different 'bubbles'. Corridors will also have safe passing places, should two people ever be required to cross paths.

What will classroom learning look like?

In agreeing for your child to return to school in one of the designated year groups, it's important to realise that what might be considered 'usual' learning is unlikely to happen immediately. Instead of face-to-face *learning*, we will be focusing on providing students with face-to-face *support*. In delivering this support, we will be engaging students in a recovery curriculum, which will include an orientation and awareness of the rules of contact, physical distancing, movement around the school, and accepted behaviours.

We have made this decision in recognition that, for many students who have not been in school for a significant period of time, there will be a need to re-establish social and learning behaviours and ways of working before we can even consider teaching a more formal curriculum.

It is indeed very likely that before a more formal curriculum can be delivered, a degree of informal assessment will be required to identify the learning gaps that students have developed while spending such a long time away from school. These learning gaps may be counteracted by:

- Revisiting areas of the curriculum covered before the school closures.
- Re-establishing previously learned concepts and understandings.
- Assessing what students have learned and developed through home learning.

Our teachers will be focussing on helping students assess how much progress they have made with their learning whilst school has been closed and discussing the 'next steps' in their learning, as they continue to prepare for their GCSE exams.

English, maths and science will be delivered by a small team of specialist staff (but not necessarily your child's usual teacher).

Will my child be taught by their usual teacher?

Not necessarily. It is likely that your child may be taught by a different teacher during this time, but they will be a subject specialist.

What should I send my child into school with?

Students should bring their Super 6 (basic school equipment) in a bag. They will not be allowed to share any equipment. They should also bring a packed lunch, snack and drink.

Are mobile phones allowed?

Our policy on mobile phones will operate as normal so you will only be able to use your phone if your teacher permits this. Otherwise, it should be on silent and out of sight all day, including break and lunch time.

Will my child have to wear uniform?

It is a good idea, where possible, to shower and wash clothes as soon as possible after leaving school. To help with this, students we have introduced a 'relaxed' school uniform for the remainder of the summer term (i.e. no blazer or tie required). We do, however, expect school trousers/school skirt, white shirt and school shoes to be worn by Year 10.

Staff will be dressing in 'smart casual' clothing. As with students, there is no requirement for a jacket or tie to be worn, as this to allow for ease of washing garments regularly.

The policy on uniform requirements and staff dress will be re-visited for the start of next academic year.

Will my child receive a meal at school?

No, they won't. For safety reasons, our kitchen will remain closed. Instead, we will be asking all parents to provide a packed lunch, snacks and a drink for their child to bring to school. Students will NOT be allowed offsite during the day for a home meal or to access a takeaway.

What happens if my child receives free school meals (FSM)?

Parents/carers who are eligible and registered with the local authority will continue to receive FSM vouchers. This money should be used to provide your child with a packed lunch during the days they are at school. If you have a problem for any reason in supplying your child with food, please contact their tutor or Head of House in advance, or ensure they speak to their teacher on the day.

What will lunchtime look like?

Our school will not be providing any form of canteen service, with kitchen and dining areas remaining closed. Instead, we will be asking parents to provide a packed lunch for their child to bring to school.

Students will eat in their 'bubbles' to minimise any risk of cross-contamination. Once they have finished eating, all food debris, wrapping, and waste will be placed in a bin bag, which will be tied and disposed of. A member of staff will then clean all hard surfaces before the afternoon begins.

Will my child be able to use outside space?

Yes, they will be able to go outside for supervised breaks and lunch with their 'bubble'. Each bubble will have a dedicated outside space. Students must remember to observe social distancing rules, even when outside, and there will be staff on hand to remind them of this and reinforce this expectation. In the event of a wet break, students will remain in their classroom.

Students will sanitise their hands when they leave and re-enter the building.

Will the behaviour system still operate in the same way?

The same expectations will apply to ensure all students are able to learn, however we recognise the difficult situation we are all in and a number of pastoral workers and teachers and SLT will be on hand to support students who are struggling and give students the time to reflect and get it right so everybody can learn.

That said, due to the risks posed by COVID-19, we all have a heightened awareness of the need to ensure the behaviour of any student does not impact on the health or wellbeing of another. Our levels of tolerance for poor or anti-social behaviour will be significantly reduced, and any student who chooses to threaten, or actually causes, harm to another student will be immediately removed from the school. Actions that could be considered grounds for removal include threatening to or actually spitting, coughing in the direction of another student or member of staff, or invading the personal space of another student or member of staff.

In the event that this behaviour occurs, the student's parents will be called, and the student may have their offer of in-school support revoked for the remainder of Term 6.

As always, though, our intent is for students to be happy, content, and relaxed while in school, and we will continue working hard to ensure this remains the case!

Will there be emotional support for students during this period of lockdown?

Yes. Teachers, the pastoral team and SLT will be available at all times to provide support at this time.

Will the school Reception be open?

We will operate a reduced service throughout the week in case of emergencies, but there will be no facility for walk-in visitors without an appointment. This is because we want to restrict the number of people accessing the school site, and hence minimise situations that pose the threat of cross-contamination.

Should you need to urgently contact your child or school, please telephone 337193.

What's the procedure for my child leaving school?

Your child will be allocated a designated time at which to leave school, as well as a designated leaving area. If you wish to collect your child, please wait outside the school premises. This procedure will ensure that as few people as possible are on school premises at the same time and contribute toward minimising the risk of infection spreading.

Will you continue to look after vulnerable children and Key Workers' children?

Yes, we will continue to offer full-time EduCare for the children of Key Workers and vulnerable children where *essential* care is required, but we actively encourage students to work from home if they are able to and it is safe to do so. EduCare will take place each weekday from 9.00am to 3.00pm and must be booked in advance. Please email Clapham@heles.plymouth.sch.uk for details.

EduCare Plus will be offered where deemed appropriate and in consultation with families of children with an EHCP. This may be part-time or on specific days of the week, depending on the needs of the child. Please email mcnamara@heles.plymouth.sch.uk for details.

Will remote 'distance/online learning' continue?

Yes, we will continue to deliver online learning from home for Year 10 and Year 12 students, as well as to all year groups not in school. When not in school, Year 10 and Year 12 students should work remotely from home using the resources provided by their teachers on ClassCharts. Online materials may be slightly more limited, however, in order to protect our teachers against an unmanageable workload, as they will have returned to school to support students who are onsite.

In response to feedback, we have started to roll out some pre-recorded and live lessons to some year groups, with a view to extending this offer to all year groups. Details of the remote learning strategy, and subsequent support, can be found on the Hele's website.

How can you stop anyone with COVID-19 coming into school?

As it is possible for someone with COVID-19 to be asymptomatic (meaning they are not showing any signs or symptoms of having the virus), we cannot guarantee that no one with the virus comes into school.

However, as you can see from the measures outlined throughout our responses to these FAQs — such as limiting visitors to site, creating staggered entry and exit times, taking temperatures on arrival, and keeping students and staff in 'bubbles' — we're doing everything possible to limit the number of people on the premises while students are in school. These limitations even extend to teaching and school staff who are not directly involved in providing face-to-face support to our young people, who will be instructed to remain off-site.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE UNWELL.

What happens if a student shows symptoms of COVID-19?

Any student who shows symptoms compatible with COVID-19 while in school will be immediately isolated and their parents or carer will be called to collect them. The student will be asked to self-isolate at home for a minimum of seven days. Other members of their household will also be asked to self-isolate, but for 14 days. The student may return to school after seven days IF they do not have a high temperature. If the student still has a high temperature, they should continue self-isolating until their temperature returns to normal.

What happens if a member of staff shows symptoms of COVID-19?

Any member of staff who shows symptoms compatible with COVID-19 while in school will be immediately asked to return home. They will then self-isolate for a minimum of seven days. Other members of their household will also be asked to self-isolate, but for 14 days. The staff member will return to school after seven days IF they do not have a high temperature. If their temperature is still high after seven days, they will continue self-isolating until their temperature returns to normal.

What happens if a student or member of staff tests positive for COVID-19?

Should a student or member of staff at the school test positive for COVID-19, they and the rest of their 'bubble' will be sent home and asked to self-isolate for 14 days. The other members of the household of the person who tests positive should also self-isolate for 14 days.

The other members of the household of the other student or member of staff within the 'bubble' do not need to self-isolate unless the student or member of staff they live with subsequently develops symptoms.

What happens if my child tests positive for COVID-19?

Should your child test positive for COVID-19, you should follow all advice and guidance from Public Health England (PHE). Your child will be required to self-isolate from school for a minimum of 14 days. You and the other members of your household should also self-isolate for 14 days.

What can I do to reduce the risks of catching COVID-19?

Please continue to follow government and Public Health England guidelines regarding frequent hand washing and social distancing, and remain aware of potential symptoms of the virus.

How can I help the school and my child?

We very much appreciate your support in working with us in a number of ways:

- Prepare your child adequately by talking through what social distancing is and why it is so important, as well as reinforce the importance of good hygiene routines, such as sanitising and washing hands regularly. Also discuss the ways in which school will be different and the importance of adhering to expectations and routines.
- Send your child to school properly equipped with their Super 6, a packed lunch and drink and dressed in the agreed 'relaxed' school uniform.
- Inform the school in good time should your child not be able to attend on a particular day.
- Understand that days for attendance and groupings will be allocated to your child and that they are non-negotiable due to safety and operational reasons.
- Support with remote learning wherever possible, and keep us informed of any issues that may arise so we can address them in a timely and constructive manner.
- Adhere to the government guidelines for social distancing at all times outside of the school premises and to ensure that your child also follows these guidelines.
- Respond in good time to requests from the school for information that aids our ability to plan, prepare, and maintain a happy and safe school environment.
- Be polite and courteous to members of staff at all times – we are trying really hard to manage a very challenging situation for everyone. If you are concerned about something that doesn't appear to be going to plan, please inform us in a constructive and supportive way and work with us to try to find a speedy and satisfactory resolution.

What should I do if I have questions?

If you have subject-specific questions, please email your child's teacher. If your question is about your child's well-being then please contact their tutor. All Hele's School staff emails can be found on the school website.

Safeguarding issues should be raised with our Designated Safeguarding Lead, Mrs Sandra Crawford, crawfords@heles.plymouth.sch.uk.

If you have general questions, please email heles.school@plymouth.gov.uk and these will be directed to a member of staff to answer.