



Believe, Succeed, Together

FAQ – Parent Guide

Contents

1.0 Government Covid-19 Recovery Strategy	3
2.0 Reopening.....	4
3.0 Pupils	7
4.0 Hygiene and Safety	11

1.0 Government Covid-19 Recovery Strategy

1.1. What are the changes that came into effect on Wednesday 13th May as part of the Government's 'roadmap' out of the coronavirus pandemic?

On 11th May, the Government published ['What You Can and Can't Do'](#) guidance which provides an overview of the changes.

This guidance should be read alongside other updated guidance [Staying Safe Outside Your Home](#) and [Staying Alert and Safe Social Distancing](#).

1.2 Although schools were formally closed to most pupils after 20th March, which pupils are still eligible to attend?

Those that are eligible are 'vulnerable' pupils and pupils with parents that qualify as 'key workers'.

1.3 What is the Government's plan to reopen schools to more children?

On 11th May, the Government published a [Covid-19 Recovery Strategy](#) which included a brief section in respect to reopening schools.

On 27th May, the Government published [Secondary Planning](#) guidance. Specifically, the guidance states the following:

*'From 15th June, secondary schools are able to offer face-to-face support for a **quarter of the Year 10 and 12 cohort at any one time**. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups'.*

1.4 Why is the Government reopening schools to more children?

On 11th May, the Government published [Implementing Protective Measures in Education](#) guidance.

Specifically, the guidance states the following in respect to reopening:

'We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.

We are therefore gradually increasing the numbers of children and young people attending schools and colleges. This decision is based on the latest scientific advice. By returning pupils gradually, settings can initially reduce the number of children and young people in classrooms compared to usual and put protective measures in place to reduce risks'.

2.0 Reopening

2.1 What measures will the Academy implement to reduce the risk of infection?

Transport and Goods

- Pupils, parents or any visitors are forbidden to enter the Academy if they are displaying any symptoms of coronavirus – [Covid-19: Guidance for households with possible coronavirus infection](#).
- Parents should not accompany their child into school.
- If possible, pupils should walk or cycle to school.
- Where parents decide that their child can use public transport, they should, where possible, avoid peak times and read [Covid-19: Safer Travel Guidance for Passengers](#) for further information.
- Pupil arrivals and departures will be staggered to minimise contact and mixing.
- Parents must not congregate at the school gates.

Cleaning

- Additional cleaning will take place throughout the school day.
- Desks, door handles, outdoor spaces and other critical areas will be cleaned at least twice a day with disinfectant.
- A deep clean of the Academy site will be undertaken at least once a week (Friday).

Hygiene

- Pupils will routinely be shown a presentation to reinforce effective hygiene measures.
- Pupils should arrive with their hands thoroughly washed and must use hand sanitizers that are placed at entrances and in classrooms.
- The Academy has installed outdoor [handwashing](#) troughs to improve access to handwashing facilities and relieve pressure on toilet areas.
- Pupils will be encouraged to clean their hands before and after eating, and after sneezing or coughing.
- Pupils will be encouraged not to touch their mouth, eyes and nose.
- Pupils will be reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste - '[Catch it, Bin it, Kill it](#)'.
- Staff will be reminded to ensure doors are open and rooms are well-ventilated.

Movement

- Year 10 pupils will be assigned to a class (A-T) of between 8-10 pupils.
- Classes (A-T) will be assigned to classrooms reconfigured to conform with [Safe Social Distancing](#).
- Pupils will be required to adhere to a permanent seating plan.
- Movement will be restricted to subject specialist rotation of staff.
- Toilet breaks will be staggered.
- Pupils will be required to bring in a packed lunch, drink and normal school equipment.
- Where pupils do not have equipment, they will be provided with an 'equipment pack' that will not be shared with others and will remain in school *in situ*.
- Pupils will be reminded of the need to follow [Safe Social Distancing](#).
- Appropriate signage, marking and barriers will be installed.

2.2 Has the Academy undertaken a risk assessment?

Yes. A risk assessment was initially undertaken on 18th May using a service provided by Southend Borough Council. The risk assessment is a 'live' document and will be reviewed on a weekly basis.

2.3 Which pupils will be eligible to attend when the Academy reopens?

The Academy will continue to remain open to 'vulnerable' pupils and pupils with parents that qualify as 'key workers'. They will continue to follow the same home learning programme as those pupils not attending school.

From **Monday 15th June**, the Academy will **open** to pupils in **Year 10**. Initially, this will involve a **quarter** of the year group attending **one day a week, Monday-Thursday**.

The 'quarters' have been organised into 20 teaching groups (A-T) of between 8-10 pupils and assigned to designated classrooms in discrete zones of the Academy site.

Whilst at school, Year 10 pupils will be resuming their GCSE courses and reviewing and consolidating work completed during the school closure period. This will involve pupils focusing on the core subjects of English Language, English Literature, Mathematics, Science, Citizenship and French.

Whilst not at school, Year 10 pupils are expected to continue to focus on **all** subjects, using the lesson resources on the Google Drive, supported by other appropriate learning platforms, including the forthcoming online timetable and live Zoom lessons.

2.4. What educational provision and support is available for pupils not attending school during partial reopening?

Pupils will be expected to follow the online learning platforms/resources provided during the closure period.

Teaching staff will be expected to continue to provide lesson resources to upload onto the Google Drive and support pupils via e-mail. From 15th June, the Academy will be introducing an online timetable and live Zoom webinar lessons.

Pastoral staff will continue to provide additional support through telephone calls to parents (and pupils).

2.5 What support is available for pupils who do not have access to a suitable digital device?

Parents can continue to collect work packs from the Academy.

On 19th April, the Government announced an [Online Learning Support](#) package for disadvantaged children in Year 10 and children with a social worker. The timescale for distribution of laptops and supporting infrastructure (4G routers) is likely to be early June.

2.6 What support is available for pupils' wellbeing?

The Government has produced [Mental Health and Wellbeing](#) guidance to support pupils.

Safeguarding staff contact vulnerable pupils on a weekly basis.

Pastoral staff continue to make 'courtesy calls' to parents (and pupils).

The inhouse BACP counsellor has continued counselling provision via telephone.

When pupils return to the school site, pastoral staff, safeguarding staff and the BACP counsellor will be available to support pupils.

2.7. What support is available to keep pupils safe online?

Parents should access [Further Information on Keeping Children Safe Online](#) guidance.

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) to stay safe online.
- To help families manage during this time, the NCA has launched [Thinkuknow: home activity packs](#), a set of fun, engaging activities based on Thinkuknow cartoons, films, games, and advice articles
- A new activity sheet for each age group will be published on the [Thinkuknow](#) website every 2 weeks.
- [Parent Info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) provides a tool kit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices and a host of practical tips to help children get the most out of their digital world
- [LGfL](#) provides support for parents and carers to keep their children safe online, including 6 top tips to keep primary aged children safe online.
- [Net Aware](#) provides support for parents and carers from the NSPCC, providing a guide to social networks, apps and games.
- [Let's Talk About It](#) provides support for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) provides tips, advice, guides and resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.
- [Staying safe online](#) provides Government guidance offering advice on parental controls, fact-checking information, communicating with family and friends while social distancing is in place and taking regular breaks.

3.0 Pupils

3.1. Do I attend school if I am in an 'at risk' group?

The [PHE Guidance - 'Very High Risk Group'](#) provides specific details about those individuals who are 'clinically extremely vulnerable' i.e. those with serious underlying health conditions which put them at 'very high risk' of severe illness from Covid-19. Pupils that are in this group **should have been contacted by the NHS** to tell them they are 'clinically extremely vulnerable'. These pupils should **not** attend school and should '[shield](#)' for **at least 12 weeks** from receipt of the letter.

The [NHS Guidance - 'High Risk Group'](#) provides details about those individuals who are at 'clinically vulnerable' i.e. those at a 'high risk' of severe illness from Covid-19. These pupils can attend school but should take extra care in terms of observing [Safe Social Distancing](#); however, it is for parents to determine, in consultation with medical professionals, whether they decide to send their child to school.

3.2. I live with an individual who is in the 'at risk' group. Should I attend school?

Government advice is that those living with 'at risk' groups, even the most vulnerable groups, do not themselves need to operate '[shielding](#)' but should follow the general advice, including [Safe Social Distancing](#); however, it is for parents to determine, in consultation with medical professionals, whether they decide to send their child to school.

3.3 What happens if my parents decide not to send me to school?

The Secretary of State for Education issued a [Disapplication Notice](#) for non-attendance to school i.e. the penalty for not sending a child to school has been temporarily removed. The current notice expired on 31st May although the Government has confirmed that this will be extended.

3.4 I am anxious about returning to school. Who can I speak to?

Before returning to school, parents can e-mail their child's Head of House or SLT Link ([Contact List](#)) to gain reassurance. Where appropriate, the member of staff will telephone the parent (and pupil) to discuss the issues in more detail.

Once on site, pupils can speak to their teacher, Head of House, safeguarding staff, member of support staff and/or BACP qualified counsellor.

3.5 Do I need to wear my uniform?

Pupils should attend in their normal school uniform.

3.6 What equipment do I need to bring into school?

Pupils should bring their class books for English, Mathematics, Science, Citizenship and French.

Pupils should bring their normal equipment; however, they will not be permitted to share equipment.

Pupils who do not have the necessary equipment will be provided with an 'equipment pack'.

3.7 What work will I be undertaking whilst at school?

The focus will largely be reviewing and consolidating work completed at home in the core subjects of English Language, English Literature, Mathematics, Science, Citizenship and French.

3.8 What are the arrangements during scheduled breaks?

Pupils will continue to be supervised during scheduled breaks. Individual groups will be assigned to a specific zone. Toilet breaks will be sensibly staggered throughout the day.

3.9 What happens if I develop symptoms of Covid-19 whilst at home?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The pupil should remain at home and follow the [Stay at Home](#) guidance.

The parent should [Ask for Test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms.

Whilst waiting for the outcome (usually 2 days), the pupil is required to self-isolate **for at least 7 days**.

If the test is negative, the pupil is expected to return to school.

If the test is positive, the pupil must self-isolate for **7 days from the date of the test confirmation**. After 7 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they are expected to return to school. The pupil does not need to self-isolate if they only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone.

If the test is positive, [NHS Test and Trace](#) will contact the pupil via phone, text or e-mail and will require them to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2m for more than 15 minutes. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.**

On 28th May, Public Health England published guidance that explains what an individual should do if the [NHS Test and Trace](#) service notifies them that they are a 'contact' of a person who has **tested positive** for Covid-19 and they do not live with that person - [PHE Contact Guidance](#) . There is also separate guidance for the implications for [Households with Possible or Confirmed Cases of Covid-19](#)

3.10 What happens if I develop symptoms of Covid-19 whilst at school?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#)

The guidance [Implementing Protective Measures in Education](#) states the following:

'If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2m away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

3.11 What happens if a pupil or member of staff test positive for Covid-19?

The guidance [Implementing Protective Measures in Education](#) states the following:

'Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms'.

3.12. What do I do if a household member I live with has developed symptoms of Covid-19?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The pupil and their household member who is showing symptoms should [Apply for a Test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms.

If the test is **positive for the pupil**, they must self-isolate for **7 days from the date of the test confirmation**. After 7 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they are expected to return to school. The pupil does not need to self-isolate if they only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone.

If the test is positive, [NHS Test and Trace](#) will contact the pupil via phone, text or e-mail and will require them to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2m for more than 15 minutes. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.**

On 28th May, Public Health England published guidance that explains what an individual should do if the [NHS Test and Trace](#) service notifies them that they are a 'contact' of a person who has **tested positive** for Covid-19 and they do not live with that person - [PHE Contact Guidance](#) . There is also separate guidance for the implications for [Households with Possible or Confirmed Cases of Covid-19](#)

If the test is negative for the pupil, **but positive for a household member**, the pupil must self-isolate for **14 days from the day their household member developed symptoms**. If the household member **does not have any symptoms (other than a cough or loss of sense of smell/taste) after 14 days**, the pupil can return to school.

If the test is **negative for both the pupil and household member**, both no longer need to self-isolate - [Test and Trace Overview](#)

4.0 Hygiene and Safety

4.1 Where can I get access to information regarding how to reduce the risk of transmitting Covid-19?

The DfE coronavirus helpline is available to answer questions about Covid-19 relating to education and children's social care. Staff, parents and young people can contact this helpline using the information below:

Phone: 0800 046 8687

Opening hours:

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

4.2 Where can I get access to information regarding effective handwashing?

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. [Handwashing](#) with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.

Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

4.3 What is the 'Catch it, Bin it, Kill it' campaign?

'[Catch it, Bin it, Kill it](#)' is a slogan used in several public health campaigns to promote good respiratory and hand hygiene by recommending carrying tissues, using them to catch a cough or sneeze, disposing of them in a waste bin and then killing any remaining germs by washing hands.

4.4 Is it safe to open schools to more children?

On 15th May, the DfE published an [Overview of the Scientific Advice and Information on Coronavirus](#).

Specifically, the information covers the following in respect to infectivity and transmission in children:

'The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that:

- *There is a high degree of confidence that the severity of disease in children is lower than in adults.*
- *There is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. For older children there is not enough evidence yet to determine whether susceptibility to disease is different to adults.*

- *The susceptibility to infection of younger children (up to age 11 to 13) might be lower than for adults, but the degree of confidence in this is low. For older children there is not enough evidence yet to determine whether susceptibility to infection is different to adults.*
- *There is no evidence to suggest that children transmit the virus any more than adults. Some studies suggest younger children may transmit less, but this evidence is mixed and provides a low degree of confidence at best’.*

On 26th May, the Government published a [SAGE Modelling Paper](#) to explain and justify the decision-making process with regards to the role of children in transmission of Covid-19.

4.5 What measures does the Government advise to reduce the risk of transmission in schools?

The guidance [Implementing Protective Measures in Education](#) states the following:

‘In all education, childcare and social care settings, 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 should 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 childcare settings, schools or colleges.*
- *Cleaning hands more often than usual - 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 - promote the ‘catch it, bin it, kill it’ approach.*
- *Cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.*

4.6 Will staff and/or pupils require Personal Protective Equipment (PPE)?

On 11th May, the Government published [Implementing Protective Measures in Education](#) and [Safe Working in Education, including the Use of PPE](#) guidance.

Specifically, the guidance states the following in respect to PPE:

‘The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2m from others. PPE is only needed in a very small number of cases including:

- *Children, young people and students 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, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk*

assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn’.

*‘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 schools** or other education settings. **Schools and other education or childcare settings 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’.*

4.7 What happens if there is a confirmed case of Covid-19 in school?

The guidance [Implementing Protective Measures in Education](#) states the following:

‘When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary’.