



# Frequently Asked Questions (FAQs)

## *Supporting our return in September*

The following FAQs are an aid for parents, in support of the main College Risk Assessment and detailed planning undertaken by College leaders. This planning is predicated on the guidance that year group bubbles are the most effective means of minimising contact between persons in large secondary school.

### The College Risk Assessment and planning for September

- Location of the Risk Assessment: <http://www.heathfieldcc.co.uk/?p=1936767>
- The broad outline of approaches has been set out in the letter from the Headteacher sent on 10 July: <http://www.heathfieldcc.co.uk/wp/wp-content/uploads/2013/04/Covid-19-Update-10-July-2020.pdf>
- **As of 4 September, all information and communication relating to Covid-19 management will be transferred to a page on the Information Tab of our website and therefore removed from the Home Page.**

### Return to school for those who have been shielding

The following government guidance outlines the approaches for those previously identified as extremely vulnerable, it is important that families and staff work closely together in these circumstances to plan the best route forward for each individual.

- **What parents need to know:** <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- **Guidance on Shielding and protecting vulnerable persons:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### Absence, Illness, Self-Isolation & Testing

- The guidance is for all students to return from the start of term, you may wish to seek medical advice but this is the basis on which we will be working. Normal attendance expectations will apply.
- If a student is unwell - please follow the normal attendance procedures and email [attendance@heathfieldcc.co.uk](mailto:attendance@heathfieldcc.co.uk) or 01435 866066 ext 1201
- If your son/daughter has suspected symptoms then you need to inform us and follow the guidance to arrange a test. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>. Once there is an outcome then you need to inform us of the result. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If a student is identified as testing positive then the College will implement the ESCC “**Protocol for responding to a confirmed case of COVID-19**”.

- **When will a school have to close?**

**The following guidance has now been supplemented by the tiered approach set out in government guidance issued on 28 August. This and the approach to isolation of bubbles is developed further in Appendix 1.**

The guidance to schools makes it clear that school closures will only be decided by the PHE health protection team. *"If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (Covid-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.*

*"In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole-school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams."*

- The guidance also states that it may be necessary to dispatch a mobile testing team.

*"Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice."*

## **Buses and Transport to College.**

Students travelling on buses should follow the government guidance on face coverings when using these services. Students are responsible for the safekeeping of any face coverings after use.

*"We advise that children and young people aged 11 and over also wear a face covering when travelling on dedicated transport to secondary school or college, apart from those who are exempt."*

**Additional bus services have been provided on some routes to reduce numbers. Information on specific routes can be found here:**

East Sussex Buses: <https://www.eastsussex.gov.uk/roadsandtransport/public/buses/bus-service-changes-including-back-to-school-changes/>

Heathfield specific: <https://www.eastsussex.gov.uk/media/16146/heathfield-cc-updated-sept-20-school-transport.pdf>

**BUS PASSES:** Bus passes will roll over from last year to this year for Years 8-13. For Year 7 they will have priority onto the buses whilst their passes are being processed as they will be escorted to the bus lanes first. New students in other year groups will be seen by pastoral staff to ensure their travel arrangements.

## Information from ESCC regarding buses:

### Dedicated school transport

The DfE have already stated that social distancing guidance which is in place for public transport will not apply to dedicated school transport. This is because they will be sharing a vehicle with others from their own school and will not share with general members of the public. Therefore, we will load students to the normal seated capacity and not allow standing passengers. The following principles will apply:

- We will ask students to sit together based on their year group, and where capacity allows we will leave a row of seats between each year group
- We won't use face to face seating
- We will ask transport providers to keep the windows open, where possible
- Face coverings should be worn.
- We will promote good hand and respiratory hygiene

### Public bus services which only carry school children on certain journeys

- We will treat these like dedicated school transport and make sure that the bus operators do not take any other passengers on these journeys as they are likely to be full with students
- The same principles above will apply

### Public bus services where other members of the public may also travel

- We will be assessing the current and likely loadings on these vehicles on a route by route basis to see if students can be kept apart from other passengers
- At the moment, public bus services are limited to carrying about 25% of their normal passengers on each vehicle, so on some routes we may be able to section a separate area of the vehicle for the students and other passengers can sit in a separate part of the vehicle
- The same principles above will apply
- We will look at providing additional vehicles for the students on those routes where the number of other passengers is too high to maintain an appropriate distance

## Bus Lane Conduct:

- On arrival in the bus lanes students must not linger or wait for friends. Mixing between year groups from this point is not appropriate. Students will be directed into the College through the student entrance and must go directly to the outside space that has been designated for their year group. This will happen unless there is particularly inclement weather (when wet break alternatives will be directed) and so all students should be equipped with an outside coat. In order to manage numbers in the bus lane at the end of the day students will be dismissed from lessons in a staggered manner towards the end of Period 5 so that each year group arrives in the bus lane to board the buses in a gradual manner.
- In order to avoid congestion in the bus lanes, the end of the day will be staggered as below:
  - 2.55 - Dismiss year 7 (escort to the bus bay)
  - 3.00 - Dismiss Year 8 and 10
  - 3.05 - Dismiss Year 9, 11 and 6th form

### Arrival on foot and cycling

- Upon arriving at school by foot or by bicycle students must go directly to their appointed outside space for their year group. There will be no ability to linger in the bus lane or in corridors to wait for friends in other year groups. This is to minimise the contact between different groups as advised in the government guidance.

### Parental drop off and pick up

- We refer parents to the advice given previously: If you are travelling by car to drop off, please consider dropping away from the College entrance so that congestion is avoided and students walk a short distance into College. If you drop outside College, this must be an efficient drop and go. Please do not stop and seek to see staff or stay to speak to other parents. Do not park on the yellow zig zag markings.

## Protective Measures Required

- **Face Coverings:** The current guidance on face coverings is here: <https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>. The College position is as follows:
  - **We strongly recommend the wearing of masks if possible between lessons due to the chance of year groups crossing when waiting to enter a classroom.**
  - These should be masks (not, for example, scarves) of an appropriate nature and ideally as plain as possible in design. The College has a limited supply of approved disposable masks if sourcing a suitable version presents a difficulty.
  - We currently do not have the same requirement in classrooms or assemblies as students will be in year group bubbles and side by side.
  - In wet break locations we would recommend the wearing of face coverings as although students will be in year group bubbles the space will be more limited and more students will be inside the college at any one time.

We do not feel that until the government guidance makes the wearing of face coverings mandatory at all times (for example in the case of a local lockdown) we are able to enforce more strongly. Any face covering should be appropriate for school and each person is responsible for the safekeeping and responsible use of their face covering. The College will be providing visors for teaching staff who would prefer them as an additional protective measure.
- **Hand-Washing:** All government and PHE advice is that hand washing is the most effective method of prevention in the spread of infection. Posters and guidance are high profile around college and this will be a key feature of our safe return. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>. We are installing four additional outside hand washing facilities as well as a hand sanitising station in every classroom that students will be expected to use for their own and others protection. If students wish to bring their own then this is of course permissible and all students/parents should consider the longer-term effect of additional washing and use of sanitiser in drying the skin, taking preventative measures to apply moisturiser each evening. Much guidance is available in relation to hand washing however for ease please click [here](#) for more.
- **Movement around College:** In order to minimise the contact different year group bubbles will have with each other the College will implement a one-way system for movement around the site. This is

with the aim to ensure different bubbles are reduced to passing in corridors and do not experience sustained contact that would represent enhanced risk.

- **Before school:** Staff will be on duty from 8.15am. It will be extremely difficult to accommodate students on site before that time and this should be avoided.
- **After school:** In order to complete the schedule of additional cleaning we will need full access to the site from the end of the day, therefore students are expected to be off site from 3.20-3.30pm. This will be reviewed after the first few weeks.

- **Cleaning Schedules:** additional cleaning has been in place in College since November and this has only been enhanced through the Covid-19 measures.

There is a daily schedule which covers all areas on a rota of cleaning and sanitising (classrooms, corridors, toilets and stairways). This is supplemented by the approach to maintaining clean classrooms which will be managed by staff and students using each room. In addition, there will be additional checks and cleaning of multi-use areas like toilets after break and lunch, as well as the sanitising routines described above. Therefore, most core areas and surfaces will be cleaned and/or sanitised at least 3 times daily.

## Kitchen and Dining Hall

- **Preparing Meals:** Staff will be on duty to prepare food; however, the provision will be limited in the first instance. Lunches will be able to be pre-booked using this form: [https://docs.google.com/forms/d/e/1FAIpQLSdr4AKkThAwlsT9woiC2kVkhZUfYnMJP8zSZh0ITtYvTYhSgw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdr4AKkThAwlsT9woiC2kVkhZUfYnMJP8zSZh0ITtYvTYhSgw/viewform?usp=sf_link) and will largely consist of sandwich style or 'takeaway' hot food. Students will be able to bring their own packed lunches as previously. This will be reviewed later in Term 1 as we will try to get the dining room operating more fully as soon as possible.
- For the first few weeks at least, there will not be a break service as we adjust to the new arrangements. Students should bring a snack if they wish to eat at breaktime.
- **Dining Hall:** we will not be able to operate the dining hall as normal due to its mixed year group structure. Therefore, the pre-ordered lunches will be prepared and taken to the social spaces for each year group.
- **Lunch time:** Like break time this will run at its normal time, we do not intend to stagger lunch breaks through learning time. The reduction of contact will be achieved through use of our outdoor spaces and large indoor areas.
- **These practices will be reviewed after the first 2 weeks.**

## PE Activities

- **PE Lessons:** PE lessons will take place as normal but the management and activities within them will be adapted for more Covid secure practices, this will therefore reduce the sharing of equipment and focus more on building health and fitness. It will also aim to manage exertion to take account of Covid requirements.
- **PE Kit:** PE kit must be bought to school as normal. Students will not spend all day in different classes wearing kit in which they have started to exert themselves, equally they will not have to spend all day in wet kit if it rains or buy additional kit to ensure their journey to and from school is in appropriate clothing.

- **Changing rooms:** We will open and use the changing rooms but these will be split across all our possible venues to reduce student numbers in each space and protocols for use will be in place. Additional cleaning materials and equipment has been purchased to ensure sufficient cleaning. Students will not enter the changing rooms until instructed by their PE teacher. They will be asked to line up, wait outside (in the Art playground or IT playground) for their teacher before they get changed.

## After School Activities

### The updated government guidance states:

*“Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.*

*If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups. We recognise that schools may need to respond flexibly and build this provision up over time.”*

- In the first instance we **will not** be running lunchtime or after school clubs as
  1. We will need to establish the demand and ability to manage each club within the guidance above and
  2. The cleaning teams will need full access to all areas to begin the schedules of daily cleaning that will be required.
- This includes access to the Library which will not be open to students due to difficulties in upholding the cleaning required of resources used by more than one-year group. The Library will, in the first instance, be used to extend the 6th form and staff independent workspaces. This in itself will require extended cleaning at the end of the day.
 

NB: We are acquiring equipment which enables the College to continue to ensure books are available to students in break or lunchtime to borrow for reading. The Librarian will oversee the acceptable cleaning and sanitising of books between loans.
- Individual Music Lessons will not be held on site for the first two weeks until we are able to review provision including remote learning. We will be working with guidance from East Sussex Music Service. Parents keen to continue lessons remotely should contact East Sussex Music Service directly in the first instance.

## New school rules or adaptations to rules

- **Uniform** - There will be no change to the uniform policy and students should expect the high expectations of their uniform standards to apply from the start of term.
- **Behaviour Policy:** Amendments to the Behaviour for Learning Policy were made to take account of Coronavirus, these are still current and can be read in the appendix.  
[http://www.heathfieldcc.co.uk/wp/wp-content/uploads/2019/policy/Behaviour\\_2020-2.pdf](http://www.heathfieldcc.co.uk/wp/wp-content/uploads/2019/policy/Behaviour_2020-2.pdf)
- **Resources and need for regular cleaning:** The strong advice is that students must not share resources and that use between year group bubbles should be reduced. This clearly creates an

extra burden of cleaning and resource management for staff and students need to be aware of this and consider their approach to equipment.

- All students must be fully equipped in September with all items they need for school and must take care to bring these every day. They will not be able to borrow from others. There will be clear protocols in place for departments where resources have to be used between different groups of students to ensure appropriate cleaning takes place. Students should be prepared that in some cases they will be asked to help clean/wipe the areas used.
- **Social Space:** Students should expect to spend most of their social time and before school time outside. This will be in zoned year group spaces, with some access to toilets and with additional hand washing facilities, these are in line with DfE guidance. The specific areas for each year group and the wet break alternatives are also provided in a separate document (Welcome Back document)

## Curriculum, progress and catch up

- **Curriculum:** We have previously detailed that the curriculum delivered in lockdown was one that was planned and adapted by staff to reflect the change in circumstances. If students have kept in touch with the work set then they will be well placed for us to pick them up and progress their learning in September.
- **Assessment:** Staff will be planning diagnostic tasks for students that will allow them to determine what has been learnt and retained from lessons in lockdown and learning previously. This will allow them to identify students that will require additional support in the classroom or extra and to plan how this will be delivered.
- **Catch-up:** Once the students who require additional catch up support have been identified we will be planning a range of support which may range from the very subtle in class support to short- or medium-term intervention additional to taught lessons. If this is the case we will be in touch to discuss with you how this will work.

## Teaching and Learning

- **Classrooms:** All classrooms are set up in rows where at all possible, where this is not the case in some more practical settings, visors will be available for protection. All classrooms have Covid Secure fittings (for example lidded bins) and a sanitising station as students enter which will be part of their new routines. Students may at times be asked to wipe down areas they have used.
- **Teaching:** Initially teaching is likely to be directed from the front of the classroom to be able to maintain 2 metres distance between the adult and the children. Staff are likely to be less able to circulate around the classroom but will be planning strategies and resources that allow them to check learning and understanding as well as monitor the room.
- **Learning:** Many students have now improved their independent learning strategies and will now be able to transfer those skills into normal patterns. Others will need to adjust to coming back into classrooms. We understand that and the expertise of our staff will ensure they will be able to plan for each class as required.

## Additional Support for SEND/medical issues and Mental Health

- SEND students with an EHCP will have had contact from Learning Support and an update to their risk assessment. This will enable any additional steps to facilitate the safe return of students to be planned and agreed between College and each family on an individual basis.
- Students with Individual Health Plans will be contacted by pastoral staff. If there are other medical issues of concern, outside of an individual plan, please raise with the relevant Head of Year.
- Learning Support and LSAs will have adapted patterns of working but will still be able to provide the necessary support to the students needed. Staff will be in touch with parents of EHCP students to advise of any relevant adjustments and help students transition back to College. Students in lessons where LSAs may be present can be assured we are planning for the distancing and preventative methods advised.
- We know that positive Mental Health support will be important during this transition. We already have a strong programme at College and have been planning to enhance it in a number of ways, a summary of our on-going programme is now available for parents:
  - Students in year 7 will be following a resilience programme through tutor time
  - In Term 1 the first 5 weeks of tutor time will be dedicated to wellbeing and mental health
  - Students will have access to their pastoral manager (via email appointment).
  - All Pastoral managers have received training from CAMHS, Young Minds along with additional specific training on working with '*Teenagers' anxiety on returning to school*' and '*Supporting children and young people with anxiety*'.
  - There is a clear wellbeing thread throughout the year via assemblies and tutor time
  - We will be launching our own Parent Wellbeing Course which enables parents to understand and share the knowledge and language being used with students.
  - We will continue to recognise and mark key events like World Mental Health Day working with students to ensure the activities suit their interests/needs.
  - We continue to provide access to our Health and Wellbeing page including signposting to external support including free online counselling

## Requesting help and support from Pastoral, Welfare or IT

We know that positive and available support will be important during this transition. We know that a student's anxiety will rise if they feel they cannot access the support they need; however, we also know we are limited in our ability to provide the drop-in access to pastoral and IT support our students will previously have enjoyed. Therefore, we have ensured that there are clear systems for students to be able to request help and support, this will be explained to them on their first day.

- Pastoral Support – students will email their pastoral manager who will then book a time to come and see them as promptly as possible.
- Welfare – there is clear advice on how to respond to symptoms that may be of concern related to Covid-19 and a child displaying symptoms should not be sent to school as per government advice. For minor ailments such as headaches there will not be a drop-in service available but of course for accidents and emergencies Mrs Millis will be available as usual, called by a member of staff as per our First Aid practices.
- IT - this now must be logged via [itsupport@heathfieldcc.co.uk](mailto:itsupport@heathfieldcc.co.uk) – an IT technician will come to the student in their location (with PPE) – i.e. they cannot go up to IT to have an issue sorted.



**The advice above should be read in conjunction with relevant linked government guidance. Requirements of schools are summarised in this table:**

## **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 following sections.

### **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) Where recommended, use of face coverings in schools.

3) Clean hands thoroughly more often than usual.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

### **Response to any infection**

8) Engage with the NHS Test and Trace process.

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

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

## Appendix 1: Increased levels of restriction

The table below outlines in brief the context relating to advice on the “exceptional circumstances” in which restrictions to education may be required. Decisions about how and when this applies will be made with local and national partners working together defined by the specific context of the setting, it may therefore be different from the examples below. “In local areas where restrictions have been implemented for certain sectors (from national direction), we anticipate that education and childcare will usually remain fully open to all, with the additional requirement that face coverings should be worn by staff and pupils in schools and colleges, from year 7 and above, outside classrooms when moving around communal areas where social distancing cannot easily be maintained (tier 1 onwards, as [below](#)).... There may be exceptional circumstances in which some level of restriction to education or childcare is required in a local area. In those situations, restrictions will be implemented in a phased manner.” <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

Tier	Government advice	College context
1	The only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.	This is already the recommended position of the College. Students should be provided with appropriate face coverings to enable them to comply with this. It will apply to all as required rather than recommended in this scenario unless exemptions apply and have been communicated.
2	<p>Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time.</p> <p>In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>No restrictions on primary or nursery settings.</p>	<p>We have limited details on this at present but it is advised students could have 2 weeks at home to see if symptoms develop, then the year group populations would be rotated in school.</p> <p>In this circumstance and in the event of class or year group bubbles having to isolate the College is planning for a move to online learning. Staff are planning for learning communicated via Firefly and adhering to the principles we know worked when applied in lockdown:</p> <ul style="list-style-type: none"> <li>○ Clear communication and explicit instructions</li> <li>○ Video instruction and modelling</li> <li>○ Teacher interaction and marking/feedback</li> <li>○ Plus, swift technical/emotional support if needed</li> </ul>

Tier	Government advice	College context
3	<p>Secondary schools, would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.</p> <p>In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Primary settings continue to allow all children on site.</p>	<p>We have limited detail on this at present, it seems similar to provision post 15 June 2020 when opening was widened to Y10 and 12. However, we would hope to be in discussion regarding the suggestion that the year groups would be determined by the DfE as we would want some local consideration of the year groups based on our curriculum model.</p> <p>With these reduced numbers greater staggering of use of the social time facilities would be possible.</p> <p>As above, staff are planning for learning communicated via Firefly and adhering to the principles we know worked when applied in lockdown:</p> <ul style="list-style-type: none"> <li>○ Clear communication and explicit instructions</li> <li>○ Video instruction and modelling</li> <li>○ Teacher interaction and marking/feedback</li> <li>○ Plus, swift technical/emotional support if needed</li> </ul>
4	<p>All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site</p> <p>Remote education to be provided for all other pupils.</p> <p>In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p>	<p>This scenario is more akin to the full lockdown experience of 23 March -15 June 2020.</p> <p>As above, staff are planning for learning communicated via Firefly and adhering to the principles we know worked when applied in lockdown:</p> <ul style="list-style-type: none"> <li>○ Clear communication and explicit instructions</li> <li>○ Video instruction and modelling</li> <li>○ Teacher interaction and marking/feedback</li> <li>○ Plus, swift technical/emotional support if needed</li> </ul>

**NB: The data up to this point shows that both East Sussex and our Heathfield locality have not experienced comparatively high rates to this point.**

East Sussex Data: <https://www.eastsussex.gov.uk/community/emergencyplanningandcommunitysafety/coronavirus/covid-19-weekly-update/all-confirmed-cases/>

National data: <https://coronavirus.data.gov.uk/cases>