



Committed to Excellence

## Parent and Student Frequently Asked Questions (FAQ)

Last Update - 12 June 2020

### **How will the school minimise the risk of spreading the virus?**

To minimise the mixing and contact between students the school has followed [guidance](#) from the Department for Education. Students will be working online in groups of no more than 8; classrooms have been rearranged so students and adults can sit 2 metres apart; where possible students will work in consistent pods to limit contact with different groups. Protective measures, such as increased cleaning will be implemented. Students will not take breaks all at the same time. The risk of transmission of infection is substantially reduced by 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. Good and regular hand washing will be encouraged. The external doors in the toilet blocks will be wedged open this is to minimise touch contact.

### **What is the cleaning regime?**

Cleaning will be undertaken more frequently to reduce the risk of spreading the virus on frequently touched surfaces, such as door handles, handrails, tabletops. We will make every effort to provide anti-bacterial gel and wipes in every classroom and at points around school. However, this will be dependent on the school being able to access adequate supplies. Students are advised to bring their own.

### **Will the school ensure that students socially distance?**

We will make every effort to ensure those in the school community socially distance and stay 2 metres apart from others. However, the responsibility to do so remains with the individual. We will try to enforce the guidance by explanation and encouragement. However, if we feel a student is deliberately not following the guidance and putting others at risk we will implement our most serious sanctions.

### **Will children and staff be expected to wear face masks (PPE)?**

In line with [government advice](#) Personal Protective Equipment (PPE) is not a requirement, but staff and students can wear it if they wish.

### **Will students follow the normal school day?**

No. Students will arrive in the morning at 8.30am (drop off 8.20am) and will be in school until 1.30pm, staying in the same room throughout the day. Teachers in practical subjects may invite Year 10 and Year 12 students in for sessions from 2-3.30pm.

### **Will Year 12 students need to remain on site whilst they are in the school?**

To reduce the risk of virus transmission, students will need to remain in school to protect their 'bubble'. Once their learning for the day has been completed, they will be

able to go home earlier than the 1:30pm finish, so 'free periods' will not be needed. Students should ensure the supervising member of staff knows they are leaving for the day and students should sign out using their ID badges at the point in the library / reception.

### **Can Year 12 use the Study Room?**

Year 12 students will be able to use the Study Room for allocated breaks but they must maintain a 2 metre distance and they must not share mugs or cutlery in the kitchen area.

### **I was wondering if we could choose which days we come in or not, or if we decide to come in, it would need to be every day for the whole rest of the half term?**

An email will be sent to parents on Thursday every week. Parents will be asked to indicate which days their child wishes to attend the following week.

### **Where should students go when they arrive at school?**

When students arrive at school they need to go to a central area for registration at 8.30am.

- a. Years 7-9 (Key Workers, Vulnerable, EHCP)) Lecture Theatre
- b. Years 10 and 12 Hall

Nb. These areas have been chosen so children can sit 2 metres apart.

### **Will school transport be running?**

School transport is uncertain at this time. Buckinghamshire Council are currently working with bus companies to plan a resumption of service. If it is available, we have asked for a 8.20am drop off and 1.30pm collection each day. Buckinghamshire Council are responsible for home school transport and will update parents. In line with government advice we ask that students avoid public transport if at all possible. The latest local information from Buckinghamshire Council is available on this [link](#).

### **Will students need to wear their uniform?**

No, we recognise that parents will want to wash clothes when students return home each day. Also that with many shops closed it may be difficult to replace uniform items. When school reopens fully normal uniform expectations will return. Please ensure that clothing is suitable for school. As a guide;

- Facial and body jewellery is not to be worn in school, with the exception of stud earrings in the ear lobe
- Subtle make up is allowed
- Blouses/shirts/t-shirts/jackets should have a reasonably high neckline
- Shoulders should be covered and no clothing should reveal bare midriffs
- Skirts and shorts should be of an appropriate length and not be excessively short or revealing (if you hold your arms by your side with your fingers stretched out, your skirt or shorts should be at least as long as this)
- Footwear should be sufficient to allow you to move around buildings safely, eg flip-flops should not be worn

- Denim can be worn
- Leggings are allowed
- Clothing that has slogans which may cause offence to others may not be worn
- Hoodies are permitted but hoods must be worn down on school premises

The Headteacher is the final arbiter of all matters of student dress.

### **Can students use their mobile phones?**

No. During the school day we will operate the normal 'no see no hear policy.' Staff will confiscate phones if necessary. They will be returned to students at the end of the day, unless there is a safeguarding issue in which case we will contact parents.

### **Will the canteen be open?**

No. Short breaks will be taken during the day, keeping to designated areas. Students will need to bring their own snacks for break time and a named water bottle which they can fill up from the water fountains. Students will not be allowed to drink directly from the fountains and the school will not provide cups for students.

### **What should students bring to school?**

- Snacks and a named water bottle (as above).
- Equipment for learning; e.g. exercise books for the lessons on their timetable that day (if they have them); pencil; pen; glue; ruler.
- Students will require headphones that can be plugged into Chromebooks (not wireless bluetooth headphones).
- Chromebooks will be provided.
- The school will not be lending other equipment for hygiene reasons. Hand gel/ anti bacterial wipes may also be useful if students wish to bring their own.

### **When will extra curricular events restart?**

No, not yet. After school clubs, school trips and the like will restart when government guidance changes.

### **What if I choose not to send my child back to school?**

We understand that some parents and students may be wary about physically returning to school. We will continue to provide online learning.

### **What should I do if my child displays Covid-19 symptoms?**

Follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#)

**Do not send your child to school.** If you have indicated that your child will attend school, they will be expected. Please email [office@johncolet.co.uk](mailto:office@johncolet.co.uk) or call the school 01296 623348 to inform the school of the absence.

### **If students are coming into school can they have more teaching with their class teacher?**

At the moment the need to minimise the contact and mixing of students as set out in the [government guidance](#) means the answer is unfortunately no. We have measured the space available and on average dimensions allow us to accommodate 8 students per classroom, 2

metres apart. If you consider a group of 30 students would normally be taught over a 1 hour lesson, in 1 room; to ensure the class were all taught the lesson by their teacher, would need 4 hours teaching time. If this was done for all classes it would quadruple the teachers contact time and therefore could not be accommodated into a school week. If we just did this for Years 10 and 12 teachers would not be available to teach, plan and assess their other lessons online. Our aim is to increase the provision of online direct contact with teachers by introducing the online tutorial.

**Can the work groups in school be in friendship groups, ability groups, or based on how well they have been completing the work at home?**

Groupings of students will depend on how many turn up. Our priority will be to try and ensure that each day student groups are as consistent as possible in an attempt to reduce virus transmission.

**What support will there be for students taking practical subjects?**

Teachers will be in touch if these sessions are needed at this time. All subjects have different syllabus demands. Teachers of practical subjects will contact students directly if they feel a practical session is needed before the end of term.

**My child is rather apprehensive about the online video tutorials. Also if they come into school for timetabled practical lessons how will this fit in with other lessons as there will be travelling time to get to and from school?**

Online tutorials are recommended but not compulsory. Students can mute themselves and do not have to speak or be seen. Questions can be asked by students via a chat function where they type comments. Practical sessions will be occasional. If there is a clash please just email the teacher of the online lesson to explain.

**Could students follow the current timetable, but with video learning for each class?**

We will keep our online learning practices under constant review and will adapt our approach to suit changing circumstances. What is paramount is that we do what is best for our school's circumstances. We have to consider the levels of access that students and teachers have to devices and connectivity. In some households it may not be possible for students to be online at a given time. Also, we are currently testing different delivery platforms such as Google Meet; Zoom etc and considering which are most compatible with our infrastructure, learning and safeguarding needs. We will continue to survey parents; listen to student feedback; consider [government guidance](#); and work with other schools to share good practice and expertise. We are taking a blended learning approach; offline learning; screencast; video and online tutorial. Training is happening and will continue to happen to improve staff expertise and confidence. We are learning lots of new skills!

**What will the online tutorial entail?**

The online tutorial will be an opportunity for a class of students to talk to their teacher. In the tutorials teachers will be reviewing learning, looking forward to future lessons and give an opportunity for students to ask questions.

**What are the contact guidelines for students participating in online tutorials?**

### Be Ready

You should be sat up and ideally not in your bedroom. You must not be in bed. You must be dressed, we will not admit anyone who is still in nightwear.

### Be Respectful

You will be polite at all times.

You will use your first names, no nicknames or rude names.

You will only comment on the session and not make personal comments about the teacher or fellow students.

### Be Responsible

You will use the chat function to ask questions of the teacher but these must be related to school work.

You are not permitted to record the session or share outside your classroom.

### **Can students be set more work?**

Teachers have been asked to set one hour of work for a lesson. All pupils work at a different pace. GCSEPod is an excellent way for students to consolidate their learning. Your child has access to over 6,000 3-5 minute videos written specifically for the GCSE courses followed at John Colet. All students have their own login and password. The pods are suitable for all Year 7-11 students. [Instructions](#) are available so that students can get up and running if they have not already done so.

- [How to support your child using GCSEPod](#)
- [GCSEPod Parent Video](#)

### **Can students be set less work?**

The expectation is that students should be working for no more than one hour for each lesson. If students are taking longer to complete the work ask them to stop after the hour and let the teacher know via message on Google Classroom

### **Is there any way to add structure to their school day?**

We have chosen to schedule the days work to appear by the morning so that students can fit the 5 lessons into their routine. We recognise that each household is operating under different circumstances. For example, some students are sharing devices or having to fit in with parents home working schedules. Many students are sticking to their lesson times to complete the work. However, we believe a flexible approach best fits the needs of our students.

### **Would it be possible to set up an online work buddy system for each lesson set so that there is an element of interaction?**

We encourage students to work with others, but this is best facilitated and monitored from home

### **Would it be possible for you to confirm that pupils can email teachers with queries about work set?**

Yes. Students can email their teachers or contact them through the message facility of Google Classroom.

**If possible I would like my daughter to attend short meetings before the end of term with each of her subject teachers to alleviate anxiety about missing out on GCSE content and to reassure and encourage what's already been achieved.**

The online tutorial will give students a regular opportunity to ask their teacher questions about learning. In the tutorials, with classes, teachers will be reviewing learning and looking forward to future lessons. Students can continue to message teachers individually, if guidance is needed, through the message function of Google Classroom.