



## September 2020 Opening Question and Answer for Parents / Carers (30<sup>th</sup> August 2020)

*Your child will receive a separate information leaflet, a copy of their timetable and a year group badge in the post. The student leaflet can also be found under the Noticeboard on the website. This document is for parents/carers to set out the arrangements for opening for all students in September 2020.*

If you have additional questions, please email us on [parents@holbrookacademy.org](mailto:parents@holbrookacademy.org) (New)

### ***Are all students expected back to school?***

Yes, it is the government's plan that all children and young people, in all year groups, will return to school full time from the beginning of the autumn term and we have prepared the Academy for a full return. We are looking forward to welcoming your children back to school safely.

### ***How will you keep my child safe?***

We have undertaken our own health and safety risk assessment which covers all aspects of Academy life and have put in place a range of control measures to keep students and staff safe. Our risk assessment has been reviewed independently by Education lawyers, Stone King, and is available for parents/carers, staff, governors and the Local Authority on the Academy website.

### ***What are the control measures you are taking?***

The measures we are taking include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

We are reducing contacts and maximising distancing between those in school wherever possible by:

- grouping children together in class and year group 'bubbles'
- avoiding contact between groups by splitting the school into 5 separate zones (see school zone map on Appendix 1 of this document)
- arranging classrooms with forward facing desks where possible
- staff maintaining distance from students and other staff as much as possible

### ***How can I support the Academy in keeping children safe?***

Please support us by:

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

- Ensuring prompt collection of your child if you receive a call from the Academy if your child takes unwell. **(New)**

### ***What if a child or member of staff is unwell at school?***

Anybody displaying symptoms of Covid-19 during the school day will be sent home. Whilst awaiting collection, students will be moved to a separate room where they will remain until collection. They will have access to a separate bathroom.

### ***What if somebody in the school community tests positive? Will the school have to close?***

If your child or someone in the household tests positive to Covid-19, you **must** inform us and you must NOT send your child to school.

If we have 2 or more confirmed cases of coronavirus (COVID-19) among students or staff within 14 days, or we see an increase in student or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19), we will contact our local health protection team. This team will advise if additional action is required, though the closure of the whole school will generally not be necessary.

The Local Authority and Public Health England has set out clear guidance for schools to take if there is a case in school.

More information can be found in the document for parents/carers from the government which can be accessed [here](#).

### ***Can students return if they have been shielding?***

Shielding advice for all adults and children paused on 1<sup>st</sup> August 2020. This means that students who will remain on the shielded patient list can return to school unless your child's doctor has told you otherwise, as can those who have family members who are shielding. We have made contact where we know students or family members have been shielding to support the return to school. If you have worries about your child's return because they or a family member has been shielding, please contact the Academy main office who will put you in touch with a member of the pastoral team

### ***What if my child is self-isolating? (New)***

Self-isolation is different to social distancing and shielding. Staff, students and families must self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- you're told by NHS Test and Trace that you've been in contact with a person with coronavirus (NHS.UK)

No-one who is self-isolating should attend school. Self-isolating students will be supported in their education remotely.

### ***Will my child need to wear a face covering? (New)***

We recommend the wearing of face coverings for students, staff and visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and students are moving around the premises. We advise the wearing of face coverings in corridors.

This does not apply to people who:

- have a disability that means they cannot wear a face covering
- would find wearing a face covering severely distressing

Based on the measures that are in place, such as the system of controls and consistent bubbles, face coverings are not currently considered necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

### ***Wearing face coverings when travelling to and from school and college (New)***

Most children and young people aged 11 and above are now required to wear a face covering on public transport. This does not apply to children and young people who:

- have a disability that means they cannot wear a face covering
- would find wearing a face covering severely distressing
- are travelling with someone who relies on lip reading to communicate

**The advice for children and young people aged 11 and over is that they wear a face covering when travelling on dedicated transport to secondary school, apart from those who are exempt.**

### ***Removal of face coverings (New)***

If your child has been wearing a face covering before arriving at school, they must understand how to remove it and how to keep it or dispose of it safely.

We will expect students arriving on buses wearing face coverings to keep them on until they are told to remove them. Removal of face masks will be supervised by staff. In the morning, students will disembark from their bus and will be directed to an area for safe removal of masks and sanitisation.

Children and young people must:

- clean their hands before and after travelling to or from their school or college
- put any temporary face coverings they may have been wearing in a covered bin
- place reusable face coverings in a plastic bag that they can take home with them
- clean their hands again before heading to their classroom

Further information on when and how to use face coverings can be found [here](#).

### ***Where will I get a face covering from?***

Most high street stores and pharmacies are stocking face masks as well as online stockists. The government have provided advice [here](#) on how to make a simple face covering.

### ***Getting to school (Updated)***

Buses are running and the local authority has worked closely with transport providers to make bus travel safe. Please read the separate 'School Travel Advice for Students' provided by the Local Authority (Appendix 2).

We ask that students who arrive by car are dropped at safe place to enable them to access the safest entry point for their day. These are:

- At Clench Road - Green, Purple, Yellow zones. If you are in the Blue or Red zone, you will have to wait at the Clench Road entrance to be escorted to your zone.
- At the top corner of the playground by The Cut - all zones signposted from here.

This might mean different drop off and pick up points depending on the zone your child is in on the day.

Students will be supervised on arrival.

Parents/carers who are dropping off or collecting students are requested to show consideration for local residents. Please do not park on the main Ipswich Road at the entrance to the Academy. If using other roads, please do not cause congestion, block driveways or park on grassed areas.

No parent should come onto school site to drop off their child unless they have an access need. Parents/carers have received a dashboard pass if eligible.

Students arriving by foot or car should ensure they maintain social distancing. To assist with this, 2 metre markers have been placed on some local public footpaths and students must use these to keep separate from others.

We kindly ask that you inform us of your child's mode of transport by completing the travel survey which will be emailed to you separately. To assist the safe flow of students arriving at the Academy, we may ask that you drop off at a safe space a little further from the Academy. In this instance, your child would walk as part of a supervised 'walking bus'.

### ***Can we car share with other families? What if the students we share with are in other year groups / classes? (Updated)***

We recognise that families will need to make arrangements to get their child safely to school. If your child needs to share a car to school with someone outside of their support bubble or household, they should:

- share with the same people each time
- open the windows for ventilation
- if they are over the age of 11, wear a face covering

### ***On arrival at the Academy:- (Updated)***

- Students will be supervised by staff as they arrive at school and they then will be supervised as they make their way their dedicated zones. They will not have access to other areas of the Academy and must stay with students in their year group.
- Students will apply hand sanitiser as instructed.
- Students will be supervised when removing any face covering which must be disposed of in a covered bin if single use or, if reusable, placed in a plastic bag which can then be sealed. Students should bring sealable bags if wearing a reusable mask.

### ***Will my child have their temperature taken?***

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

### ***Are students expected to wear uniform in the new term?***

Yes. All students are to follow the usual uniform policies and expectations. Uniform plays a valuable role in contributing to the ethos of our school and helps us set an appropriate tone.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Please ensure that all items of uniform are named.

Students will be asked to wear their PE kit to school on PE days to avoid the need to change in school. Please ensure they have suitable warm clothing such as tracksuit top and bottom.  
**(New)**

***What will my child need to bring to school with them?***

Your child will need to bring their drinks, snacks, lunch (if packed lunch) and equipment with them each day and keep it with them for much of the day. We suggest they pack their bag the night before so they have **only** what they need with them. Our basic equipment list is:

- Pen / biro, plus spare
- Pencils and sharpener
- Ruler, compass, protractor
- Colouring pencils / felt tips
- Eraser

Covid-safe items to bring: **(New)**

- Face covering
- Sealable bag for safe storage of reusable face covering
- Hand sanitiser for personal use
- Tissues and sealable bag for used tissues in case not near a lidded bin

Students will be told when they will need specialist equipment and this includes:

- Art equipment - pencils (an HB and 2B) a pen / biro eraser. Students will also need a sketch book. Sketch books can be purchased through the Gateway. In Art, aprons will not be shared so students will need to bring in an old shirt or apron, clearly named, for their practical lessons.
- Cooking ingredients

We ask that your child brings enough drinking water for the day as much as possible. The drinking fountains are not in use. Water will be available at lunchtimes. Students will need their own tissues to support good respiratory health ('Catch it, Bin it, Kill it').

**Students should not borrow or share equipment**

***Will my child have access to a locker?***

Lockers will not be available to minimise movement around the Academy, mixing of bubbles and touching of surfaces.

### ***Are the times of the school day the same? (Updated)***

The start and end of the day are the same ie 8.30am start and 3.30pm finish.

In order to ensure all students have their lunch break at a reasonable time, and to allow time for the new lunch system, the times of lessons have been changed as follows:

	<b>Times</b>
Lesson 1	8.30 am – 9.40am
Lesson 2	9.45am – 10.50 am
Break	10.50 am – 11.10am
Lesson 3	11.10am – 12.20pm
Lunch	12.20pm – 1.10pm
Lesson 4	1.10pm – 2.15pm
Lesson 5	2.20pm – 3.30pm

The arrival of buses in the morning allows a naturally staggered start to the day for children who arrive by bus. At the end of the day, students will be dismissed at staggered intervals to enable them to leave safely. This will mean that students will start exiting from 3.15pm and heading to buses and exit points under supervision.

### ***Is the canteen open? (Updated)***

The main canteen is not open. Instead, students will be able to pre-order lunch and have this delivered to their zone. Children will eat their lunch in their zone and will not be able to mix with children from other year groups.

**Please note:** On Thursday 3<sup>rd</sup> September (Year 7) and Friday 4<sup>th</sup> September (all students) – a packed lunch will be needed as the canteen will not be available.

For the first two weeks (w/c 7th September and 14th September) the offer will be a cold lunch.

### ***Where can my child eat their packed lunch?***

Like the students having delivered lunch from the canteen, students bringing their own lunch can eat this under cover.

### ***How will the lunch ordering system work? Is it the same for students who receive free school meals?***

The ordering system will be through an app and you will receive more information about this before students return. Free School Meals will be chosen in the same way.

### ***School Gateway***

We will continue to use School Gateway for cashless sales for food, equipment and trips.

## **Teaching and Learning**

### ***How will children be grouped?***

In Year 10 and 11, students have been grouped by options and core subjects.  
In Year 7, 8 and 9 the students will be grouped in consistent groups.

### ***Will lessons be run normally?***

All classrooms will use 'forward-facing' seating plans (in-line with government guidance), so students will no longer be able to sit facing each other in small groups, as might have been the case in some classrooms previously. However, for the most part, all lessons will be run as they normally would be, with a wide-range of activities to engage and enthuse the students.

### ***How will students be assessed?***

Students will be assessed in the usual way, including both formative (which takes place in every lesson) and summative (end of unit testing).

Formative assessment takes place in every lesson and uses Bloom's Taxonomy (questions) as the basis for stretching and challenging students. This could be in the form of:

- verbal feedback
- self-assessment
- peer-assessment
- group/whole class assessment
- written marking of work
- teacher/student questioning
- quizzes and low stakes mini-assessments
- assessment of exemplar work of different grades/levels
- use of assessment criteria and examination materials

Students complete summative assessments at the end of every unit of work and these will normally occur at the end of each half term. These summative assessments will:

- match the GCSE assessment criteria
- match the GCSE question style for the correct examination board
- use Bloom's Taxonomy as the basis for thinking skills
- be marked and moderated within departments and fed back to you within a reasonable timeframe
- be recorded on Go4Schools

The feedback you will receive from summative assessment will:

- identify clear areas of strength, using What Went Well (WWW)
- be precise with targets to improve, making clear links to the GCSE assessment criteria and objectives, using Even Better If (EBI)
- allow you opportunities to reflect on your work, using the targets given as a way to improve your knowledge and understanding.

### ***How will we support students who have fallen behind?***

We will have a range of measures in place to help students who need support. In KS4, this will involve intervention in enrichment (in core subjects initially), the summer school programme, mini-mocks and assessments to support and *improve* knowledge, understanding and learning (not just to *prove*), use of technology to support students both at school and at home and of course supporting teachers in their delivering their own catch-up plans, through the use of pre-mortems and other measures.

In KS3, the SSC will continue to support supports, whilst in the classroom all teachers will use first-wave teaching strategies to help students who need extra support.

### ***How will home learning be set?***

Homework will be set online using Google Classroom.

### ***My child has an EHCP, will they receive the same level of support?***

Our SEND team and our teachers will use reasonable endeavours to deliver the best support possible whilst keeping people safe. Teaching Assistants will be deployed across year group bubbles to support the varying needs present.

Please make contact with the SENCo, Mr Anstee-Parry, or any of the SEND team if you have any concerns or questions.

### **Pastoral Care *(New)***

#### ***What if I have concerns about my child's ability to cope with all of the changes?***

Please make contact with us. We have a large and experienced pastoral team that can support your child in a variety of different ways. Since closure we have been supporting children and their families in a range of different ways both inside and outside of school; this support framework has not changed. Wellbeing remains a central part of the school.

#### ***What support will my child get when they return to school?***

The pastoral team and form tutors will continue to check on students' wellbeing. Tutorial time will take place weekly on a Wednesday afternoon. On a daily basis all classes will have "connection time" in the morning. During this time a regular member of the senior leadership team or pastoral team will meet with students to check on their wellbeing, answer any student questions and communicate any notices. Year 7 will have additional "connection time" in the afternoon.

Students will also be able to make any self-referrals for support by completing a form and placing it in a help box. There will be a help box in each zone and it will be checked at the start and end of each day.

Mrs Jackson, our family support worker, will continue to work with families and students in supporting students returning to school.

#### ***How can I help my child manage their feelings around returning to school?***

Students and families will be at different 'starting points' for the return to school. Some students have had some schooling, others will have been away from school since the start of lockdown. We will work with you and your child to support their return and you may find the following sites useful in having those conversations about your child's feelings about returning in September:

<https://www.mentalhealth.org.uk/coronavirus/returning-school-after-lockdown>

<https://youngminds.org.uk/blog/supporting-a-child-returning-to-school-after-lockdown/>

<https://learning.nspcc.org.uk/news/2020/june/returning-to-school-after-coronavirus-lockdown>

<https://www.england.nhs.uk/2020/06/top-nhs-doctor-issues-advice-for-children-going-back-to-school/>

#### ***How can I get in touch with the Academy?***

The following email addresses should be used:

All correspondence for individual teachers, form tutors or school leaders and general enquiries should be sent to [office@holbrookacademy.org](mailto:office@holbrookacademy.org)

Your emails will be forwarded to the most appropriate person to respond to your enquiry.

For any Covid-19 related query, question or concern please use [covid.info@holbrookacademy.org](mailto:covid.info@holbrookacademy.org)

To inform us of a Covid-19 case, please use [parents@holbrookacademy.org](mailto:parents@holbrookacademy.org)

**Communication (New)**

The following staff will oversee the return to school for each year groups and parents should communicate with this member of staff to discuss individual concerns about their child:

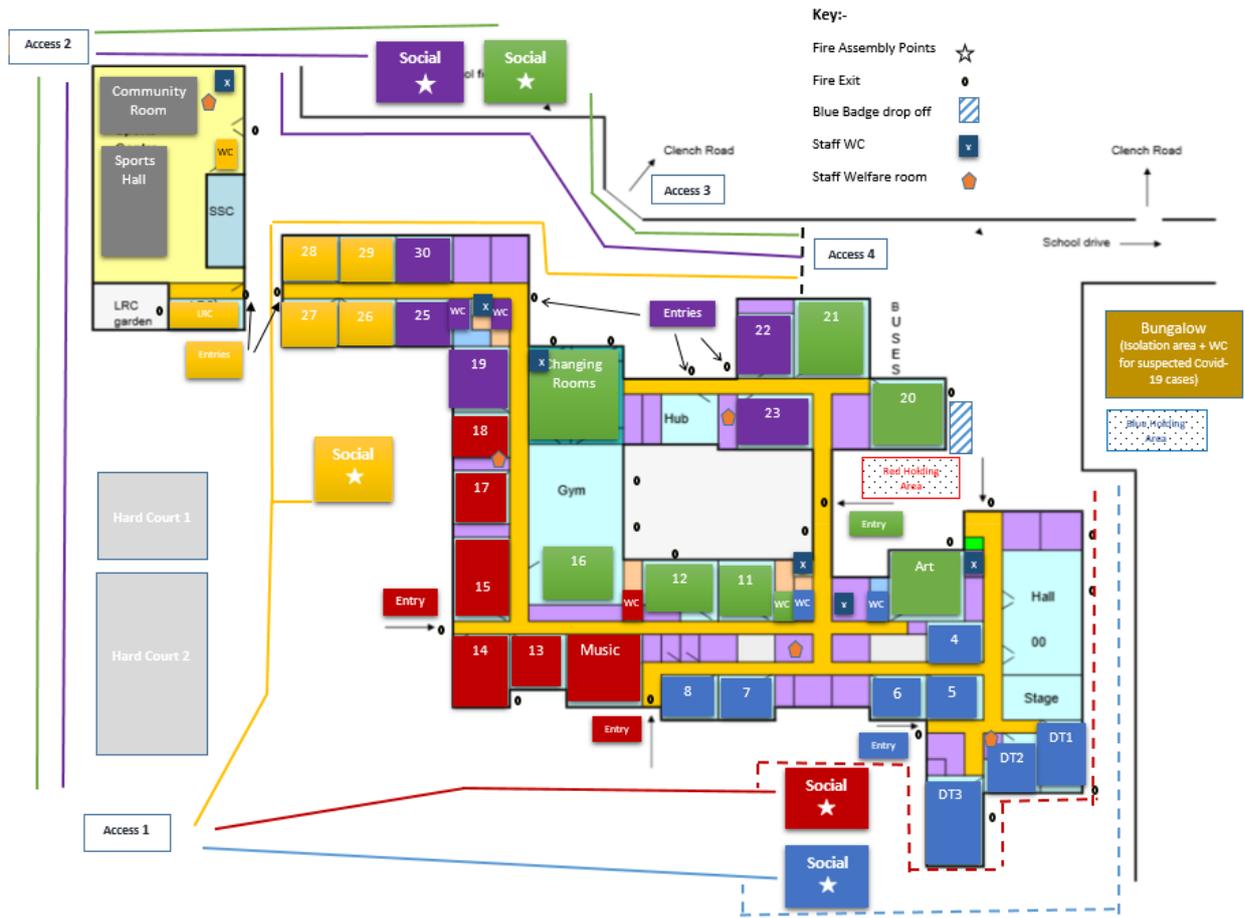
Year 7 & 8: Mr Anstee-Parry, Mr Le Marrec, Mr Maltby  
Year 9: Mrs Mayhew, Mr Lay  
Year 10 & 11 Mr Hart, Miss Keinzley,

**Can I attend a meeting about my child? (New)**

The Academy is managing very carefully any visitors to the site and, where possible, are finding alternative ways to 'meet' using technology and telephone.

If you would like to discuss any aspect of your child's education, please contact us and we will organise a safe way for this contact avoiding, where possible, the need to meet face to face.

# Appendix 1 : School Colour Zone Map



## Appendix 2 :

### School Travel Advice for Students (provided by the Local Authority)

- When you are waiting at the bus stop, please keep your distance from other passengers and remain on the footpath.
- You should be mindful of the public at the bus stop and be considerate in allowing space where possible for anyone who may be passing.
- Please let other passengers get off the vehicle first before you try to board.
- You must carry and show your bus pass to the driver but should not hand it to them. If you forget your pass you may be asked by the bus driver to give your name for test and trace purposes.
- When you get on board, you must follow all instructions from the driver, and passenger assistant if you have one.
- You should sit with either a family member or with other pupils from your year group if you can.
- You must not sit with pupils from another school.
- Try and sit in the same seat each day where possible on dedicated vehicles.
- Sit side-by-side where possible.
- Avoid face to face contact such as talking closely.
- Do not eat or drink on the vehicle.
- Do not interfere with areas zoned on the bus with tape, signs or barriers that have been placed to help passengers socially distance. Where windows are open do not close them as they will help increase the airflow through the vehicle.
- When you get to the school, pupils should get off starting from the front, going row by row; also, pupils on the lower deck should get off first then those on the upper deck.
- If you are travelling on a route for children who have Special Educational Needs and/or Disabilities (SEND), we ask that you fill the rear seats of the vehicle first, if possible. Those at the front of the vehicle should get off first.
- Don't forget to wash your hands or use hand sanitiser as soon as you get off the vehicle. It is very important that you follow these rules to make sure everyone travels safely to and from school, as from September it is going to be a new experience for everyone and safety is a top priority.

We do not expect drivers to police pupil behaviour. Their role is to focus on driving the vehicle safely. Reports of any misbehaviour will be raised with the school, which may result in a ban from school transport