



FAQs



September Reopening Frequently Asked Questions

We are very much looking forward to welcoming all our students back to school. It is going to be a very different place. We have put together a range of information to help this process. Our underlying principles are to support the health and wellbeing of all members of our school community, to provide an education that Inspires, Challenges and allows our students to Achieve and to prepare for any future eventuality.

The DfE guidelines make allowance for a reasonable amount of interpretation and so the Senior Team reserve the right to make changes accordingly. Whilst we will do all we can to facilitate a COVID free environment, the success of this relies upon individual members of our community taking responsibility for their actions and making reasonable attempts to mitigate against transmission.

DfE guidance for Schools Re-opening can be found [here](#):

Specific guidance for parents is located [here](#)



FAQs



<p>What will happen to support returning to school?</p>	<ul style="list-style-type: none">• The school will have undergone a thorough deep clean following guidance from the DfE. All classrooms will be set out with desks facing the front in rows except where fixed furniture and room configuration or practical subjects do not permit.• Staff have received training on responding to the current situation and have been advised on guidance and steps to take to keep all members of our community safe.• Each Year Group will receive an induction session about the changes to our ways of learning.• The Headteacher has written letters to parents outlining the COVID related changes.																								
<p>Will there be any change to the start and end of the school day?</p>	<ul style="list-style-type: none">• We have introduced a staggered start and end to the day to minimise student contact.• Year 8, year 11 and sixth form will enter and leave the school via the front entrance on Chelmsford Road• Year 7, 9 and 10 will enter and leave the school via the rear gate in Sherwood Drive. <table border="1" data-bbox="1086 810 1794 1359"><thead><tr><th></th><th>Start Time</th><th>Finish Time</th><th>Entrance/Exit</th></tr></thead><tbody><tr><td>Year 7</td><td>8:30 (Arrive 8:20 – 8:30)</td><td>2:50</td><td>Sherwood Drive</td></tr><tr><td>Year 8</td><td>8:45 (Arrive 8:35 – 8:45)</td><td>3:05</td><td>Chelmsford Road</td></tr><tr><td>Year 9</td><td>9:00 (Arrive 8:50 – 9:00)</td><td>3:20</td><td>Sherwood Drive</td></tr><tr><td>Year 10</td><td>8:45 (Arrive 8:35 – 8:45)</td><td>3:05</td><td>Sherwood Drive</td></tr><tr><td>Year 11</td><td>8:30 (Arrive 8:20 – 8:30)</td><td>2:50</td><td>Chelmsford Road</td></tr></tbody></table>		Start Time	Finish Time	Entrance/Exit	Year 7	8:30 (Arrive 8:20 – 8:30)	2:50	Sherwood Drive	Year 8	8:45 (Arrive 8:35 – 8:45)	3:05	Chelmsford Road	Year 9	9:00 (Arrive 8:50 – 9:00)	3:20	Sherwood Drive	Year 10	8:45 (Arrive 8:35 – 8:45)	3:05	Sherwood Drive	Year 11	8:30 (Arrive 8:20 – 8:30)	2:50	Chelmsford Road
	Start Time	Finish Time	Entrance/Exit																						
Year 7	8:30 (Arrive 8:20 – 8:30)	2:50	Sherwood Drive																						
Year 8	8:45 (Arrive 8:35 – 8:45)	3:05	Chelmsford Road																						
Year 9	9:00 (Arrive 8:50 – 9:00)	3:20	Sherwood Drive																						
Year 10	8:45 (Arrive 8:35 – 8:45)	3:05	Sherwood Drive																						
Year 11	8:30 (Arrive 8:20 – 8:30)	2:50	Chelmsford Road																						



FAQs



	Sixth Form	9:00 (Arrive 8:50 – 9:00)	3:20	Chelmsford Road	
What is Hylands' position on masks and visors?	<p>We currently recommend but do not require all staff to wear visors in school but not face coverings. We recommend (currently) but do not require students to wear face coverings outside classrooms. In class, students should be discouraged from wearing face coverings, unless there is a special reason. All face coverings will need to be plain coloured.</p> <p>Detailed Guidance on face masks can be found in Appendix A.</p>				
How have we responded to the “social distancing” guidelines?	<ul style="list-style-type: none"> • We have placed pupils into “year group bubbles” pupils will remain in these bubbles for their classes. • The DfE has stated that pupils passing each other briefly in a corridor or playground is a relatively ‘low risk’ practice but that large groups should be avoided. • We have introduced split break and lunch times so that only two year groups are at break or lunch at the same time. • There will be a fixed and centrally held Seating Plan for each Class to ensure that this information can be readily produced and handed over to the Local Health Protection Team. • Each year group will have an area of the school where the majority of lessons will take place. Zone rooms will be on both student and staff timetables. • We have a one way system in place that must be followed by both staff and students. 				
What are the arrangements for break and lunchtimes?	<p>There are two areas for serving students - the canteen and the sports hall. Seating areas will be available in each of these areas and this will be split into two. While one section is being used, the other area will be cleaned.</p> <p>Students will enter the canteen via the normal entrance and leave by the door nearest the tennis courts. For the sports hall, students will enter via the main entrance and will leave via the rear door to walk around to the lower school playground.</p>				



FAQs



	<p>Morning break has been reduced to 15 minutes. Students will need to go to the playground they lined up in as their social space. Break will only be cold snacks with group A going into the canteen and group B from the sports hall. Students will need to social distance while queuing. At lunch, group A will go into the canteen first and group B to the sports hall. In between groups, handrails will need to be cleaned. Food is to be eaten in the canteen or the sports hall.</p> <p>Each zone will have toilets assigned for students to use. There will also be dedicated water fountains for each group.</p>
What additional hygiene steps are we taking?	<p>Additional cleaning will be in place across the day. High frequency areas will be cleaned throughout the day. This will include corridors, staircases and toilets. Hand sanitizing stations will be located around the school and in each zone. These must be used when arriving at school, before and after eating, before and after going to the toilet, after sneezing or coughing and before they leave the school.</p>
Will students be expected to wear their school uniform?	<p>Students will be expected to be in full uniform. This includes ties and blazers. For PE, students will be expected to have trainers that they can change into. All PE lessons will be allocated a classroom in the appropriate zone. This will allow students to change shoes and leave bags/blazers in a safe place. If it rains, PE lessons will take place in the classroom.</p> <p>All students are expected to have the correct equipment with them. They are not allowed to share equipment. If a student needs an item of equipment, such as a pen, this will need to be supplied by the teacher and the student needs to keep it.</p>
What equipment will they need?	<p>We will provide all students with a pack containing pens, pencils, rulers, etc which they will be given at the beginning of the day and will leave in school.</p>
What about assemblies?	<p>We will be having assemblies in year group bubbles.</p>



FAQs



What will happen if my child is in self-isolation?	We will be directing students to utilise the Show My Homework and Google Classroom resources. The DfE has issued guidance which states that such absences will be considered authorised and carry no risk of penalties.
What will happen if a student shows symptoms of possible COVID-19, such as a high temperature?	Students will be isolated until collected and taken home. Any child or staff member who develops symptoms in the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19 you MUST inform the school.
What will happen if there is a confirmed case of COVID-19 in the school?	The school will notify Public Health England and follow their guidance.
What if we have to close due to a second wave of COVID-19?	As part of our contingency planning for such an event, we have appointed a member of staff to lead on “Home Schooling” to evaluate our provision, lead on best practice and ensure that we are ready to deploy an intelligent and worthwhile digital education.
Can children bring in their own tissues and hand gel?	Yes. We also have hand sanitising stations around the school. Parents are advised that the alcohol gel provided by the Academy is alcohol-based and of sufficient strength to kill the virus and so may cause skin irritations in some. Children with sensitive skin or allergies may wish to bring in their own alcohol gel.
What about the risk of transmission through the sharing of equipment/resources and the marking of books?	Staff will continue to take in and mark books in line with the school marking policy. They will be reminded to sanitise their hands before, during and after marking books. All students will be provided with their own pack of equipment. The DfE guidance permits the sharing of classroom-based resources and advises regular cleaning.



FAQs



	<p>If a subject requires specialist equipment, these can be shared between bubbles. If they are to be used in different bubbles, they will be cleaned thoroughly between us or left for 72 hours. For some practical subjects, such as food technology, it may be necessary to postpone practical activities. There will also be a restriction on items being brought in and taken home. A full risk assessment has been written for these subjects.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>
Can my child bring in their mobile phone?	The use of mobile phones, unless required for operational reasons, are not allowed as this can add to potential cross contamination of surfaces. This applies to staff and students. Students who fail to follow this request will have a sanction imposed and a potential ban of bringing their phone into school.



FAQs



Appendix A

Wearing of Face Coverings or Face Masks

Guidance for Pupils and Staff from September 2020

The following guidance is correct as of 26th August and may be subject to change should Government guidance change in the future.

Definitions

A face mask refers to a purpose made mask that meets certain PPE criteria. They may be disposable or reusable.

A face covering refers to any material that covers the mouth and nose. This can include a face screen/visor.

Cleaning of hands means **either** washing thoroughly with soap and running water **or** using hand sanitiser to cover all parts of the hands

General Principles

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

We have taken the position that students are encouraged to wear a face mask in communal areas (not in the classroom). Staff wishing to wear a face covering are to be provided with a face shield/visor.

[Guidance for full opening: Schools. Prevention, section 5, subsection 5, paragraph 2](#)

Measures for arriving at and leaving school: Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

[Safe working in education, childcare and children's social care setting, including the use of personal protective equipment. Section titled "How should PPE and face coverings be disposed of?"](#)

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the [guidance on cleaning for non-healthcare settings](#).



FAQs



Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting by public, or school, transport must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE:

- *put it in a plastic rubbish bag and tie it when full*
- *place the plastic bag in a second bin bag and tie it*
- *put it in a suitable and secure place marked for storage for 72 hours*

This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Following the above PHE and DfE guidance, TKAT guidance is that individuals must ‘clean’ their hands before removing or putting on face masks by either washing hands with soap and running water or using appropriate hand sanitiser. This will help mitigate against the risk of spread of infection from masks.

Conditions for wearing face masks/coverings in school

- Pupils **must** bring a **new disposable mask, or clean reusable mask** to be worn during the day to ensure minimal risk of infection being brought into a school. These masks should be provided by the parent / carer.
- All face masks **must** be worn properly, covering the mouth and nose
- They **must** be put on and removed properly without touching the front of the mask and stored in a sealable plastic bag (such as a sandwich bag) when not being worn (such as in the classroom, or when eating food)
- Pupils and staff **must clean their hands thoroughly** before putting on previously used mask or face shield and before and after removing a face mask or face shield within the school building
- Disposable face masks **must** be disposed of properly in the covered bins provided, or tied in a plastic bag before disposing of in an uncovered bin.



FAQs



Travelling to and from school by public or school transport.

- Pupils and staff using public or school transport to school **must follow current Government guidance**. On arriving at school, they **must** remove the disposable face mask or face covering worn to travel **before** they enter the school and clean their hands. Disposable masks must be put in a designated bin and reusable masks / face coverings must be put into a sealed plastic bag where they must stay for the rest of the day. As pupils are encouraged to continue to wear a face mask during some parts of the school day, an **additional new disposable** mask or an **additional clean reusable mask** will be required **provided by the parent/carer (for pupils)**. **This must be kept separate from the mask used for travel to school by public/school transport**. If parents / carers need financial support in providing masks for public or school transport only, they should contact the school.

Arriving at school

- Any pupils arriving at school with a face mask or face covering can continue to wear it, provided that it was new, or clean, that morning and the pupil has not used public, or school, transport to travel to school.