

## **FREQUENTLY ASKED QUESTIONS**

### **How will social distancing be achieved?**

There will be staggered arrival times and designated entrances to prevent crowding. Pupils will be organised in queues as they wait to enter the building and will take the shortest route to their classroom. At the end of the session, classes will stagger their departure and pupils will be led out of the building by their teacher.

Timetables will be organised in three period blocks (morning and afternoon) to avoid the need for breaks and to minimise pupil movement within the building. Pupils will either attend in the morning or the afternoon but not both on the same day.

Class sizes will be halved and the maximum number of pupils per teaching space will be limited to 15 for classroom subjects and 10 for practical subjects. Classrooms will be set out to avoid face to face interaction and minimise infection risk.

### **What happens if pupils are in a shielding/vulnerable group or have been instructed to self-isolate by Test, Trace, Isolate and Support officials?**

Pupils who are shielding or in high risk vulnerable groups will not be expected to attend the school building. Online learning will be provided to allow pupils to keep up with the work of their classmates using Google Classroom. In a similar way, pupils instructed to self-isolate by TTIS for 14 days will be expected to complete the work of the class online.

### **What infection prevention and control measures will be in place?**

There will be enhanced cleaning of school buildings both during the day and outwith school hours. Automatic hand sanitising stations have been placed at each entrance and all staff and pupils will be instructed to sanitise their hands on entry to the building. All classrooms and staff working areas are provided with anti-virus wipes. Pupils will be instructed to wipe down their work station and equipment at the beginning and end of the lesson.

### **Will teachers and school staff be wearing Personal Protective Equipment (PPE)?**

The Scottish Government Guidelines for the re-opening of schools states that PPE should not be required for teaching staff in normal circumstances if other mitigating measures are in place e.g. social distancing, limiting capacity and infection control measures.

Although not required, staff and pupils may wear face coverings if they wish to do so.

PPE will be required only for certain first aid and personal care tasks carried out by designated staff members.

### **What happens if a pupil or member of staff becomes ill with Covid-19 symptoms when in school?**

Anyone who becomes unwell or displays symptoms of Covid-19 will be isolated and sent home as quickly as possible with the recommendation to be tested. Following this, the Government's TTIS scheme will identify and trace close contacts. We have identified three suitable quarantine areas where symptomatic pupils can be isolated until they leave the building. Pupils will be moved to another location until the classroom in which the pupil or staff member became ill is thoroughly cleaned. Procedures for staff are as follows:

- a) If a pupil displays symptoms of Covid-19, the teacher must alert the school office immediately.

- b) The duty first-aider (wearing PPE) will escort the pupil to the sick room for isolation.
- c) The teacher and remainder of the class will be moved to an alternative space while the room being used is deep-cleaned.
- d) A note of the pupils in the class will be retained and passed to TISS if a test result is positive.
- d) School office staff will contact home and ask for the pupil to be collected by a parent.
- e) The parent will be advised to seek testing and advise us of the outcome.

### **How will the school communicate information with parents and staff over the summer holiday?**

The situation is constantly evolving and it is possible that new guidance will emerge and changes to our arrangements will be made during the course of the summer break. There may also be changes to pupils' timetables or to practical arrangements for lessons. The head teacher will write to parents (and to pupils) at the start of August regardless of whether guidance has changed, and will issue full advice for pupils and updated copies of timetables with staggered arrival times and designated entrance points.

The school remains staffed by office staff and members of senior management throughout the summer if you need to communicate urgently with the school on other aspects of the recovery process.

Staff return on 10<sup>th</sup> August to two in-service days during which members of senior management will communicate the details of any revised guidance to staff.

### **Will the school be using alternative additional space to maximise the number of pupils in attendance?**

Williamwood High School is fortunate to be housed in a large, purpose built facility. With the timetabling model proposed (half class sizes), we will require the same amount of accommodation normally used in a normal timetabling model. It is unlikely that we will need to utilise additional accommodation. In an emergency situation, we would need to consider discontinuing PE teaching to allow us to utilise our games halls with SQA examinations desks as a large, socially distanced classroom.

### **What are pupils expected to wear to school?**

Pupils should wear normal school uniform when in school. The only exception to this will be when pupils are timetabled for physical education in which case they are asked to wear their PE kit to school to avoid the need to use changing rooms.

### **How will social distancing be maintained in corridors and stairs and at entrances and exits?**

In the Scottish Government guidance corridors and stairs are deemed low risk areas because of the fleeting nature of contact i.e. not for 15 minutes or face to face. In addition, pupils will be heading in one direction only and will not pass others heading in the opposite direction. Pupils will be asked to walk in single file in corridors and stairs and to avoid touching surfaces such as handrails as much as possible.

### **How will practical subjects like technical and science be taught if specialised tools and equipment are required?**

Limited work in practical subjects will still be possible. Teachers have been asked to devise lessons which require the fewest possible number of different pieces of equipment.

Equipment will be used by only one user and wiped down before and after use with anti-viral wipes. In science many experiments will be demonstrated to the class by teacher, with pupils given the opportunity to participate where resources and safety allow. In IT-based subjects, keyboards etc. will also be wiped down before and after use.

### **When will I know which mornings and afternoons my child will be in school?**

Personalised timetables will be sent to pupils' Glow email accounts on Monday 22<sup>nd</sup> June.

### **On the first day in school how will pupils know where to go?**

Pupils will receive another copy of their timetable at the start of August along with detailed instructions about their arrival at school. Pupils will be given a time slot for arrival at school and a designated entrance. For example, a pupil may be asked to arrive at school as close as possible to 8.40am and to enter using the PE entrance. There, they will find a supervised queue. On entry they will sanitise their hands and make their way directly to the classroom indicated on their timetable. They will follow this same process every day.

(Please note that I have asked staff to be ready to receive pupils from 8.30am onwards. It is essential therefore that no pupil arrives at school before this time).

### **How will access to toilets be organised to reduce the risk of infection?**

In order to ensure that pupils are under direct staff supervision at all times, the timetable does not include breaks. Pupils will be therefore be allowed access to the toilet on request. The toilets will be monitored by a pupil support assistant who will manage any queue to ensure social distancing and to ensure that pupils wash their hands going into the toilet and when they leave. An anti-viral wipe will be provided for users to wipe the door lock on entry and the flush button and door lock on exit. The wipe will then be binned and hands washed before return to class.

### **What about provision for pupils in receipt of free school meals?**

Arrangements through East Renfrewshire Council will continue as at present to ensure provision for pupils entitled to free school meals. It is essential that the parents of pupils entitled to a free school meal apply or re-apply for this entitlement during the summer holiday. Pupils should bring their own water and snacks with them to school and avoid sharing with others.

### **How long will these measures last for and what about the SQA exams in 2021?**

The short answer to both of these questions is that we simply do not know. The school will be guided by national advice on when a return to normality is possible. The timetable and staffing arrangements are already in place for a return to normality, and we will seek to move quickly once such guidance is received.

I would anticipate that SQA will issue advice on diet 2021 examinations towards the end of the summer. As soon as we have clarity on any new arrangements or adaptations to examinations, teachers will be ready to move quickly to prepare children thoroughly for whatever is required as they have always done. At present, however, we continue to plan for a normal SQA examination diet in 2021 as we would under normal circumstances.

### **How will the school support pupils' mental health following lockdown?**

Health and wellbeing is incorporated into our recovery timetable and the PSHE programme has been 'decluttered' to allow a clear focus on promoting resilience and positive mental health. A range of support groups and one-to-one interventions will run for pupils who

require it, and pupils will be told how they can easily and discreetly contact pupil support staff to request individual support outwith the normal cycle. Parents are also encouraged to contact their child's pupil support teacher if they have any concerns about the impact of lockdown on their child. Pupil support staff will be able to discuss with you the various support groups and other options available which may be beneficial for your child.

### **What access to the school is possible for parents and visitors, including drop off and pick up?**

Parents will still be able to drop off and pick up their children from the school car park, but must remain in their cars. Parents should only enter the school building by prior arrangement for meetings with staff. Pupils being collected for medical/dental appointments will be asked to wait outside the main building under the covered area at the front door until a parent arrives. Every effort should of course be made to schedule such appointments for times when a pupil is not in school to avoid further disruption to learning.

### **How will emergency procedures be affected?**

Fire evacuation procedures remain unchanged and staff and pupils should continue to follow the normal signage, using the same evacuation routes and exits as they currently do. Some external muster points will be moved to allow additional space for social distancing.

### **How will teachers have the time to support online learning when they are teaching classes face to face all day?**

This will be a particular challenge for teachers. In most cases, new learning will take place entirely in school, with teachers issuing consolidation work and other aspects of coursework that require less teacher input for pupils to complete at home. This is likely to reduce the need for pupils to ask questions online. Teachers will still respond to pupils' queries on their Google Classrooms, but pupils should expect to wait longer for a response than at present.

Teachers will also make lessons available online for any pupils who are shielding or self-isolating. These lessons are a good revision tool for all pupils, and will allow pupils to revisit content that they may not have fully grasped in class, thus helping to reduce online traffic.

### **When will the school year be confirmed (holidays and in-service days)?**

These dates have now been finalised and are included in the email sent to parents on 22<sup>nd</sup> June. For reference, they are as follows:

- Teachers and school staff return Monday 10<sup>th</sup> August 2020
- In-Service Monday 10<sup>th</sup> August 2020
- In-Service Tuesday 11<sup>th</sup> August 2020
- **Pupils return Wednesday 12<sup>th</sup> August 2020**
- **Last day of school Wednesday 23<sup>rd</sup> September 2020**
- September Weekend Thursday 24<sup>th</sup> September 2020
- September Weekend Friday 25<sup>th</sup> September 2020
- September Weekend Monday 28<sup>th</sup> September
- **Reopen Tuesday 29<sup>th</sup> September 2020**
- **Last day of school Friday 9<sup>th</sup> October**
- In-Service Monday 19<sup>th</sup> October
- **Reopen Tuesday 20<sup>th</sup> October 2020**

- **Last day of school Friday 18<sup>th</sup> December**
- **Reopen Tuesday 5<sup>th</sup> January 2021**
- **Last day of school Thursday 4<sup>th</sup> February**
- In-Service Friday 5<sup>th</sup> February 2021
- Mid Term Monday 8<sup>th</sup> February 2021
- Mid Term Tuesday 9<sup>th</sup> February 2021
- **Reopen Wednesday 10<sup>th</sup> February 2021**
- **Last day of school Thursday 1<sup>st</sup> April**
- **Reopen Monday 19<sup>th</sup> April**
- **Last day of school Friday 30<sup>th</sup> April**
- May Day Holiday Monday 3<sup>rd</sup> May
- **Reopen Tuesday 4<sup>th</sup> May 2021**
- **Last day of school Wednesday 5<sup>th</sup> May 2021**
- In-Service Thursday 6<sup>th</sup> May 2021 (local elections)
- **Reopen Friday 7<sup>th</sup> May 2021**
- **Last day of school Thursday 27<sup>th</sup> May 2021**
- May Weekend Friday 28<sup>th</sup> May 2021
- May Weekend Monday 31<sup>st</sup> May 2021
- **Reopen Tuesday 1<sup>st</sup> June 2021**
- **Last day of school Friday 25<sup>th</sup> June 2021**

### **How has the school determined which pupils are in school during which sessions?**

Our timetablers, Mr Fisher and Mrs Sinclair, have put a great deal of effort into preserving the integrity of the original timetable by splitting each class into two groups rather than each yeargroup. This will allow groups of learners to remain the same when we return to our full timetable, giving greater continuity in learning and reducing time wasted as a result of reforming classes. From S3 onwards, pupils' curricular choice will obviously determine which pupils will attend school for which sessions (either morning or afternoon). This is a complex process but will be of huge benefit to pupils' continuity of learning in the long run.

### **Do I have to send my child back into school in August if I am still concerned about Covid 19?**

The arrangements that we have put in place for our August return are based on the latest advice and guidance from Scottish Government which in turn is based on best scientific advice from public health advisers. The expectation is therefore that children will be able to return to school safely in August unless shielding on medical advice.

### **Will the criteria for “key workers” change by August allowing more parents to return to work full time?**

The Scottish Government decides the categories for key workers and any review of the criteria will be undertaken by the government. East Renfrewshire Council has introduced an application process to allow parents to apply for a keyworker place, where both parents, or one single parent, meet the Scottish Government criteria. This has been shared with parents already with completed applications due to be submitted to East Renfrewshire Council by Monday 22<sup>nd</sup> June.

### **My child was accepted onto one of the vocational courses. Will these still run?**

Vocational courses are expected to run as planned, although some may no longer be viable if numbers have fallen below a certain level. It is expected that most courses will be 'front loaded' with theory which will be taught online, with attendance at college for the practical aspects of the course happening later in the year. Further information will come from the colleges in due course and will be communicated to pupils (and parents) through the pupil support team.

**What support will senior pupils be offered in terms of applications for UCAS, college and apprenticeships?**

There will be no diminution of the level of support for pupils as a result of the current situation. Support with UCAS applications will begin within the first few weeks of returning, with support for college and apprenticeship applications following afterwards. Pupils will also receive the usual support with UKCAT test preparation, mock interviews etc.

Pupil support staff will visit pupils in classes to explain the UCAS application process and give pupils advice on preparing their personal statements. Early applicants (medicine, dentistry, veterinary medicine and Oxbridge applicants) will begin work on this from the start of September to ensure that their applications are ready for the mid-October deadline. Other university applicants will work on personal statements from October onwards ready for a deadline in early January. College applications and apprenticeship applications take place later and work on these will begin from December.