10th June 2020

Dear Parents / Carers,

Re: Updated plan for Year 10 / 12 summer timetable from 15th June 2020

Further to the letter sent out on Monday 8th June, please find some points of clarification and amendments that have been necessary to make due to staffing issues.

Bikes are permitted on site. The FAQ have been updated accordingly as below.

If a member of staff is short-term absent, we will not be using a supply / substitute teacher to do the session for your child, and we will therefore let you know beforehand that the session is not going ahead. If we do not know about the short-term absence before the day in question, we will send your child home and contact you accordingly to confirm with you that they have been sent home.

If a member of staff is long-term absent, we will replace them with another member of staff for the rest of term and contact you about the change.

Please read the timetable carefully as some of the days have moved around.

If you have any further questions, please do get in touch with the school via the website email form.

Yours faithfully,

Mr C Bishop
Headteacher
# Timetable for student attendance – updated 10/06/20

## School timetable

Students should only attend school according to the timetable below and must initially make their way up to the tennis courts to meet their Academic Mentor. For subsequent sessions they must go straight to their classroom without mixing with other students. At the end of their session they must go straight home. Most students will be taught in mentor groups, but we have had to split the Year 12 students into smaller groups. Students must arrive promptly at their allocated time and are not required to wear school uniform.

### Year 10 - Student groups, staffing and rooms (AM time: 9am – 11am and PM time: 1pm – 3pm)

<table>
<thead>
<tr>
<th>Mentor group</th>
<th>Session 1 Staff</th>
<th>Time</th>
<th>Room</th>
<th>Session 2 Staff</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>WG13 / NG09</td>
<td>Mr Radford</td>
<td>Tue PM</td>
<td>B12</td>
<td>Mr Radford</td>
<td>Fri AM</td>
<td>B12</td>
</tr>
<tr>
<td>EG08 / SG01</td>
<td>Mr Brennan</td>
<td>Tue PM</td>
<td>M12</td>
<td>Mr Brennan</td>
<td>Fri AM</td>
<td>M12</td>
</tr>
<tr>
<td>WG01 / WG04</td>
<td>Ms Willard</td>
<td>Mon AM</td>
<td>D14</td>
<td>Ms Willard</td>
<td>Thu PM</td>
<td>D14</td>
</tr>
<tr>
<td>WG02 / WG07</td>
<td>Mr Ratcliffe</td>
<td>Mon AM</td>
<td>D13</td>
<td>Mr Ratcliffe</td>
<td>Thu PM</td>
<td>D13</td>
</tr>
<tr>
<td>WG05 / WG03</td>
<td>Ms Bartlett</td>
<td>Mon AM</td>
<td>D16</td>
<td>Ms Bartlett</td>
<td>Thu PM</td>
<td>D16</td>
</tr>
<tr>
<td>WG06 / WG09</td>
<td>Ms Edwards</td>
<td>Mon AM</td>
<td>C13</td>
<td>Ms Edwards</td>
<td>Thu PM</td>
<td>C13</td>
</tr>
<tr>
<td>WG10 / WG08</td>
<td>Ms Darby</td>
<td>Mon AM</td>
<td>C11</td>
<td>Ms Darby</td>
<td>Thu PM</td>
<td>C11</td>
</tr>
<tr>
<td>WG11 / WG12</td>
<td>Dr Bancroft</td>
<td>Mon AM</td>
<td>B11</td>
<td>Dr Bancroft</td>
<td>Thu PM</td>
<td>B11</td>
</tr>
<tr>
<td>NG01 / NG05</td>
<td>Ms Lucas</td>
<td>Mon PM</td>
<td>J17</td>
<td>Ms Lucas</td>
<td>Thu AM</td>
<td>J17</td>
</tr>
<tr>
<td>NG02 / NG12</td>
<td>Ms Malin</td>
<td>Mon PM</td>
<td>L12</td>
<td>Ms Malin</td>
<td>Thu AM</td>
<td>L12</td>
</tr>
<tr>
<td>NG04 / NG07</td>
<td>Mr Gowing</td>
<td>Mon PM</td>
<td>K12</td>
<td>Mr Gowing</td>
<td>Thu AM</td>
<td>K12</td>
</tr>
<tr>
<td>NG06 / NG13</td>
<td>Ms Mahmood</td>
<td>Mon PM</td>
<td>K16</td>
<td>Ms Mahmood</td>
<td>Thu AM</td>
<td>K16</td>
</tr>
<tr>
<td>NG08 / NG10</td>
<td>Ms Page</td>
<td>Mon PM</td>
<td>K13</td>
<td>Ms Page</td>
<td>Thu AM</td>
<td>K13</td>
</tr>
<tr>
<td>NG03 / NG11</td>
<td>Ms Spokes</td>
<td>Mon PM</td>
<td>K19</td>
<td>Ms Spokes</td>
<td>Thu AM</td>
<td>K19</td>
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<tr>
<td>EG01 / EG13</td>
<td>Mr Yap</td>
<td>Tue AM</td>
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<td>Mr Yap</td>
<td>Wed PM</td>
<td>D14</td>
</tr>
<tr>
<td>EG02 / EG10</td>
<td>Ms Petry</td>
<td>Tue AM</td>
<td>D13</td>
<td>Ms Petry</td>
<td>Wed PM</td>
<td>D13</td>
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<tr>
<td>EG03 / EG05</td>
<td>Ms Kerr</td>
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<td>D16</td>
<td>Ms Kerr</td>
<td>Wed PM</td>
<td>D16</td>
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<tr>
<td>EG04 / EG09</td>
<td>Ms Boyce</td>
<td>Tue AM</td>
<td>C13</td>
<td>Ms Boyce</td>
<td>Wed PM</td>
<td>C13</td>
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<tr>
<td>EG06 / EG12</td>
<td>Mr Amos</td>
<td>Tue AM</td>
<td>C11</td>
<td>Mr Amos</td>
<td>Wed PM</td>
<td>C11</td>
</tr>
<tr>
<td>EG07 / EG11</td>
<td>Ms Gill</td>
<td>Tue AM</td>
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<td>Ms Gill</td>
<td>Wed PM</td>
<td>B11</td>
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<tr>
<td>SG02 / SG03</td>
<td>Ms Eliot</td>
<td>Wed AM</td>
<td>J17</td>
<td>Ms Eliot</td>
<td>Fri PM</td>
<td>J17</td>
</tr>
<tr>
<td>SG04 / SG05</td>
<td>Ms Parker</td>
<td>Wed AM</td>
<td>L12</td>
<td>Ms Parker</td>
<td>Fri PM</td>
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<td>Room Code</td>
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<td>AM Time</td>
<td>Room Code</td>
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<td>PM Time</td>
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</tr>
<tr>
<td>-----------</td>
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<td>-----------</td>
<td>---------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>SG06 / SG08</td>
<td>Ms Wood</td>
<td>Wed AM</td>
<td>K12</td>
<td>Ms Wood</td>
<td>Fri PM</td>
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<tr>
<td>SG09 / SG12</td>
<td>Ms Watson</td>
<td>Wed AM</td>
<td>K16</td>
<td>Ms Watson</td>
<td>Fri PM</td>
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<tr>
<td>SG10 / SG11</td>
<td>Mr Sandoe</td>
<td>Wed AM</td>
<td>K13</td>
<td>Mr Sandoe</td>
<td>Fri PM</td>
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<tr>
<td>SG07 / SG13</td>
<td>Ms Page</td>
<td>Wed AM</td>
<td>K19</td>
<td>Ms Page</td>
<td>Fri PM</td>
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**Year 12 - Student groups, staffing and rooms (AM time: 9:30am – 11:30am and PM time: 12:30pm – 2:30pm)**

<table>
<thead>
<tr>
<th>Room Code</th>
<th>Teacher Group</th>
<th>AM Time</th>
<th>Room Code</th>
<th>Teacher Group</th>
<th>PM Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF01</td>
<td>Mr Bateman</td>
<td>Tue PM</td>
<td>T15</td>
<td>Mr Bateman</td>
<td>Fri AM</td>
</tr>
<tr>
<td>SF02 (B-Z)</td>
<td>Mr Robertson</td>
<td>Tue PM</td>
<td>T14</td>
<td>Mr Robertson</td>
<td>Fri AM</td>
</tr>
<tr>
<td>SF03</td>
<td>Mr Bridgeman</td>
<td>Tue PM</td>
<td>T11</td>
<td>Mr Bridgeman</td>
<td>Fri AM</td>
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<tr>
<td>SF04</td>
<td>Ms Chester</td>
<td>Tue PM</td>
<td>T12/13</td>
<td>Ms Chester</td>
<td>Fri AM</td>
</tr>
<tr>
<td>SF05 (I-S)</td>
<td>Ms Marwaha</td>
<td>Tue PM</td>
<td>H12</td>
<td>Ms Marwaha</td>
<td>Fri AM</td>
</tr>
<tr>
<td>SF06 (A-T)</td>
<td>Ms Byrne</td>
<td>Tue PM</td>
<td>H14</td>
<td>Ms Byrne</td>
<td>Fri AM</td>
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<tr>
<td>SF07 (B-M)</td>
<td>Ms Beioley</td>
<td>Mon AM</td>
<td>T15</td>
<td>Ms Beioley</td>
<td>Wed PM</td>
</tr>
<tr>
<td>SF08 (A-S)</td>
<td>Mr Shepherd</td>
<td>Mon AM</td>
<td>T14</td>
<td>Mr Shepherd</td>
<td>Wed PM</td>
</tr>
<tr>
<td>SF09</td>
<td>Ms Madden</td>
<td>Mon AM</td>
<td>T11</td>
<td>Ms Madden</td>
<td>Wed PM</td>
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<tr>
<td>SF10 (A-M)</td>
<td>Ms Bennett</td>
<td>Mon AM</td>
<td>K17</td>
<td>Ms Bennett</td>
<td>Wed PM</td>
</tr>
<tr>
<td>SF11 (A-S)</td>
<td>Mr Smith</td>
<td>Wed AM</td>
<td>E11</td>
<td>Mr Smith</td>
<td>Thu PM</td>
</tr>
<tr>
<td>SF12</td>
<td>Mr Powell</td>
<td>Wed AM</td>
<td>E12</td>
<td>Mr Powell</td>
<td>Thu PM</td>
</tr>
<tr>
<td>SF13 (A-F)</td>
<td>Mr Abbas</td>
<td>Wed AM</td>
<td>H12</td>
<td>Mr Abbas</td>
<td>Thu PM</td>
</tr>
<tr>
<td>SF13 (H-Z)</td>
<td>Mr Gunn</td>
<td>Wed AM</td>
<td>H14</td>
<td>Mr Gunn</td>
<td>Thu PM</td>
</tr>
<tr>
<td>SF14 (A-K)</td>
<td>Ms Saffrey</td>
<td>Mon PM</td>
<td>B12</td>
<td>Ms Saffrey</td>
<td>Thu AM</td>
</tr>
<tr>
<td>SF14 (M-Z)</td>
<td>Mr Cole</td>
<td>Mon PM</td>
<td>M12</td>
<td>Mr Cole</td>
<td>Thu AM</td>
</tr>
<tr>
<td>SF05 (C-G) + SF06 (V-Z) + SF10 (Q-Z) + SF07 (O-Z)</td>
<td>Ms Wilkinson / Mr Chatha</td>
<td>Mon PM</td>
<td>T12/13</td>
<td>Ms Wilkinson / Mr Chatha</td>
<td>Thu AM</td>
</tr>
</tbody>
</table>
Appendix 5: FAQ for parents

Health and Safety

The school has been closed for a long time and the water has been sitting in the pipes, is it safe for my child to drink it when they are in school?

Finham Park School has been open to key worker and venerable children during the crisis and all statutory testing has still been completed and areas that have not been used have had a enhanced flushing programme implemented.

How regularly is the school cleaned?

During the closure the school has received a full deep clean and the rooms used will be cleaned twice a day along with the toilets, touch points and desks. This will include a thorough clean during the time no students are on site.

Will all of the students be using the same toilets?

No, toilets have been allocated to specific students. They will be told which ones they can use during the orientation time at the start of each session. To prevent infection spread on handles and for airflow, where possible, external classroom doors and windows will be kept open.

Will there be food on sale?

No food is on sale at this time, students may bring their own.

Will there be drinks and water available?

Students should bring their own water from home in a bottle, they can top this up from the fountains if required.

Will there be a first aider on site?

Yes, all sessions will have a first aider present.

Will there be a safeguarding member of staff in school?

Yes.

Will there be a senior leader in school all the time?

Yes.

My child is on medication, is there somewhere it can be stored?

Yes, we have a secure medical cupboard. We are encouraging students to take medication before and after school and not during the two-hour sessions. If your child has emergency medication the medical team will need to be made aware and a supply kept in school. Please notify your child’s mentor and they will make the arrangements. If your son/daughter has
asthma, their inhaler must be returned to school on the first day of their return. If not, they will not be able to come until it is brought in.

**If my child becomes ill during their session what will happen?**

They will be sent to first aid for an assessment. If they are displaying COVID-19 symptoms they will put into our isolation room and parents will be called to collect your child.

**If my child becomes ill at home and has been in school for some sessions, do I need to notify the school? Who do I notify?**

Yes, please notify us by calling reception in the usual manner.

**How will children know they are 2m away from each other?**

Signage and posters will be around the site and in the classrooms, staff will also be reminding students to keep 2m apart.

**Will teachers be 2m away from the children?**

Yes, rooms have been designed in a way that everyone is 2m apart.

**Will there be hand sanitiser available in every room?**

Hand sanitiser will be in every classroom on the wall by the door as students enter the room. Handwashing will take place immediately when students arrive and every time a student goes outside or comes back in.

**Should my child be wearing a facemask?**

The government guidance states that they do not need to wear a mask however if they choose to, they can.

**Should my child be wearing gloves?**

Gloves maybe worn but provide no more protection than hand washing/sanitising.

**Will teachers be wearing PPE?**

Yes, if they choose to do so.

**What happens if a child purposely coughs over another child?**

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that ‘not following social distancing rules’ will be escalated to senior leaders in the school immediately.

**If my family have been contacted by track and trace, do I need to contact the school?**

Yes, please contact reception

**Will I be notified if the teacher has developed COV-19 symptoms?**

Yes
If my child is unwell but doesn't have COVID-19 symptoms can they still come into school?

No, students will be sent home at the first signs of illness regardless of symptoms. Students showing signs of Covid-19 will be isolated until parents can collect them. The school medical room will be used and the person supervising will wear suitable Personal Protective Equipment. When the student has been collected, arrangements will be made for the rest of the ‘social bubble’ to be collected to isolate until a test is taken to hopefully allow individuals to return. This will, in all likelihood, mean that the whole group is then self-isolating for 2 days (depending on testing regimes) whilst a test result is awaited, if the result is negative the group can return, if not they will have to self-isolate for 14 days.

If I am in a shielding group, do I have to send my child into school?

No

Will there be reminders to wash hands etc?

Yes, posters are being put up around the site

How will you manage the numbers of students trying to use the toilets and maintain social distancing?

Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Social distancing markers are in place.

Will there be hand sanitiser be available in the outdoor areas?

All hand sanitisers will be located inside classrooms.

Can students go anywhere on site?

No, they will only be allowed into the rooms for their sessions and the allocated toilets

What will happen if there is a fire alarm?

Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation, they will then meet at the muster point and maintain social distancing when they arrive.

What will happen if more children than expected turn up and it is not safe?

We have made sure that we have catered for maximum occupancy across year 10 and 12

Arrival and Exit

Will I be taken to court if my child doesn't attend school?

No, though we cannot formally make attendance optional.

Are all students arriving/leaving at the same time?

No, within the timetable it states start and finish times these are staggered depending on year group. Students MUST arrive at their stated arrival time so that they can access through the
correct entrance. **Latecomers will not be admitted.** If any student has an appointment during the day, they should not attend school that day.

**Can I meet my child outside school?**

Where possible students should be traveling to and from school alone and not on public transport. This reduces the amount of people traveling to and from one location at a time and means that it will be easier to observe social distancing. We ask that parents and carers and other students should not congregate / meet outside the school gates but model social distancing to their children, staying 2m apart. Please do not gather at entrance gates or enter the site without a pre-arranged appointment.

**Do students have to use particular entrances?**

No, both pedestrian entrances will be open

**How are you going to stop children hanging around in groups before school?**

All students will be directed to the tennis courts and asked line up in room order 2m apart, staff will be on duty to ensure this happens on the first day.

**On-site movement**

**How are you going to limit exposure to other children when my child is moving around the corridors?**

The rota is designed that rooms are uses with individual entrance points where we can, and the two-hour session should mean only a limited number of pupils should be moving at any one time.

**How will you ensure social distancing in the corridors and around school?**

Movement around the school has been limited and so have the numbers on site at any one time, movement internally will be limited as entrance and exits to the rooms used will mainly be external doors.

**Are students allowed mobile phones in school?**

Yes, but they are not allowed to use them during the sessions or around the site.

**Do they have to come in uniform?**

No, uniform is not required. This will aid with washing clothes regularly and mean outgrown uniform does not need replacing at the minute.

**Will students be supervised before and after school around the site?**

Students will be escorted to and from their classroom

**Will the same behaviour system still apply?**

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been
agreed that ‘not following social distancing rules’ will be escalated to senior leaders in the school immediately. This policy can be found on the school’s website here.

Organisation of Academic Mentoring sessions

How many children will be in school at any one time?
60 in Year 10 and 60 in Year 12. They will be kept completely separate and will exist within their own social bubble only within their classroom.

How many children will be in a social bubble?
Maximum of 10

If I want my child to attend school all day who do I contact?
Please contact Reception and someone will be able to get a message to your child

Can I change my child’s sessions if they aren’t suitable?
Sessions have been designed in a way that is the safest for students and staff, limiting numbers.

Will my child have to bring equipment in with them?
Yes, equipment is not to be shared with anyone else

Do students need to bring exercise books with them?
No, paper will be provided and then taken home by the student at the end of their session.

Will students get a break?
No, they will only be in school for a two-hour session

Will the groups of students be the same for each session?
Yes

Will my child be exposed to lots of different staff?
No, they will see their academic mentor within the classroom and a minimum amount of staff are on site. Once in a social bubble your son/daughter cannot move into a different one. It is very likely that staff members will not be your son/daughter’s usual teacher and/or teaching assistant.

Will my child be getting homework?
No, homework will be set from these sessions as online learning will continue.

If my child is in school does that mean they no longer have to complete the work set online?
All students will be expected to continue with the online learning, the sessions in school are academic mentoring to support the online material.
Will the staff with the children be teachers?
Yes, all sessions are currently staffed by teachers.

If my child isn't in a group with their friends can they move group?
Students are not allowed to move groups as they have been put into a social bubble and cannot mix with others.

Will my child be doing practical activities?
No practical subjects are happening at this time.

Will the timetable remain the same until the end of term?
Yes

Will the students be able to go to the toilet during their two-hour session?
Yes, but only one at a time, social distancing markers have been put in the toilet areas and designated sinks have been identified for handwashing while social distancing

Can my child sit in another room?
No, they can only use the room that hold the social bubble they have been put in to.

Can my child bring in the laptop to work on?
Yes, Year 12 are recommended to bring them in under our BYOD policy for the Sixth Form only.

My child is in year 10 and has been attending school as I work in a critical profession. Can they now join a year 10 group?
No, they must stay with the group they have already been assigned to. They cannot mix social bubbles

Pastoral Support

My child has been suffering with anxiety, who do I contact?
You should contact your child’s mentor in the first instance, and they will be able to pass this on to the relevant person in school to help.

If my child gets upset can they leave the room?
They may leave the room and be escorted to a quiet place with a member of staff.

If a child needs help with a subject will they be able to go and see their teacher?
Their teacher may not be available, please email subject teachers with specific questions or contact your child’s mentor.

My child normally gets free school meals, will a hot meal be available in school?
No meals will be available in school, the voucher system will still be in place.
My child has special educational needs, how will you support them if they aren’t with their normal teacher?

Pastoral and SEND support are deployed wherever possible to support prioritised pupils.

**My child uses the PLC will this be open for students?**

Pastoral and SEND support is deployed wherever possible to support prioritised pupils. However, this may not take place in the PLC. A student’s Academic Mentor will alert the relevant member of senior staff to help provide support as required.

**Other**

**When will all children be back in school?**

We do not know the answer to this question at this stage. We are following the guidance released by the government.

**How are you going to communicate with parents when the arrangements change?**

Multiple methods of communication will be used to make sure all parents get the same messages. This may mean some duplication of messages being received.

**Where do I go if I need to come into school?**

You will need to have a pre-arranged appointment to come in to school. Where possible please email mentors.

**Will my child be able to lock their bike in the bike shed?**

Yes.

**If I have questions about the arrangements how do I contact the school?**

Feel free to contact the school through the school’s website contact form.