



Arrangements for returning to school in September 2020

Frequently Asked Questions

Will my child be able to return to school for the Autumn Term?

All schools will be open for students from all year groups in September in line with Government guidance. The first focus of teachers will be to support students to regain confidence in the classroom so that they catch up on the lost learning time caused by school closure.

What are the Covid recovery plans which the school has in place for the return to school in September?

All schools are required to undertake a detailed risk assessment which seeks to minimise the risk of infection for students and staff. This has been undertaken for all 4 Trust schools with input from the Local Authority Education and Health teams. The risk assessments have been approved by the school's local Governing bodies, but will be updated if Government guidance changes. Parents are able to look at the detail of the risk assessments [here](#) and [here](#).

How can the school ensure that students are not exposed to infection?

The school cannot guarantee that students are not exposed to infection, however it can take 'sensible and proportionate' steps to ensure that the risk of infection is minimised. These steps focus on both **prevention** and **control**.

What are the plans which the School will have in place to try and prevent infection?

The full return of all students means that students will not be able to maintain 2m social distancing during the course of the school day. However the following steps have been taken to limit social contact within school.

- Students will remain within their year group ('Year Bubbles') and will not have contact with students from the older or younger years during the school day
- Staggered arrival and departure times will be arranged by year group to limit interpersonal contact.
- The school Senior Leadership Team will be on duty to ensure that children arrive and leave the school site safely
- Students will be required to wash or sanitise their hands on entry to every building and classroom.
- Additional hand sanitation points have also been set up on entry to each building as well as external sinks for hand-washing.

- The timetable has been rearranged to allow for 'split lunch-times' (e.g. only half of the school will have lunch at any one time). This will ease congestion both in the Café, Canopy and in the playgrounds.
- Where the timetable requires movement between classes this will be highly controlled using a strict one-way system.
- Students will be reminded of the rule regarding silent corridors to minimise 'aerosol transmission'.
- Additional cleaning routines will be undertaken while students are in class so that door handles, hand rails and other high frequency touch points are regularly sanitised.

What are the steps which the school will take to try and control possible infection?

The most important control which the school can communicate is an absolute requirement that students or staff who are displaying symptoms do not come to school. If a student shows symptoms within school s/he will immediately be placed in isolation until a parent or carer is able to collect her/him. No further steps will be taken by the school until a positive Covid 19 test is received. The main symptoms of Covid 19 virus are:

- A new, continuous cough
- A temperature of 37.8°C or higher
- A loss of or change in your normal sense of taste or smell (anosmia)

What should I do if my child or someone in my household displays symptoms?

In this situation it is right for your child to stay at home in order to control any potential spread of infection. A Covid-19 test should be obtained and if positive, the individual must stay at home and self-isolate for 10 days. All other members of the household must also quarantine for 14 days. Parents must inform the school immediately in either case.

A simple flow chart, produced by the local authority and showing the required steps is available here: [Ealing Guidance: Flow-chart for parents](#)

What will the school do in the case of an outbreak?

The school will rely on swift contact from parents/staff members or from the 'Track and Trace' system to inform it if a student or staff member has tested positive. It will follow Ealing/Government guidance, which is currently summarised here: [Ealing: Flowchart for schools in the event of an outbreak](#)

Is my child allowed to wear a face-mask?

Currently the Government guidance suggests that masks should only be worn if infection rates in the local area rise significantly. The school guidance remains that students may wear a mask if parents deem this appropriate. Parents must however instruct their child on the safe, sensible and correct use of the mask (for example using a different mask within school from one worn outside, particularly on public transport).

Will teachers wear masks?

Again, the Government guidance suggests that this is not necessary, as teachers should be supported to maintain social distancing from students (for example teaching from the front of the class rather than making closer contact with individual students). Teaching assistants who are required to give more individualised support are likely to wear appropriate PPE. These rules will vary slightly where members of staff have underlying health conditions.

Will my child be able to continue to have school meals?

The Café will continue to provide food at lunchtime as usual and steps will be taken to manage the flow of students in order to avoid congestion. Some students may prefer to bring food from home – in which case this must not be shared. The Café will not be open before or after school, or at break time.

Sixth formers will have access to the café during periods 1-3 if they have a study period and can only buy food at these times. They will not be able to use the café at any other time.

Will my child be provided with school equipment and how will I know that this is safe?

Students are already aware of the requirement to bring their own individual learning kit. This is particularly important, as students will be reminded not to borrow or lend equipment to others. Students will be provided with antiseptic wipes in order to wipe their own IT or music tech keyboard before use. These are also available in all classrooms to use as required.

Will assemblies take place?

Yes, assemblies can take place provided they only include students from one year group and all students are facing the same direction.

Can students take part in PE and Music?

Yes, PE and Music can both take place within Year group bubbles. There will be a restriction on contact sports, some music ensembles and singing. We will keep this situation under review as further evidence emerges.

Will there be a full range of extra-curricular activities

The school will do its best to maintain extra-curricular activities – however these will be limited by the requirement for students not to mix with others outside their own year group. A modified extra-curricular timetable will be issued at the start of term. The arrangements for extra-curricular activities will be reviewed at the end of September once the school has settled into its new routines.

Are there any changes to uniform regulations?

No, the school uniform remains unchanged.

Is it safe for my son/daughter to travel to school on public transport?

The school is strongly recommending that students walk or cycle to school if this is possible for them. If they have no option except public transport, a mask must be worn and time must be allocated to take account of the limited capacity on buses. At the end of the school day students will be required to walk to bus stops further from the school in order to limit crowding. We also remind parents not to drop students off on Twyford Crescent as this adds to congestion close to the school entrance.

What if my child has an underlying health complaint, which makes her/him particularly vulnerable?

Parents of a student with severe or chronic health conditions should seek the advice of their health professional regarding their return to school. Advice received must be passed on to the school and a temporary amendment to the student's Individual Health Care plan (IHCP) must be agreed before the student returns to school. In some cases, it may be appropriate to complete an individual risk assessment which will need to be communicated more widely within the school community. Parents needing to update an IHCP should contact the school office by email and cc their child's Head of Year.

What if my child has special educational needs and will find it difficult to follow the revised school arrangements?

Arrangements in school will be explained carefully and sensitively within school in order to reassure all students that the school is being made as safe as possible. Students will have the opportunity to ask questions on the first days in school and it is hoped that the new arrangements will quickly settle into a sensible routine. Parents of students with Education & Health Care plans who are concerned about how their son/daughter will be able to manage the new arrangements should make direct contact with the school SENCO who will offer individual guidance.

What if another child fails to respect appropriate distancing within school?

Whilst the school will be sensitive to students 're-learning' the discipline of school, it will have to take a firm line on breaches of discipline because of the increased risk that these may pose. Issues such as pushing, spitting, chewing gum, casual dropping of food and failure to follow classroom/corridor codes may lead to harsher punishments (such as internal exclusions) than students have previously experienced. It is essential that parents re-inforce the need for socially responsible behaviour both in transit to and from school. Details are also given in an additional annexe to the school's behaviour policy, [available here](#)

Am I able to visit the school site as a parent?

Yes, but by appointment only. Parents will not be permitted beyond the school gates unless for a previously arranged appointment. All visitors are also expected to wear masks and abide by the usual social distancing/sanitising protocols. Parents should avoid the area directly outside the school if they are waiting to collect their child. Please arrange to meet your child a short walk from the school.

How will my child be able to keep up with their work if they have to quarantine for a period?

Teachers will continue to follow the curriculum and use resources which are available on Copia. Students will therefore be able to keep up with their studies by following the same PowerPoints and completing the same activities/written work and prep as their fellow students who are in school. Quarantining students are advised to maintain the same timetable as they would have followed in school in this context

What if there is an outbreak in my child's year group and the whole year group are required to quarantine?

In this situation also, students will be supported remotely to maintain their usual timetable via the lessons on Copia.

Twyford: School Specific guidance

How we will keep the students separated?

Students will be kept in year group bubbles

- Students will arrive & leave through different entrances/exits and there will be a slightly staggered start and end to the day. Students have a 10 minute entry/exit window for their year group and should arrive as close to this time as possible. On arrival they should make their way to the area designated to them on that morning. Details are given in the year group timetables (at the end of this document).
- Separate areas for break time will be arranged, including each year having at least one break time a week in the school building.
- There will be a staggered lunch hour so that year groups can be kept separate from each other.
- All after extra-curricular school activities will operate for single year groups.
- All detentions will be organised by year group.
- Sixth form will generally not be expected to arrive before their first lesson and will be dismissed after their last lesson of the day. The exception to this is attendance at 1:1 fortnightly tutor sessions.
- Movement between lessons will be carefully coordinated. To allow for smooth transitions between lessons, 50 minutes has been allotted to a lesson period, plus 10 minutes for changeover time. All internal doors will be kept open to allow transitions to be as quick as possible.

How will classrooms look/operate?

Teachers will need to remain 2 metres away from students as much as possible. Government guidelines clearly state that students must be seated in rows, facing forwards, and that group tables are not acceptable. We will place tape on the floor to indicate the 'teacher zone' and the 'student zone'. A table with hand sanitiser and tissues will also be provided in each classroom, next to the door. Students will be expected to use the sanitiser as they enter each classroom (they may bring their own with them to school if they wish). Windows and, where possible, doors should be kept open at all times to enable maximum ventilation.

The teacher may need to enter the student zone briefly during a lesson – for example, to hand out resources. Gloves will be provided on the teacher desk. It will not be possible for teachers to circulate around the room, or to provide 1:1 feedback to students while they are working. The exception to this is teaching assistants who will wear PPE when working with individual EHC plan students.

What about shared resources e.g. textbooks?

Resources like textbooks will not be able to be used by multiple year groups. Teachers will either allocate certain sets of textbooks to a particular year group or photocopy/scan the required pages.

Similarly, equipment must not be shared between students – We must stress to parents the importance of students having all items on the equipment list. Students must bring their full learning kit every day and check regularly to ensure that it is kept fully stocked.

Shared equipment, which cannot be brought in by students, such as computers, or specialist equipment in science/art/music, will be wiped down before and after use by students – wipes will be provided.

How will break time work?

It is not possible to have split break times. Therefore, it is not possible to run a break during which students can access the café facilities. Students (and teachers) will have a 20 minute break between Period 2 and Period 3. On each day 4 year groups from years 7 – 11, will have break outside with the other year group having a break in classrooms. Detail of break time arrangements for each year group is given on their year group timetables (at the end of this document).

How will the students have lunch?

Split lunches will be in operation every day. Years 7 – 9 will have their lunch break at 12.20pm. Years 10 – 13 will have their lunch break at 1.15pm. Period 4 and the Lunch period will both be 55 minutes.

	Years 7 – 9	Years 10 – 13
9.00am	Period 1	Period 1
10.00am	Period 2	Period 2
11.00am	Break	Break
11.20am	Period 3	Period 3
12.20pm	Lunch	Period 4
1.15pm	Period 4	Lunch
2.10pm	Period 5	Period 5

Three year groups are able to have their lunch period concurrently without needing to use the same eating space. Details of which students use each space on a particular day are given in the year group timetables (at the end of this document).

Sixth form will not be able to use the café at break or lunchtime. They will either be expected to leave the site to go home if they have completed all their lessons for the day or to bring a packed lunch/visit local shops if they have a period 5/6 lesson. The sixth form study centre, basketball area picnic tables and the LRC will be available for their use in school. Sixth form may also use the café during study periods provided they keep to separate Year 12 & 13 areas.

Will extra-curricular clubs and activities run?

There will be a reduced offer of extra-curricular clubs in September. However we hope to build this back up as the year continues. At the moment clubs will only take place after school and will be organised by year group. We will prioritise music and sport in the first instance.

How will detentions run?

The behaviour (whole school rewards and sanction) system will operate as normal – students will still be given positive and negative conduct points. Parents are emailed weekly if their child receives three or more positives. An email will be sent home (by 3.10pm) to notify parents if their child receives two or more negatives in a day, and Form Tutors will have the opportunity to discuss any negative conduct with their tutees during the PM registration slot. Students who receive two or more daily negatives will receive a 20-minute detention. The timings of daily detentions will vary depending on the year group. For Years 10 and 11 detentions will continue to be run at lunchtime from 1:15 – 1:35pm. For Years 7 - 9 detentions will take place straight after school. SLT detentions will continue to run after school on a Friday for all year groups.

Internal exclusion/focus room will continue to run but on a year group rota.

Will students do PE?

Yes, PE lessons will continue for all students in Year 7-11. The PE team is working hard to review their schemes of work to ensure that sports are appropriate to a socially distanced environment. There will be no contact sports and students will be outside as much as possible. Extra-curricular PE for each year group will run on the same day as their PE lesson. We will prioritise years 7 – 9 in the first instance.

What will happen during my singing lesson?

Singing is not allowed currently. Students in Year 7 and 8 will continue to have a weekly music session in addition to their music lessons. These sessions will cover a range of activities including score reading, clapping exercises and engaging with live performances as well as music appreciation lessons.

Will assemblies run?

Government guidance is clear that assemblies may operate for one year group but not for multiple year groups. As such, Head of Year and SLT assemblies will run, but only for one-year group at a time. We will use our larger assembly spaces for year group assemblies to allow better social distancing (e.g. the Performance centre and Sports hall).

Year 7 – Timings and Locations from September 2020

Year 7	Monday	Tuesday	Wednesday	Thursday	Friday
0815	Enter via car entrance Line up – cage		Enter via car entrance Line up – cage		
0825	SLT ASSEMBLY Performance Centre	Enter via car entrance Congregate – café	HOY ASSEMBLY Sports Hall	Enter via car entrance Congregate – café	Enter via car entrance Congregate – canopy
0830		TUTOR TIME		TUTOR TIME	TUTOR TIME
0855		Begin move to period 1		Begin move to period 1	Begin move to period 1
0900	Begin move to period 1 PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1	PERIOD 1
1000	PERIOD 2				
1100	Break – in period 2 classrooms Year 7 toilets	Break – Elms Lawn Year 7 toilets	Break – Elms Lawn Year 7 toilets	Break – in period 2 classrooms Year 7 toilets	Break – in period 2 classrooms Year 7 toilets
1120	PERIOD 3				
1220	LUNCH Kiosk/Canopy area/Elms back playground Yr 7 toilets				
1310	Line up on Elms back playground (M block end)				
1315	PERIOD 4				
1410	PERIOD 5 Girls – Music (PC/Chapel) Boys - PE (finish 3:40pm)	PERIOD 5	PERIOD 5 - Boys – Music (PC/Chapel) Girls - PE (finish 3:40pm)	PERIOD 5	PERIOD 5
1510	Girls leave via car entrance unless they have detention which runs in B04 (3.10pm – 3.30pm). Boys PE lesson continues.	TUTOR TIME	Boys leave via car entrance unless they have detention which runs in B04 (3.10pm – 3.30pm). Girls PE lesson continues.	TUTOR TIME	TUTOR TIME
1530	Boys PE lesson continues.	Dismissal by car entrance Detentions – B04 (3.30pm – 3.50pm)	Girls PE lesson continues.	Dismissal by car entrance Detentions – B04 (3.30pm – 3.50pm)	Dismissal by car entrance Detentions – B04 (3.30pm – 3.50pm)
1540	Boys PE lesson finishes. Leave via car entrance unless they have detention which runs in B04 (3.40pm – 4.00pm)		Girls PE lesson finishes. Leave via car entrance unless they have detention which runs in B04 (3.40pm – 4.00pm)		

Year 8 – Timings and Locations from September 2020

Year 8	Monday	Tuesday	Wednesday	Thursday	Friday
0815		Enter via main entrance Line up – cage		Enter via main entrance Line up – cage	
0825	Enter via main entrance Congregate - Elms Lawn	SLT ASSEMBLY Performance Centre	Enter via main entrance Congregate - Elms Lawn	HOY ASSEMBLY Sports Hall	Enter via main entrance Congregate - Elms Lawn
0830	TUTOR TIME		TUTOR TIME		TUTOR TIME
0855	Begin move to period 1		Begin move to period 1		Begin move to period 1
0900	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1
1000	PERIOD 2				
1100	Break – Elms Lawn D Block toilets	Break – Cage D Block toilets	Break – in period 2 classrooms D Block toilets	Break – Elms Lawn D Block toilets	Break – Elms Lawn D Block toilets
1120	PERIOD 3				
1220	LUNCH Start in Café then move, when told, to Elms lawn D block toilets				
1310	Line up on Elms lawn				
1315	PERIOD 4				
1410	PERIOD 5	PERIOD 5 - Boys – Music (PC/Chapel) Girls - PE (finish 3:40pm)	PERIOD 5	PERIOD 5 Girls – Music (PC/Chapel) Boys - PE (finish 3:40pm)	PERIOD 5
1510	TUTOR TIME	Boys leave via car entrance unless they have detention which runs in B06 (3.10pm – 3.30pm). Girls PE lesson continues.	TUTOR TIME	Girls leave via car entrance unless they have detention which runs in B06 (3.10pm – 3.30pm). Boys PE lesson continues.	TUTOR TIME
1530	Dismissal by main entrance Detentions – B06 (3.30pm – 3.50pm)	Girls PE lesson continues.	Dismissal by main entrance Detentions – B06 (3.30pm – 3.50pm)	Boys PE lesson continues.	Dismissal by main entrance Detentions – B06 (3.30pm – 3.50pm)
1540		Girls PE lesson finishes. Leave via car entrance unless they have detention which runs in B06 (3.40pm – 4.00pm)		Boys PE lesson finishes. Leave via car entrance unless they have detention which runs in B06 (3.40pm – 4.00pm)	

Year 9 – Timings and Locations from September 2020

Year 9	Monday	Tuesday	Wednesday	Thursday	Friday
0815			Enter via main entrance Line up – cage		Enter via main entrance Line up – cage
0825	Enter via main entrance Congregate – Basketball area	Enter via main entrance Congregate – Basketball area	SLT ASSEMBLY Performance Centre	Enter via main entrance Congregate – Basketball area	HOY ASSEMBLY Sports Hall
0830	TUTOR TIME	TUTOR TIME		TUTOR TIME	
0855	Begin move to period 1	Begin move to period 1		Begin move to period 1	
0900	PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1
1000	PERIOD 2				
1100	Break – Cage SH toilets	Break – in period 2 classrooms SH toilets	Break – Cage SH toilets	Break – Cage SH toilets	Break – Cage SH toilets
1120	PERIOD 3				
1220	LUNCH Start on Elms lawn. Move to cage, when told, ready to go to the café. M Block toilets				
1310	Line up on Elms back playground (canopy end)				
1315	PERIOD 4				
1410	PERIOD 5				
1510	TUTOR TIME				
1520	Dismissal by main entrance Detentions in B11 (3.20pm – 3.40pm)				

Year 10 – Timings and Locations from September 2020

Year 10	Monday	Tuesday	Wednesday	Thursday	Friday
0815		Enter via car entrance Line up – cage		Enter via car entrance Line up – cage	
0825	Enter via car entrance Congregate - Café	HOY ASSEMBLY Sports Hall	Enter via car entrance Congregate – Café	SLT ASSEMBLY Performance Centre	Enter via car entrance Congregate - Café
0830	TUTOR TIME		TUTOR TIME		TUTOR TIME
0855	Begin move to period 1		Begin move to period 1		Begin move to period 1
0900	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1	PERIOD 1
1000	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
1100	Break – Canopy M Block toilets				
1120	PERIOD 3				
1220	PERIOD 4				
1315	<p align="center">LUNCH</p> <p align="center">Go to the cage first and wait to be told that areas are ready. Start on Elms lawn. Line up on Elms lawn, when told, ready to go to the café. Lunchtime detention – Chapel M Block toilets</p>				
1405	Line up at 2.05pm on Elms back playground (canopy end)				
1410	PERIOD 5				
1510	TUTOR TIME				
1520	Dismissal by car entrance (unless pupils have a period 6 lesson)				

Year 11 – Timings and Locations from September 2020

Year 11	Monday	Tuesday	Wednesday	Thursday	Friday
0815	Enter via WASPs entrance Line up – cage				Enter via Wasps entrance Line up – cage
0825	HOY ASSEMBLY Sports Hall	Enter via Wasps entrance Congregate - Elms back playground	Enter via Wasps entrance Congregate - Elms back playground	Enter via Wasps entrance Congregate - Elms back playground	SLT ASSEMBLY Performance Centre
0830		TUTOR TIME	TUTOR TIME	TUTOR TIME	
0855		Begin move to period 1	Begin move to period 1	Begin move to period 1	
0900	Begin move to period 1 PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	Begin move to period 1 PERIOD 1
1000	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
1100	Break – Café Toilets A/B block				
1120	PERIOD 3				
1220	PERIOD 4				
1315	<p align="center">LUNCH</p> <p align="center">Go to the cage first and wait to be told that areas are ready. Start in Café/Canopy/Elms back playground. Move, when told, out of café to canopy/Elms Playground Detention room (to be confirmed) Year 7 toilets</p>				
1405	Line up on Elms back playground (M block end)				
1410	PERIOD 5				
1510	TUTOR TIME				
1520	Dismissal by Wasps entrance (unless pupils have a period 6 lesson)				

Year 12 and 13 – Timings and Locations from September 2020

All of these arrangements will be explained in detail during student induction at the start of term.

Arrival and Departure

To reduce the number of students on site, sixth form students are expected to arrive in time for their first lesson of the day.

There is no morning registration (unless students have a 1-1 tutorial – see below).

Sixth form students are expected to leave the school site immediately after their last lesson of the day.

Year 12 students always enter and leave the site via the main (Twyford Crescent) entrance.

Year 13 students always enter and leave the site via the car (Uxbridge Road) entrance.

Pattern of the school day

Each day, a small group of students will meet their tutor during AM or PM registration for a 1-1 tutorial meeting. Each student will meet their tutor once each fortnight. Timetables for these will be organised at the start of term.

8.30am	1-1 tutorial meetings
9.00am	Period 1
10.00am	Period 2
11.00am	Break
11.20am	Period 3
12.20pm	Period 4
1.15pm	Lunch
2.10pm	Period 5
3.05pm	1-1 tutorial meetings
3.20pm	Period 6

Study periods

Sixth form students have designated areas to keep them separate from each other and from other year groups in the school.

Year 12 students may use:

- Sixth form study centre
- Designated areas of the café (periods 1-3 only – food can only be purchased during these periods)

Year 13 students may use:

- Learning Resources centre (LRC)
- Designated areas of the café (periods 1-3 only – food can only be purchased during these periods)

Lesson changeover

At lesson changeover times, sixth form students will be dismissed 5 minutes before the end of a lesson. Students will be expected to clear the corridors and main areas of the school site to allow the movement of all other year groups. At these times students should either go to their study areas (as above) or:

- Year 12 students go to the Cage
- Year 13 students go to the Elms back playground (by the lockers)

Once all other year groups have moved, Year 12 and 13 students then make their way to their lessons.

Break and lunch arrangements

At breaktime and lunchtime, Year 12 have access to the following areas:

- Sixth form study centre
- Year 12 picnic area (by basketball court)

At breaktime and lunchtime, Year 13 have access to the following areas:

- Learning Resource Centre (LRC)
- Year 13 picnic area (by basketball court)

Sixth form students can either bring their own snacks/lunch from home or may leave the school site to purchase food from local shops. The school café will **not** be available to sixth form students from 12.15pm each day, or at breaktime.

Students are not allowed to use the park areas outside the school.