



**Return to School FAQs  
for Parents and Carers March 2021**

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### 1. When will my child return to school?

	In school for first LFD test timed appointments only	Lessons in school	Remote Lessons
Friday 5th March	Year 12 + 13	N/A	All students
Monday 8th March	Year 11	Year 12 +13	Year 7 to 11 <i>No live lessons for Y11</i>
Tuesday 9th March	Year 10	Year 11 to13	Year 7 to 10 <i>No live lessons for Y10</i>
Wednesday 10th March	Year 9	Year 10 to 13	Year 7 to 9 <i>No live lessons for Y9</i>
Thursday 11th March	Year 8	Year 9 to 13	Year 7 + 8 <i>No live lessons for Y8</i>
Friday 12th March	Year 7	Year 8 to 13	Year 7 <i>No live lessons for Y7</i>
Monday 15th March	All year groups have lessons on-site		

If your child has been attending on-site provision during school closures, they can continue to do this during the week beginning 8<sup>th</sup> March until their year group returns to lessons in school. They should attend school in their school uniform from Monday 8<sup>th</sup> March.

Students need to arrive at school between 8-30 and 8-40 am daily.

- Year 7 and 8 finish at 3-10pm
- Year 9 and 10 finish at 3-20pm
- Year 11, 12 and 13 finish at 3-25pm

### 2. What does my child do when they first return to school?

Students will continue to line up to be supervised whilst entering the building and washing their hands.

- Year 7, 8 and 9 will each have a set area on the tennis courts to line up.
- Year 10 will line up outside the PE entrance.
- Year 11 will line up outside the OLC/Staffroom entrance.
- Year 12 and 13 will access the building through the main reception.

### 3. Does my child need to return to school in March?

DfE guidance states that it is compulsory for children to return to school. A very small number of children will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

### 4. What if I'm worried about my child returning to school?

It is natural for children and parents/carers to feel anxious about returning to school. Please be assured that everything is being done to make sure it is safe for your child to return to school, and they will be given all the information they need on their first day back. Please contact the school via [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk) or on 0121 464 3172 if you have a particular question not covered in these FAQ's so that a member of our pastoral team can contact you and put support in place.

Year 7 College Leader - Miss King  
Year 8 College Leader – Miss Shaw  
Year 9 College Leader – Miss Adenike  
Year 10 College Leader – Miss Ankhiah  
Year 11 College Leader – Mr Kennard  
Head of Sixth Form – Miss Muncey

#### **5. What if my child is clinically vulnerable or extremely vulnerable or a family member is shielding?**

The DfE guidance suggests growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.

#### **6. When will asymptomatic testing begin in schools?**

We will be testing all students whose parents/carers have given consent once before they return to school. The first three tests will be completed at the test centre on the school site and students will be supervised and shown how to take the test correctly themselves, after their third test students will be given a pack of tests kits to take home and test twice weekly at home (3 to 5 days apart) All tests are free of charge.

The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results take around half an hour from testing

#### **7. How should my child travel to school in March?**

The DfE guidance is that students that can walk or cycle to school should be encouraged to do so. Students who use public transport must follow the current government guidance whilst travelling. If you bring your child to school by car, the 'drop off' system will be available in the car park in the mornings, but with no stopping or parents getting out of vehicles. The school car park will be unavailable to parents/carers after school as it will be used for students leaving the site to ensure a safe exit. Parents/carers collecting by car will need to find alternative parking on nearby side streets and car parks.

#### **8. Will parents/carers be allowed on the school site?**

The school will only be open to essential visitors other than students. Parents/carers should only come onto the school site for pre-booked meetings.

Parents and carers that need to come into school will be asked to make an appointment or arrange a call back by calling the school reception on 0121 464 3172 or emailing [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

#### **9. How will the school address the emotional wellbeing of my child?**

We are very aware of the emotional impacts of the last six months and will continue to offer advice and support to students and families.

#### **10. How will the school staff approach any safeguarding issues?**

Staff will follow the normal safeguarding procedures as per our safeguarding and child protection policy, which can be found in the information section on the school website.

**11. How do I know that the school site is clean?**

The school has put in place an enhanced cleaning and hygiene system, including cleaning before the day begins, during the day and after school. Every entrance point and classroom will have a hand sanitising station. Cleaning throughout the day will include touch points, desks and toilets.

**12. How will the school ensure that students wash their hands regularly?**

Clear routines will be set up to ensure this happens. All students will be supervised whilst they wash their hands when they enter the building, and they will need to clean their hands before and after eating and at other key points in the day. Posters in the toilets will remind students how they should wash their hands. We are aware that some students may have an allergy to sanitiser or cleaning spray therefore they must wash their hands rather than use these items. Students can bring in sanitiser from home.

**13. Do students need to distance from staff?**

Yes, students should keep 2-metres from staff in the classroom, in support areas, in the corridor and outside. There is a clear 'teacher zone' in classrooms.

**14. Do students need to social distance from other students in corridors?**

Where possible students should social distance from staff and other students outside their bubble in corridors. The structure of the school day means that there will be limited movement around the school and students must wear face coverings where social distancing cannot be maintained when moving around the building. Face coverings do not need to be worn by pupils when outdoors on the premises.

**15. Do students need to wear face coverings in lessons?**

Face coverings **should** be worn in classrooms or during activities unless social distancing can be maintained, unless your child is exempt from wearing a face covering. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

**16. What will classrooms look like in March?**

All of the student desks will face the front, and any unneeded furniture will be removed. The 'teacher zone' at the front of the class will be 2-metres from any student desk.

**17. How will the school address any gaps in learning my child may have?**

We are aware that students will have gaps in their learning and have planned the curriculum to ensure that any gaps are addressed.

**18. Will teachers be marking my child's work?**

The current guidance is that teachers will be able to mark books and assessment papers following a strict enhanced procedure where books are dropped in a collection box and then left for the required amount of time before marking and then again before returning.

**19. My child has special educational needs, will she still get the support needed?**

Yes, the normal support will still be available. If you have any specific questions or concerns about your child's special educational needs, please contact Mrs Penn (SENDCo) [jpenn@hillcrest.bham.sch.uk](mailto:jpenn@hillcrest.bham.sch.uk)

**20. What will happen about breaks, lunchtime and school meals?**

Students will have their lunch in their teaching group (Year 7 to 9) or Year group Year 10 to 13 'bubbles'. Lunchtimes will be staggered to avoid 'bubbles' mixing.

The catering facilities will currently only be available at lunchtime. Students will have an extended lunch of 1 hour, and this will be spent in the dining area or outside in their designated area.

Students will not currently be able to have a mid-morning break in the dining area. Staff will ensure students get a break during the morning, this may be in the classroom (if raining) or outside on the field. Students will need to bring their own drinks and snacks for this.

Hillcrest uses ParentMail for all school communications and payments, including lunches, the catering service does not accept cash. Please see the information at the end of this document about signing up to ParentMail. If you have any problems signing up, please email [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

## 21. How will the school day be organised?

The school day will still be structured to keep everyone safe and to make sure we can still offer students a full range of subjects. The structure will be kept under review based on the latest DfE and PHE guidance.

Key Stage	Bubbles	Teaching Arrangements	Entry to School
<b>Key Stage 3</b>	Year 7 - form groups forming bubbles  Year 8 – Maths sets forming bubbles  Year 9 - Maths sets forming bubbles	Taught in their bubbles and for most lessons will be taught in the same classroom with the teacher moving to them.	Students will line up in designated areas in the <b>fire drill area</b> in their bubbles before entry to school via student entrance (rear doors for Year 8 and Year 9 and front door for Year 7) and hand washing in designated toilets.
<b>Key Stage 4</b>	Year 10 – Year group bubble        Year 11 – Year group bubble	Taught in normal groups forming a year group bubble to enable them to go to specialist rooms where possible. There will be different change over times with staff supervision.	Students will line up in designated areas outside the <b>Gym/PE entrance</b> area in their bubbles before entry to school and handwashing in designated toilets.  Students will line up in designated areas outside the <b>OLC/staffroom entrance</b> area in their bubbles before entry to school and hand washing in designated toilets.
<b>Key Stage 5</b>	Year 12 and 13 will form one bubble.	Year 12 and 13 will be one bubble and follow their normal timetables as far as possible. There will be different change over times with staff supervision.	Students will enter via the <b>main entrance</b> , wash hands and go straight to the common room to be registered.

School Day Timings	Activity
0830 -0845	Line up and hand washing – designated entrances and toilets
0845 -0920	Registration, Form Period/Assembly
0920 -1020	Lesson 1
1020 -1120	Lesson 2
1120-1220	Lesson 3 or Lunch
1220-1320	Lesson 3 or 4 or Lunch
1320-1420	Lesson 4 or Lunch
1420-1520	Lesson 5

All students will have a break during the morning, either in the classroom or outside.

## **22. What happens if a student does not socially distance from staff or follow any other COVID safe procedures?**

Students who deliberately fail to follow the guidelines will be given consequences in line with the school behaviour policy. Clear signage will support students to maintain distancing, and students should not enter the 'teacher zone' at the front of the classroom. Parents/carers will be contacted if we have any serious concerns about a child's actions.

## **23. Will students be able to move around?**

Students in Year 7 to 9 (Key Stage 3) will stay in one classroom, and teachers will move to them apart from PE and some other practical subjects. They will get a short break outside (where possible) during the morning and at lunchtime).

Students in Year 10 to 13 (Key Stage 4 and 5) will move in their year group bubbles following a strict one-way system.

## **24. How will the school deal with student behaviour?**

Staff will use our 'Getting It Right' reward system and Behaviour Policy to support students to make the right choices in school. Form Tutors, College Leaders and pastoral support staff will support any students who struggle to adjust to return to school.

## **25. Will we still have school detentions?**

We will not have detentions for the first few weeks. When we do have detentions, parents/carers will receive 24 hours' notice and students will do these in their bubbles.

## **26. What will happen about the use of toilets?**

Initially, students will be able to use the toilets as needed during the school day, but only one student at a time may leave the class, and they must only use their designated toilet. Students without a toilet pass who abuse this will be issued with consequences, and parents/carers will be informed.

## **27. What happens about equipment?**

Students must have their own equipment as listed in the Parents' Handbook. Student's must have their Knowledge Organiser Folder, whiteboard, whiteboard pen and eraser in their own labelled plastic wallet for use in all lessons. Students should not share this equipment. Any equipment used in practical lessons will currently be kept to a minimum and will be sanitised before and after use e.g. PE and Art.



**28. Will visitors be allowed on-site?**

Only essential visitors will be allowed on-site, and social distancing will be maintained.

**29. Will my child do all their normal lessons?**

Yes, as much as possible all students will continue with the full range of subjects, although practical activities in some subjects will currently be limited.

**30. Will there be any school trips?**

We will not be allowing any trips or visits currently. When these activities do commence, we will follow the DfE guidance, and risk assessments will be in place.

**31. Will there be any lunchtime or before and after school clubs?**

There will be no clubs the week beginning 8<sup>th</sup> March whilst we welcome students back. When these do start again, students will be kept in bubbles where possible or if not, social distancing measures will be in place.

**32. What about PE?**

On the days that students have PE; they will need to come to school in their PE uniform and not their school uniform. Outdoor sports will be prioritised where possible and, large indoor spaces used where it is not, maximising distancing between students and no contact sports will take place. If any equipment is used, it will be sanitised before and after use.

**33. How will the school collect any student medication from parents?**

Parents/carers will be able to bring medication into school; there will be a drop-off point at the main reception where social distancing measures and signage are in place. If you need to bring medication into school, please email [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

**34. Will students all leave school at the same time?**

There will be a staggered departure from school, but all students should have left by 1530. There will be a sibling waiting area on the bottom car park where students can wait for an older or younger sibling before leaving the site.

Students will not be allowed to gather outside the gates at the end of the day; they must go straight home. If they are waiting to be collected by car, they must wait away from the school gates, parents/carers should collect from nearby roads and car parks.

**35. What happens if a student or member of staff shows COVID-19 symptoms during the school day?**

If a student has COVID-19 symptoms, they will be isolated from their class, and parents/carers will be asked to collect them. The area will be cleaned immediately after. Parents/carers will need to follow the current self-isolation guidelines and arrange for a COVID-19 test. You must contact the school immediately with the test results.

Staff with symptoms will go home, follow the current self-isolation guidelines and arrange for a COVID-19 test. The member of staff will contact the school immediately with the test results.

**36. What happens if a student or member of staff is self-isolating or tests positive?**

The school will follow the current government guidelines. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Staff and parents need to inform the school of the test result immediately. If the test is positive, the school will contact the local Health Protection Team who will advise on the actions the school needs to take.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

**37. Will first aid for those with non-Covid symptoms be separate to those with symptoms?**

Yes, students needing general first aid will be dealt with under normal procedures and in a separate area to any students displaying any COVID-19 symptoms.

**38. Will I be allowed into reception to collect my child if they are ill?**

If you are asked to collect your child from school, the member of staff that calls you will give you instructions on what to do when you arrive at school.

**39. Will the school provide work for any students not in school?**

Work will be provided for students who are self-isolating or are unable to attend based on medical advice.

**40. Will students need to be in uniform?**

Yes, normal school uniform should be worn. On the days that your child has PE, they must come to school in their PE uniform, not their normal uniform.

The uniform list can be found at the end of this document. If you have any questions about the uniform, please email: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

**41. Where can I find a copy of the school risk assessment for opening to all students in March?**

The risk assessment can be found on the school website in the Information section.

**42. Does my child need to bring all the work they have completed at home in on the first day?**

No, your child's teachers will tell them which work they need to bring in and when.

**43. Does my child need to bring the school laptop back in on the first day?**

No, please keep the laptop safely at home for now, until school contacts you to arrange for the laptop to be returned.



**IT IS VERY IMPORTANT THAT ALL PARENTS SIGN UP TO: <https://www.parentmail.co.uk/> to receive texts/letters from school and pay online for your child's lunch money, school trips etc.**

Hillcrest School is committed to ensuring that parents are kept informed on all the exciting events and activities that occur in school. We use a system called ParentMail to communicate with our parents and carers.

You can use your ParentMail account from your computer, IPAD or the free ParentMail App on your mobile phone. We will keep you informed of the following via ParentMail:-

#### **ParentMail - Text/Communications**

- Emergency/school closure information will be sent by text message.
- Receive messages, newsletters and school letters via email.
- Keep up to date with school events and information

#### **ParentMail - Paying for School Items (students CANNOT bring cash into school)**

- Top-up your child's lunch money so that they can use their swipe card to purchase food and drinks in the school dining hall.
- Pay for items online e.g. all school trips, school ties, revision books, swipe cards, stationary.
- View the meals that your child has eaten at the school dining hall.

#### **Not yet registered.**

Registering on ParentMail is simple; all you need to do is make sure that we have your most up-to-date email address and mobile phone number and just activate your account when you are sent a registration link. Please contact the school and request a ParentMail link to activate an account (if you have not already received or have lost the ParentMail activation letter).

## School Uniform 2020-21

At Hillcrest, we believe our uniform should instil a sense of identity, pride and belonging. We want all our students to be comfortable in school as well as ensuring consistently high standards. We also aim to ensure that our school uniform is accessible and affordable for parents/carers.

### Students must wear:

- Black blazer with Hillcrest Badge **(must be purchased from one of the suppliers listed below)**.
- Black skirt \* (Should be at least knee length, not stretched or tight material) or trousers of regulation style and length\* (Not leggings or slim legged/tight fitting trousers).
- Plain black tights or black socks\*.
- White school shirt\* (not a polo shirt) closed collar for autumn and spring terms and open collar optional in the summer term.
- Black shoes of plain style, well-fitting and flat heeled, but not sling backs\*.
- School tie **(must be purchased from one of the suppliers listed below)**.

Trainers and boots are not to be worn. Students will be expected to wear a pair of school authorised shoes if they fail to wear appropriate footwear for school.

### Optional:

- Black V neck jumper\*.
- For religious reasons, students may wear the regulation headscarf in white or black plain material\*.

### For PE:

- Hillcrest design polo shirt **(must be purchased from one of the suppliers listed below)**
- Hillcrest design sports sweater **(must be purchased from one of the suppliers listed below)**
- Black shorts or skort (optional)\*.
- Black tracksuits bottoms (Not leggings or tight fitted)\*.
- Black Football socks\*.
- Sports Trainers.
- Shin pads.

Students wearing head scarfs for cultural reasons, must be secured safely and be sufficiently tight fitting to prevent any part being caught on equipment or interfering with the student's vision at any time, they must not contain any pins or be loose or long. One-piece headscarves must be black and can be purchased from the school through ParentMail for £6 each.

Please note that items marked \* can be purchased from one of the suppliers listed below. However, they can all be purchased from other retail outlets.

### **Uniform Suppliers**

#### **Colliers**

1 Chatham Road Northfield B31 2PH

Tel: 0121 4757874

**Gogna Schoolwear and Sports**

67/69 Rookery Road Birmingham B21 9QU

Tel: 0121 5235572

W: [www.gognaschoolwear.co.uk](http://www.gognaschoolwear.co.uk)

**Somal Fashions**

11 Faraday Avenue

Birmingham

B32 1JP

0121 423 2969

**Uniform Reminders:**

**Jewellery** must not be worn. One pair of small stud earrings is allowed. Body piercing, e.g. nose studs, eyebrow studs, tongue studs etc. are not permitted. Students will be asked to remove body piercings and will be sent home if they fail to do so. Jewellery, if worn, will be taken and will be returned to students at the end of term, or parents/carers may come in person to collect the item.

**Make-up** and nail varnish, including nail extensions, should not be worn for school. Students who arrive at school wearing make-up or nail varnish will be given the appropriate materials to ensure it is removed.

**Hair styles** should be appropriate for school and without unnatural colouring e.g. blue, purple, and red.