



Lincoln Castle Academy

**Frequently
Asked
Questions**

Learn Care Achieve



Lincoln Castle Academy



FAQ

Q1: When will school open again for all students? A:

	First day of term	Start Time	Departure Time	Zone
Year 7	Thursday, 3 rd September	8.30 am	3pm	Creative Arts
Year 8	Friday, 4 th September	8.45am	2.30pm	Maths
Year 9	Tuesday, 8 th September	9am	2.45pm	Humanities
Year 10	Monday, 7 th September	8.45am	2.45pm	English
Year 11	Tuesday, 8 th September	8.30am	3pm	Business & Enterprise
Year 12	Friday, 4 th September	8.30am	3pm	Common Room & Science
Year 13	Friday, 4 th September	8.30am	3pm	Mulder Suite & Science

The allocated arrival time reduces the number of potential interactions on the way to school and allows students' entry to the site to be carefully managed. On arrival, students will be greeted and they will wash their hands. Further scheduled hand washing will take place throughout the day.

Q2: What are you doing to ensure social distancing? A: All students will be grouped within a year group 'bubble' and prevented from mixing with students outside of their group. Each 'bubble' will be allocated a 'zone' within the school and will remain in their zone for the majority of their lessons; staff from all subjects will move to the students to teach their normal timetable. Students will only move *within their zone and within their bubble*, e.g. from their Year 9 tutor group to their Year 9 English class or to their designated washroom or recreation area.

Students will be assigned individual desks and in most classrooms, they will face the front of the room. Teachers' desks will be positioned 2 metres from students as per the guidance and staff will be discouraged from being in close proximity to students for extended periods of time.

On occasion, students will be escorted to a different room on the school site to access specialist rooms and resources (e.g. Design Technology, Cooking, Physical Education). This will be limited and carefully planned with most lessons taking place in the year group 'zone.'

- All teaching spaces are arranged so that you are seated at the guided distance of 2m apart. On leaving an area please use the wipe to clean your desk or work station.
- Please bring your exercise book for your subjects to school
- You will keep your possessions at your desk all of the time and should only bring items essential to study.

Q3: What are school doing to support students who may find returning to the school routine difficult? A: Whilst we recognise all students will need support to adjust to these new ways of working, we appreciate the return to school may be particularly challenging for some students, including those with additional needs and challenging personal circumstances. A proactive approach will see modifications for individual students, including our SEND 'bubble', mentoring support, curriculum reduction or a phased return. These measures will be carefully planned and communicated to parents and students to ensure a successful return for all.



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Q4: How should I contact school if there is an urgent need to do so? A: You can contact the school in a number of ways. If you have general enquiries, please email: enquiries@lincolncastleacademy.co.uk . You can follow our Facebook page for up to date information and messages or follow our website www.lincolncastleacademy.co.uk . You can also text or email through the Schoolcomms app. If you need support with any of the online platforms or app support, please email : appsupport@lincolncastleacademy.co.uk To contact Heads of Year with achievements and news, email: HOY@lincolncastleacademy.co.uk

Q5: How will LCA feel/look different for students A: The school day will consist of five taught lessons, as well as tutor time which will be used for catch-up, mentorship and to deliver our Aspire Programme with important initial work centered on wellbeing and the 'recovery' curriculum.

All students will be grouped within a year group 'bubble' and prevented from mixing with students outside of their group. Each 'bubble' will be allocated a 'zone' within the school and will remain in their zone for the majority of their lessons; staff from all subjects will move to the students to teach their normal timetable. Students will only move *within their zone and within their bubble*, e.g. from their Year 9 tutor group to their Year 9 English class or to their designated washroom or recreation area.

Students will be assigned individual desks and in most classrooms, they will face the front of the room. Teachers' desks will be positioned 2 metres from students as per the guidance and staff will be discouraged from being in close proximity to students for extended periods of time.

Lunch and a break time snack will be provided for those eligible for free school meals, but we ask that all other students **bring a packed lunch and a full bottle of water**. Unfortunately, we will not be able to provide hot food. Schools are not being reimbursed for additional costs as a result of the pandemic and catering staff will be redeployed to support supervision and our thorough cleaning programme.

End times will also be staggered, with the final lesson of the day (period 5) ending at 15 minute intervals for different year groups. Again, this reduces potential interaction between 'bubbles.' Students who travel by bus will be supervised until their bus arrives but all students will be expected to leave the site by 3pm to allow for staff briefings and for thorough cleaning to take place.

Q6: What about cleaning, hand sanitiser and soap? A: Hand washing facilities across school have soap and water. Staff and pupils are reminded of need to wash hands for 20 seconds. Protocols in place to wash hands when entering school, after break and lunchtime, before food, after coughing or sneezing, after using the toilet etc. We have posters reminding staff and pupils are on display across school. Hand sanitisers are available in any area where washing facilities not readily available. Hand sanitisers are available in entrance to school with reminders for staff and pupils to use them. We will regularly check paper towel dispensers. We will clean and disinfect objects and surfaces used by a different staff member or pupil between lessons e.g. computer keyboard, mouse, desk, interactive board and we will regularly clean items touched in high volume - particularly in areas of high use (e.g. door handles, light switches, lunch hall, reception area) using appropriate cleaning products and methods.

Q7: Will staff be wearing PPE? A: The government's position is that PPE is not required for staff where social distancing can be maintained, however there are circumstances where closer contact with students is required. PPE will therefore be in use by staff taking the temperature of those arriving into the academy, first aid staff and cleaning staff. Hand sanitiser and cleaning wipes will be issued and masks are available to all staff should they wish to use them.



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Q8: When I arrive at school, where should I go? A: We have staggered start times and entrances for different year groups:

	Start Time	Departure Time	Entrance Gate
Year 7	8.30 am	3pm	Main school gate
Year 8	8.45am	2.30pm	Gate by Yarborough Leisure Centre
Year 9	9am	2.45pm	Gate by Yarborough Leisure Centre
Year 10	8.45am	2.45pm	Main school gate
Year 11	8.30am	3pm	Gate by Yarborough Leisure Centre
Year 12	8.30am	3pm	Sixth Form Conservatory
Year 13	8.30am	3pm	Sixth Form Conservatory

If you come to school by car, please ensure you are dropped off in the main car park no more than five minutes before your designated start time and then join the queue in to school, keeping your distance from others.

If you walk to school please do not congregate with your friends, either on the way or outside the school gate. Make sure that you adhere to the social distancing 1m+ rule.

You will see yellow lines painted on the footpath where you will wait to enter the school site

A member of staff will greet you at the gate and welcome you in. No other access point will be open (other than the sixth form conservatory entrance for Y12 & 13 only).

Parents will NOT be allowed onto the school site.

Please follow the signed path into Technology to wash your hands with soap and water and then continue round the route to the gazebos. A member of staff will take your temperature.

You will then be escorted to your teaching area – once assigned this will be your permanent learning space.

Q9: Under what circumstances should I NOT attend school? A: Please do NOT come to school if you or anyone in your household has:

- A high temperature
- A new, continuous cough
- A loss of or change to your sense of smell or taste.

Students or staff with symptoms of coronavirus should not attend school and should follow 'stay at home: guidance for households' (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) which sets out information about self-isolation and testing (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>).

Q10: What happens if a student or staff member becomes ill during the school day? A: If an individual becomes ill during the school day they will be moved to our Medical Isolation Room until they can leave the site. This room, and all other relevant parts of the school, will be given a deep clean, including anti-viral fogging. Should an individual test positive, we will track those who may have been exposed through the 'bubble' and provide clear guidance.



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Q11: How will you minimise the potential for spreading the virus whilst in school?

Each year group is All students will be grouped within a year group 'bubble' and prevented from mixing with students outside of their group. Each 'bubble' will be allocated a 'zone' within the school and will remain in their zone for the majority of their lessons; staff from all subjects will move to the students to teach their normal timetable. Students will only move *within their zone and within their bubble*, e.g. from their Year 9 tutor group to their Year 9 English class or to their designated washroom or recreation area.

Students will be assigned individual desks and in most classrooms, they will face the front of the room. Teachers' desks will be positioned 2 metres from students as per the guidance and staff will be discouraged from being in close proximity to students for extended periods of time.

On the first day back students should bring their own resources into school, including: pens, pencils, sharpener, ruler, rubber, highlighters and a scientific calculator (recommended model: Casio FX-83GTPlus/ Casio FX-85GTPlus). Every student will be issued with a large zip lock bag for their resources which will remain on their desk at school.

- Thorough and ongoing clean of entire school, including deep clean as required and on-site cleaning throughout the day.
- Maximising ventilation of rooms at all times with windows and doors open (with the exception of fire doors).
- Routine scheduled supervised handwashing for students and reminders for all.
- ALL refreshments, break time snacks and lunch to be eaten in 'zones' NOT in the Hub.
- Advice given to all students regarding the journey to and from school and avoidance of congregating in groups.
- Teachers deliver lessons in larger teaching spaces, e.g. sports hall, hub, West Hall, etc. with a standardised layout, taped corridors to ensure social distancing
- Outdoor 'classrooms' will be available & the curriculum & dress code modified accordingly
- Larger groups 'assemble' through the use of 'Zoom', with lessons/assemblies projected on screens to students in several classrooms
- The sharing of resources is limited so this is rarely the case i.e. textbooks, resource sheets, computers and name cards on desks with students 'owning' space (not moving around)
- PPE distributed as appropriate (gloves, masks, aprons) and hand sanitiser/ antibacterial wipes available for all staff
- Clear protocols are in place complying with current guidance for those exhibiting symptoms during the school day, including isolation room and relevant safety measures, including fogging and deep cleaning
- 14 day 'quarantine' for staff & students who have come into contact with confirmed case.

Q12: How do I get my Free School Meal vouchers for the summer holidays? A: Edenred will issue each Free School Meals eligible student £30 of vouchers per fortnight. These will be emailed to families on a Monday throughout the day. There are a number of different shops and supermarket accepting the vouchers which can only be used to purchase food. If you think you may now be eligible for Free School Meals, please email dla@lincolncastleacademy.co.uk and Mrs Andrews will be in touch.

Q13: Has your mobile phone policy changed? A: There will be zero tolerance of mobile phone usage in school. We urge parents to reinforce this message before September to avoid witnessing the agony of teenager and mobile phone enforced separation. Any student not complying with this will have their device removed and taken to school reception for collection by a parent or carer. Further refusal to comply will result in further sanctions.



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Q14: I'm worried that other students might not take social distancing seriously, what are the school doing? A:

Maintaining good discipline and an orderly environment is a necessary part of school life, but this will be of paramount importance in September as we work within new parameters. Whilst individual students will receive appropriate guidance and support, *deliberate* breaches of our safety measures will result in sanctions, including fixed term and, should the need arise, permanent exclusion. High levels of compliance are essential in order to keep our entire school community safe. There will be zero tolerance of mobile phone usage in school. We urge parents to reinforce this message before September to avoid witnessing the agony of teenager and mobile phone enforced separation.

Any student that displays behaviours that demonstrate they are not willing to cooperate with us in maintaining a safe environment will be deemed to have committed a serious breach of the Academy's conduct policy and therefore an additional sanction, detailed in the Academy's Conduct policy may be considered. The following are some examples of what we consider to be unacceptable behaviour (additional to the Conduct Policy) specific to the context of the phased return delivery of face-to-face sessions, though the list is not exhaustive:

- refusing to sanitise hands
- not moving directly to the allocated classroom
- deliberately making contact, or attempting to make contact, with another person
- deliberately moving within 1 metre+, or attempting to move within 1 metre+, of another student or within 2 metres of a member of staff
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing

Q15: My child travels to school on a bus, what is the current advice on this? A:

Lincolnshire County Council is working with transport providers to ensure that children are able to travel to school as safely as possible at this time. The numbers of children travelling on each vehicle have been adjusted to support social distancing, the wearing of face coverings by pupils has been recommended (this is mandatory on public transport) and providers must frequently clean their vehicles.

LCC ask that children entitled to education transport continue to only use it where absolutely necessary and that parents and carers support them to follow all guidance and advice that is issued. We have requested further clarity on behalf of students who use school transport; we will ensure this is passed to you as soon as we have more information.

<https://www.lincolnshire.gov.uk/school-college-transport>

Q16: What should I do if I have safeguarding concerns? A: There are a number of options for you. You will find the website addresses of a number of agencies on the Safeguarding section of the LCA website. If you require Children's Services, the telephone number is: 01522782111 You can also contact our DSL at: lkb@lincolncastleacademy.co.uk

Q17: How do I access work for students if there is a local or national lockdown? A: For home learning, we refer to the 'LCA Virtual School'. The virtual school will continue to be in the background for sometime in case of local lockdown or national lockdown. The virtual school is a combination of Show My Homework and Office 365 working to communicate with students from school and for students to communicate with us. We have increased the number of video lessons made by teachers and should we find ourselves needing to, we will conduct online lessons and tutor time via Microsoft Teams. Teachers will explain how they wish students to submit work when they set it. Most teachers will provide an email address so that they can send the work in for marking. If they have, then please send it via the student school account. They can access this through Microsoft 365, by logging in with their school 00XXXX number as they would at school and their usual password. If there is no requirement to submit the work electronically, then students should store the work in their Study File. This is more likely to be research tasks or independent work.