

UPDATED: 3 July 2020

## CORONAVIRUS: FREQUENTLY ASKED QUESTIONS

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## 1. What is the school doing about Coronavirus (COVID-19)?

Current Government advice is that schools should stay open to children of critical/key workers and vulnerable children. The school will respond to guidance, advice and instruction from the Government and Coventry City Council.

A list of critical/key workers has been provided by the Government and can be found [here](#).

At this time, vulnerable children are defined as those that have a Social Worker and those that have an Education, Health Care Plan (EHCP). An EHCP is a legal document that describes a child's Special Educational Needs and the support they require. Children who do not fall in to these groups should remain at home with appropriate care.

The Government has recently changed its advice for schools and the plan for gradual reopening of primary and secondary schools. For secondary schools the Government has advised that schools should start to consider reopening from the 15<sup>th</sup> June for students in Year 10 and Year 12. The school is working with Coventry City Council and following Public Health guidance to plan for a variety of possibilities. Confirmation of the ACTUAL DATE that President Kennedy School is ready for the safe return of its staff and students will be communicated as quickly as possible with our parents, carers and students. Government guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students can be found [here](#).

Department leads and teachers have planned work that can be shared with students to enable them to build on and consolidate their learning. This will be shared via SharePoint, the school's document management and storage system and in the [Key Documents](#) section of the school website. If school closure is extended the school will provide additional advice on the website.

## 2. What happens if I am a Key Worker and my child or someone in my household displays symptoms of coronavirus?

Parents and carers should continue to follow Government guidelines around social-distancing and self-isolation in the event you or a family member in the same household display symptoms. Please refer to Government guidance: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>.

## 3. My child has an EHCP or is classified as vulnerable (see definition above) and they or someone in their household displays symptoms of coronavirus?

Parents and carers should continue to follow Government guidelines around social-distancing and self-isolation in the event you or a family member in the same household display symptoms. Please refer to Government guidance: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>.

#### **4. How can I communicate with school?**

The school will post updates on its website ([www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk)). This will be our main method to share information so we ask that students, parents and carers use this as a means to access information. Parents and carers are also asked to view these FAQs before making contact with school. If a question cannot be answered by these FAQs or the information available on the website, enquiries can be emailed to school at [info@pks.coventry.sch.uk](mailto:info@pks.coventry.sch.uk).

#### **5. What can my child do in the time the school is closed?**

Department leads and teachers have planned work that has been shared with students to enable them to build on and consolidate their learning. This will be shared via SharePoint, the school's document management and storage system and in the [Key Documents](#) section of the school website. If school closure is extended the school will provide additional advice on the website.

We also suggest students can use online resources, for example, MathsWatch and BBC Bitesize.

New timetables for KS4 and KS5 which will include opportunities for more online learning will be issued by Monday 8<sup>th</sup> June.

#### **6. How do I access the resources at home?**

Students can access SharePoint using the link found on the President Kennedy School website ([www.pks.coventry.sch.uk](http://www.pks.coventry.sch.uk)) or directly at [www.office.com](http://www.office.com). Students should login using their school email and password.

Resources and guidelines which are aimed to support students in accessing Sharepoint and Microsoft Teams have been emailed directly to Year 10 and year 12 students and their parents/carers and also uploaded onto the [Key Documents](#) section of the website.

#### **7. My child is unable to access school systems/SharePoint. What can I do?**

Your child can email the school's IT helpdesk ([ICTSupport@pks.coventry.sch.uk](mailto:ICTSupport@pks.coventry.sch.uk)) who will resolve issues if possible.

#### **8. Can I contact my teacher to ask questions about my learning?**

All students and their parents/carers are asked to use this FAQ document to help them resolve issues where possible.

Students from all year groups (and their parents/carers) should use [info@pks.coventry.sch.uk](mailto:info@pks.coventry.sch.uk) to raise queries. If appropriate, emails will be forwarded to Subject Leaders to disseminate/respond.

All Year 10 and Year 12 students will have access to a new online learning timetable which starts on 8<sup>th</sup> June. These resources have been emailed directly to the students and their parents. This will enable all students to see subject teachers, engage in online 'chats' where they can ask questions and where they will be shown how to upload work.

All students can email their teachers too.

### **9. I've run out of work. What can I do?**

The recommended work is available in the [Key Documents](#) section of the school website. Work will be updated every week for Years 7, 8 and 9 and every two weeks for Years 10 and 12. Please keep checking the [Key Documents](#) section for updated work. This may also signpost students to relevant sections of SharePoint.

You can also access College information such as their weekly newsletters and college assemblies.

### **10. My child is due to take public examinations, will these go ahead or will there be any changes to exam timetables?**

The exam regulator, Ofqual, and exam boards will work with teachers to provide grades to students whose exams have been cancelled this summer, following our actions to slow the spread of coronavirus.

University representatives have confirmed that they expect universities to be flexible and do all they can to support students and ensure they can progress to higher education.

This year's summer exam series, including A levels, GCSEs and other qualifications, and all primary assessments, have been cancelled as we fight to stop the spread of coronavirus.

To produce this, teachers will take into account a range of evidence and data including performance on mock exams and non-exam assessment. The exam boards will then combine this information with other relevant data, including prior attainment, and use this information to produce a calculated grade for each student, which will be a best assessment of the work they have put in.

Advice was released on Friday 3<sup>rd</sup> April from Ofqual for all schools on how to award summer grades for Year 11 and Year 13 students. The letter from Ofqual issued to students and parents/carers is appended to these FAQs.

Schools will be asked to send exam boards two pieces of information for each subject, based on what we know about student's work and achievements:

- 1) the grade we believe students were most likely to get if teaching, learning and exams had happened as planned;
- 2) within each subject, the order of students by performance, for each grade.

The full report can be viewed here:

<https://www.gov.uk/government/news/how-gcses-as-a-levels-will-be-awarded-in-summer-2020>

Please feel reassured that President Kennedy staff will fulfil this responsibility with integrity and utmost professionalism.

We will also aim to ensure that the distribution of grades follows a similar pattern to that in other years, so that this year's students do not face a systematic disadvantage as a consequence of these extraordinary circumstances.

Ofqual have now also confirmed that centre-assessed grades will now apply to all Btec Subjects for units which were started and not completed due to lockdown for all Year 10 and Year 12 Btec students. Students will not sit any external exam units at the end of Year 10 or 12. Pearson will award an exam grade for that specific unit which had been studied during that academic year. However students will have an opportunity to 'resit' the exam the following year.

### **11. My child is doing a BTEC. How do I submit coursework?**

Students in Years 10 and 12: BTEC classes have been set classwork or coursework to complete whilst the school is closed. Students can email their teachers directly with any questions they may have regarding their coursework, email completed work and use the new online Microsoft Teams functions which staff will guide students on using when the new online timetable commences on the 8<sup>th</sup> June. Please keep checking the relevant [Key Documents](#) section of the website for updated work that has been set for Year 10.

Students in Years 11 and 13: have been issued coursework preparation packs with clear explanations of what needs to be completed. These students can contact their specific BTEC teacher via school email addresses. Year 11 students also have access to the new Year 11 College section on the website (see Key Documents) which has KS4-5 transition packs signposting them to subjects that they may be studying in September.

### **12. When will the school reopen and how will I know?**

The school is following Government guidelines around school closures and will, therefore, continue to monitor and provide updates via the President Kennedy School website. The

school will publish updates on the website and text/email parents when the decision to reopen is made. Mr Clayton has also written to all parents (see parental letter) on Friday 22<sup>nd</sup> May 2020 outlining recent Government guidance for secondary school. Please see question 1.

### **13. I wish to accept/decline my child's place in year 7 for starting secondary school in September 2020. Who do I contact?**

Parents and carers can contact Coventry City Council Admissions Department (email [secondaryadmissions@coventry.gov.uk](mailto:secondaryadmissions@coventry.gov.uk) or telephone 024 7697 5445) to accept or decline a place. Alternatively, parents/carers can email the school on [transition@pks.coventry.sch.uk](mailto:transition@pks.coventry.sch.uk).

### **14. I'm a student or adult and I have a safeguarding concern. What do I do?**

Please, contact both Safeguarding Officers at President Kennedy School. They are Richard Beattie ([beattie@pks.coventry.sch.uk](mailto:beattie@pks.coventry.sch.uk)) and Ralph Cordes ([cordes@pks.coventry.sch.uk](mailto:cordes@pks.coventry.sch.uk)). They will contact you about this issue as soon as possible.

We may also wish to contact the Coventry Safeguarding Children's Partnership through their website ([www.coventry.gov.uk/lscb](http://www.coventry.gov.uk/lscb)).

### **15. My child is entitled to a Free School Meal (FSM). How can they get this?**

The school is providing FSM vouchers to parents and carers through the Government's National Voucher Scheme, a scheme that has been developed to provide supermarket vouchers via an online portal. The Government has advised that it will provide an increased FSM value of £3 per day during the period of school closure due to Coronavirus.

**For parents/carers WITH an email address:** Parents/carers with students eligible to receive FSM who have provided the school with an email address will receive an eCode by email (a 16 digit number with a value attached). You will be able to go online to redeem the eCode against a choice of eGift cards (a digital gift card will then be delivered via email).

Parents/carers will be receiving these eCodes on a weekly basis via Edenred on behalf of the Government.

**For parents/carers WITHOUT an email address:** Parents/carers with students eligible to receive FSM who have not provided the school with an email address will receive an eGift card directly from the school; the school will print and post the eGift card to the family at the address detailed on the school's records. If any parents/carers have changed their address recently and have not yet advised the school, you must do this urgently.

The provider of the National Voucher Scheme have helpfully provided frequently asked questions for parents and carers regarding the new scheme and these can be found via this link: <https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/>

Please take the time to read through the FSM frequently asked questions as they do contain important information.

## 16. Will Free School Meal vouchers be provided over the summer holiday?

Free School Meal vouchers will be provided during the summer holiday via the Government Voucher Scheme. [The Covid Summer Food Fund](#) will provide support for children who are eligible for benefits-related free school meals (FSM) over the summer holiday period. Each eligible child can receive a £90 eCode to cover the summer holiday period.

President Kennedy School will be issuing this £90 eCode in two separate voucher instalments, as follows:

- A £45 eCode will be provided towards the end of the week ending 17 July; this will cover the three weeks starting 20 July, 27 July and 3 August 2020;
- A second £45 eCode will be provided towards the end of the week ending 7 August; this will cover the three weeks starting 10 August, 17 August and 24 August 2020.

We do not anticipate that the Government Voucher Scheme will continue in the autumn term; we will of course let parents and carers know should this change.

## Links to Free School Meal help, information and guidance

Help and information for parents and carers: <https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/>

Help on redeeming voucher codes: [https://www.edenred.co.uk/Documents/DfE/DfE\\_FSM-voucher-scheme\\_Parent-Carer-Userguide.pdf](https://www.edenred.co.uk/Documents/DfE/DfE_FSM-voucher-scheme_Parent-Carer-Userguide.pdf)

## Please note there has been a change to the Expiry Periods for new eCode orders:

Any new orders for eCodes placed on or after 1st July will now have an expiry period of one month. The expiry period starts from the eCode's activation date.

Any orders placed in June will still have a two-month expiry period.

If you are unsure when an eCode will expire, please:

- Refer to the email in which the eCode was sent;
- Login to the online ordering website, go to 'eCode Management' and search for the eCode. The expiry date can be found in the specific eCode information.

Once an eCode has expired, it cannot be redeemed for an eGift card. eGift cards have different expiry periods: please see Q15 in the [parent/carers FAQs](#).

*The school urge parents and carers to please note the following advice from the Department for Education (DfE):*

***Fraud targeting parents of children in FSM:***

*The DfE has warned that fraudsters are targeting parents of children eligible for free school meals. Families have received an email requesting their bank details, claiming this will enable their children to continue receiving meals through school closures amid the COVID-19 pandemic. **DfE are urging parents to delete the scam email immediately.***

**17. My child was due to attend a school trip or event. Will I be refunded for this?**

Where refunds are possible, the school's Finance team will need to undergo a lengthy process to refund these costs to parents and carers. We ask that parents and carers recognise that this may take some time due to staff shortages. We kindly request that parents/carers do not contact their bank or card issuer to 'charge back' their payment as this will result in a charge to the school of £25.00 per transaction. The school will reimburse monies as they are able to.

**18. How will my child's school work be marked?**

Schools being closed for a considerable period of time has left us all uncertain and anxious about our children's emotional and academic wellbeing. During this unprecedented time the school and staff are working incredibly hard to ensure that relevant work is being set which consolidates and extends existing learning. We appreciate that families and students are also working incredibly hard at home to maintain a stimulating environment and a sense of routine. It is therefore very important for students to know that their work will be acknowledged by their teachers. Students have two options here:

- a) Firstly, they can send their work to teachers via email; and
- b) As of Monday 8<sup>th</sup> June Year 10 and Year 12 students can use Microsoft Teams to submit their work and receive feedback from subject staff. Subject staff will contact students and it is really important that all students check their emails regularly. All staff will acknowledge students' work and this might be more detailed for exam groups and within an appropriate amount of time.

It is crucial that we ask for your support in this matter too. During these unprecedented times it important for us all to remember that many of our staff will be experiencing similar situations to the rest of the country. Colleagues will be working from home but may also be juggling childcare and home schooling, caring for ill family members or feeling unwell themselves. This situation is forever changing and is hard to predict. Therefore we ask for your

understanding in this matter during these challenging times and we will continue to work together to support and guide our students.

### **19. If my circumstances change, can I apply for Free School Meals?**

If a parents/carers circumstances have changed and they want to apply for Free School Meals, they need to contact Coventry City Council to make an online application. The following link gives information on eligibility and to an online form for you to submit your application:

[https://www.coventry.gov.uk/info/54/benefits/168/free\\_school\\_meals](https://www.coventry.gov.uk/info/54/benefits/168/free_school_meals)

If an application is approved by Coventry City Council, the school will be informed of your child's eligibility; we will then contact you regarding arrangements for receiving Free School Meal vouchers.

# ofqual

GCSE, AS and A level students in England

3 April 2020

## A message for all GCSE, AS and A level students this summer

I understand how unsettling the past weeks have been for you, since the [announcement that exams have been cancelled this summer, and that you are urgently waiting for news](#). I wanted to let you know what we are doing to provide you with grades. Our over-riding aim in this is to be fair to students this summer and to make sure you are not disadvantaged in your progress to sixth form, college, university, apprenticeships, training or work because of these unprecedented conditions.

### How will grades be calculated?

Your school or college will be asked to send exam boards two pieces of information for each of your subjects, based on what they know about your work and achievements:

- the grade they believe you were most likely to get if teaching, learning and exams had happened as planned
- within each subject, the order of students at your school or college, by performance, for each grade. This information will be used to standardise judgements – allowing fine tuning of the standard applied across schools and colleges

Your school or college will consider a range of things like your classwork and homework; your results in assignments and any mock exams; any non-exam assessment or coursework you might have done; and your general progress during your course.

This information will allow us, with exam boards, to standardise grades across schools and colleges, to make sure that, as far as possible, results are fair and that students are not advantaged or disadvantaged because their schools or colleges are more generous or harsh than others when

making those judgements. That means the final grade you get could be different from the one your school or college sends to the exam board.

**Do I need to complete any new work for my school/college to submit a grade?**

Your school or college is not required to set additional mock exams or homework for your centre assessment grade, and you won't be disadvantaged if you were not set, or were unable to complete, any work given out after schools were closed.

**Can I see the grades my school/college submits for me?**

No, this information will be confidential. Please don't ask your teachers, or anyone else at your school or college, to tell you the grades they will be sending to the exam boards or where they have placed you in the order of students; they will not be allowed to share this with you.

**I am a private candidate – what does this mean for me?**

If you are a private candidate (for example, home-schooled, following distance-learning programmes or studying independently) the centre you are entering with should include you where the head teacher or principal is confident that they and their staff have seen sufficient evidence of your achievement to make an objective judgement. We are urgently exploring whether there are alternative options for those students who do not have an existing relationship with a centre and who need results this summer to progress. Unfortunately this is unlikely to be possible for all private candidates, some of whom may instead need to take exams in the autumn to get their grades.

We appreciate that this is a matter of real concern to private candidates and will provide an update as soon as possible. We have asked organisations that represent universities and FE colleges to consider the steps that providers could take when making admissions decisions this summer for any private candidates who do not receive a grade. They have told us that they believe that institutions will consider a range of other evidence and information for these students to allow them to progress wherever possible.

**When will I get my results?**

We're working hard to get results out as soon as is possible – results won't be delayed after the dates they were expected in August, and ideally they will be issued a little earlier, so you can have the certainty you need.

**Can I take my exams another time?**

We are working with exam boards to offer additional exams in the autumn term as soon as it is possible to do so. We'll let you know about these in the coming weeks.

The information we have published covers GCSEs, AS and A levels, plus Extended Project Qualifications and Additional Extension Awards in maths. You can find out more about which qualifications and students are included, and the current arrangements for those which are not, in our [detailed guidance](#); along with answers to other questions that you and your parents or carers might have. We will keep updating our guidance as new

information becomes available, including to share details about vocational and technical qualifications as soon as we can, so please keep an eye on our website.

Please be reassured that the grades you get this summer will look exactly the same as in previous years, and they will have equal status with universities, colleges and employers, to help you move forward in your lives as planned.

With every best wish,



Sally Collier  
Chief Regulator, Ofqual