

**Entry / Exit and Circulation Considerations**

- **Drop off at school gates** except where disability access is required.
- **Follow designated entry/exit points** (*guidance issued to Form Class*)
- ✓ A.M. - Pupils enter the building via the nearest entry point to Form classroom (see list)
- ✓ 3.25p.m. - Pupils leave from the nearest exit point, in line with fire evacuation routes as posted in classrooms. (One-way system does not apply at 3.25p.m.)
- **Use designated Entry/Exit points to shared spaces** eg: canteen
- **Use nearest toilet throughout the day**
- **Observe one-way system in operation.** (Follow arrow signs and guidance issued)
- **Walk to the left of the corridors, where appropriate.**
- **Use external circulation routes**, as per guidance
- **Observe distance. Keep apart and line-up in single file to enter / exit classrooms.**
- **Sit in classroom at the desk arrangement which is in place to observe distance.** Students designated to “fixed” desk per room. Adhere to movement to the “left” of - entry and exit from desks.
- **Only Emergency appointments with official verification will be considered.**
  - ✓ Parents phone office to inform school re: appointment date and time.
  - ✓ Record of appointments in student planner, signed by parent.
- **Post 16 pupils remain on the premises for activities previously externally facilitated until further notice-**

Year 13 RE programme (TBC) / Driving Lessons / Lunch

**CURRICULIM DELIVERY (including Assemblies and Extra-Curricular)**

- ✓ **Pupils will have access to all areas of the curriculum and to specialist equipment / accommodation**
  - ✓ **Pupils may wear PE uniform to school on timetabled PE days.**
- Note: Black / navy tracksuit bottoms / leggings must be worn, shorts are not acceptable to and from school.*
- ✓ **Singing will resume:**
- Singing in choir Guidelines re: social distancing and ventilation will be followed  
Singing in class bubbles will not require social distancing, as outlined for choirs
- ✓ **Absence / Remote Teaching and Learning**
- Where possible, students isolating may be invited to join class remotely. Work will be arranged / provided for students isolating.
- ✓ **Assemblies**
  - ✓ Year 8 – 11 year group assemblies in assembly hall. 9.05a.m.-9.15a.m. (8-Mon: 9-Tue: 10-Thur:11-Fri)
  - ✓ Students stand in rows, social distance applies (2 rows per classroom. 2 exit routes from Assembly Hall and staggered exit, to increase separation)
  - ✓ Year 12 – Canteen Mon: 3 classes in canteen, remainder classroom based – to operate on a rotational basis and as directed by Head of Year 12.
  - ✓ Post 16 year group assemblies: 3 classes in canteen, 3 classroom based – to operate on a rotational basis and as directed by Head of Post 16.
  - ✓ Junior Assembly remains suspended until further notice.
  - ✓ **Extra-Curricular Activities**
  - ✓ Outdoor where possible
  - ✓ Social Distance, Hygiene, Face Mask, Entry / Exit and Contact Tracing protocols followed.

**Class Setting, Social Distancing and Space Utilisation, Face Covering**

- **Class Setting**
- ✓ Teachers will be based in their own classroom
- ✓ **Pupils moving to classrooms observe social distance, entry / exit and circulation routes, including 1-way system, where appropriate**
- ✓ Pupils will be assigned to a designated desk, as far as possible
- ✓ Students bring necessary equipment / items for class (school bags, books, pencil cases etc)
- **Social distancing and Space Utilisation**
- ✓ 1 metre between students – seating plan / fixed desks
- ✓ Students face to front of classroom, as far as possible
- ✓ 2 metres between adults and students, as far as possible
- ✓ Social Distancing relaxed for vulnerable students / 1-1 support. (Face mask / visor advised)

- ✓ Social Distancing and Contact Tracing in place for Wraparound Care and Extra-Curricular Activities
- **Face masks** to be worn by all students throughout the day, unless exemption applies, until further notice.
- ✓ Face masks will be available in all Form classrooms
- ✓ Face masks to be worn on all public transport, unless exemption applies.

#### Personal Hygiene

- **Follow all guidance and training on responsible hygiene practice– hand, respiratory, face.**
- **Hand sanitise on arrival and wash hands / sanitise regularly throughout the school day (Sanitising stations clearly signposted in school.)**
- **Cough or sneeze into elbow or Tissue: Catch it Bin It Kill it**
  - ✓ Tissues will be available in all classrooms
- **Leave Face alone**
- **Follow mask protocol when wearing a face mask.**

#### Classroom Hygiene

- **Staff sanitise desks / surface area on exit**
- ✓ **Prior to class exit, time will be allocated before end of class session for completion of wipe down of surface areas. Pupils responsible for personal space / surfaces used (desk / chair).**
- ✓ **Covered pedal bins available for classroom waste management. Pupil tidy rota, as per normal**

#### Catering

- **Seating in canteen (limited). Maximum 4 students per table**
- **One-way system in operation:**
  - ✓ Pupils enter via main steps or side door at back on canteen
  - ✓ For plated dinner / seating, pupils queue on right hand side service area only
  - ✓ For carry out (hot / cold), pupils queue at either right or left service area
  - ✓ All pupils exit via exit door to the left, at front of canteen
- **Staggered lunchtimes per year group:**  
**Sept – Oct: Year 8 (week 1 – 12.05) From Week 2 12.10**  
**Year 9/10 -12.20// Year 11/12 -12.30// Year 13/14 -12.40**
- **Breakfast will be available for all**
- **Break will be available as follow:**  
**Post 16 Mon – Fri and 1 other year group per day**  
**Year 8: Monday**  
**Year 9: Tuesday**  
**Year 10: Wednesday**  
**Year 11: Thursday**  
**Year 12: Friday**
- **Arrangements will be kept under review**

#### Personal Protective Equipment (PPE)

(see also Personal Hygiene).

- **Face Masks**
- ✓ Face masks to be worn by all students throughout the day, unless exemption applies, until further notice.
- ✓ Face masks will be available in all Form classrooms
- ✓ Face masks to be worn on all public transport, unless exemption applies.
- **Follow good hygiene practices – hand, respiratory, face**
- **PPE equipment available where required – Hand sanitiser, face masks, gloves, aprons**

#### Covid 19: Symptoms -Test, Trace and Protect Strategy

- **Do Not come school if feeling unwell**
- Any person displaying any key Covid-19 symptom (a **high temperature, a new, continuous cough, a loss of or change in sense of smell or taste**) should not come to school
- Any person who displays symptoms of Covid-19 (and members of their household) will be sent home.  
*Note: any person with flu / cold symptoms is fit to attend school and is not required to follow Covid-19 symptom guidance.*
- **Self-isolation**
- ✓ New Guidance to follow re self-isolation of close contacts
- ✓ Students who are close contacts will self-isolate until they have received a negative PCR test.

#### Communication

- Please tell your teacher immediately if you do not feel well
- **Follow all Covid-19 advice, regularly updated by the school and PHA.**

