

Procedures for coming into school during covid-19 pandemic

These procedures are based on advice from public health and are to try to minimise risk to people who come into school. It must be emphasised that there is still a risk even if these are followed.

ALL PEOPLE – STUDENTS, STAFF AND VISITORS – ARE REQUIRED TO COMPLY WITH THESE PROCEDURES. ANY STUDENT WHO DOES NOT COMPLY WITH THESE PROCEDURES WILL BE SENT HOME.

1. Parents who need their child to attend school will apply for a place in writing using the designated form, giving clear information as to the times required. They must give at least a week's notice.
2. No child will come into school unless they have an allocated place.
3. The SLT will allocate each student to a designated work space and inform the parent.
4. Students will be in a classroom of 6-8 people. This will be supervised by a member of staff (not necessarily a teacher.)
5. A rota of staff will be maintained so that children are supervised.
6. All students and staff will enter and leave by the entrance designated for that hub.
7. People will remain in their designated hub area, including at any break or lunch period and for accessing toilets.
8. All people will be required to keep a safe distance apart – currently 2m. This includes entering and leaving school.
9. All people are responsible for maintaining good hand hygiene, either by washing hands or by using hand sanitiser.
10. Only one person at a time will be allowed in each toilet area.
11. Students will be working on the remote learning materials provided by their teachers. If this is complete, they may read a book of their choice.
12. If a person is feeling ill, they will not come into school and will notify the school.
13. If a child or member of staff falls ill during the day, he or she will be sent home.
14. If required, all people will be tested for the virus and follow any subsequent advice.