St Mary's Catholic School

Year 10 Student Routines

Firstly, we would like to welcome you all back to school. Thank you for all of the hard work that you have been completing from home whilst school has been closed. We understand that it has been a challenging time for you all and we are looking forward to you having some time in school over the next few weeks. Whilst we are very much looking forward to a return of some normality for you all, this normal is going to look very different and there are lots of changes to student routines and the running of our school day. It is absolutely essential that we all follow these routines and protocols in order to ensure the health and safety of us all.

Arrival at school

- **You have been given a start time and you should arrive at school as close as possible to this time.** Please do not travel in groups and ensure social distancing on the journey to school. We have asked you to begin the school day at different times in order to allow suitable social distancing and to avoid rush hours for public transport. If possible, please avoid travelling on public transport. If you arrive at school earlier than your allocated start time, you will be asked to line up separately with social distancing measures.
- **Please attend school in full school uniform.**
- **When you arrive at school, you should head directly to the main entrance**. Staff will direct you to line up with 2 metres distance following lines on the ground. Please do not enter school until instructed by member of staff.
- Staff will then direct you to enter school one by one. On the way into school, you must sanitise your hands with the sanitiser provided.
- You will head straight into the Atrium/Dance Studio and will be directed by staff to sit at your allocated seat. This seat will have a number on it e.g. A1. Seats will be numbered in each location around school. Therefore, when you go to your classroom and when you go for lunch you will need to ensure that you sit at your numbered seat. This will be your number for the day.
- When in the Atrium/Dance Studio, a pastoral leader will welcome you and will speak to you about routines and behaviour expectations. It is really important that you listen carefully to these instructions. They will also take a register.
- You will then be dismissed one by one to head to your classroom for your morning lesson.
- **When moving around the school, we all must stay at least 2 metres apart at all times. We know that this is quite challenging but it is very necessary to ensure everyone's safety and well-being.**

Morning Session

- You will spend the morning with your class and your teacher.
- On entering the classroom, please sanitise your hands. Hand sanitiser will be available in all classrooms and locations around school.
- As detailed above, please make sure you sit at your allocated seat number. Your teacher will remind you about this. It is important that you do not move from this seat during the lesson. If you need to leave your seat, please put your hand up so that the teacher can ensure appropriate social distancing.
- **You will need to bring all necessary equipment with you to school** (2 pens, pencil, ruler, rubber, calculator etc) as teachers will not be able to provide any equipment.
- **You will be working on paper not exercise books.** The paper will need to be stored safely in folders, which will be provided until you get home and you can transfer it to your subject files.
- Should you need to go to the toilet, please use the designated toilets allocated to your group.
- Before leaving the classroom for lunch, you will need to sanitise your hands again.

Lunchtime

- Your group will have an allocated location for lunch. This will be the main hall or dining hall. **You must make sure you go to your allocated location during your lunchtime and you will stay there for the duration of lunchtime.** Please sanitise your hands on arriving at your lunch time location.
- If you need the toilet, please use the ones by the dining hall if having lunch in the dining hall and please use the ones along the PE corridor if having lunch in the main hall.
- Only packed lunch will be available for lunch, there will be no hot meals or availability to buy any food/ snacks or drinks at lunchtime. Therefore, please bring your own packed lunch or if you require one from school, you will be able to order this at the start of the day. If ordering a packed lunch from school, it will be placed at your seat in the main hall or dining hall for you before you arrive.
- You will not be allowed to circulate around school during lunchtime.

Afternoon Session

- At the end of your lunchtime, you will head back to the Atrium/Dance Studio and again sit on your allocated number seat.
- Please sanitise your hands before heading to your seat.
- A pastoral leader will speak to your group again and remind you about expectations before dismissing you one by one to head to your classroom for your afternoon lesson. This will be the same classroom as it was for your morning lesson.
- Before entering the classroom, please sanitise your hands and then head to your allocated number seat.

End of the school day

- You have been given a time for the end of your school day. Before leaving school please make sure you sanitise your hands. Your teacher will walk you down to the main reception, maintaining two metre social distancing, and you will need to leave the school building and site immediately. **Please do not wait around the school premises for friends**. If you do this you will be instructed to leave. We have allocated different times for the end of the school day in order to allow appropriate social distancing and to avoid large groups travelling together. **Please ensure that social distancing takes place on your journey home from school.**

Important reminder

- If you begin to display any known symptoms of COVID (new/continuous cough, high temperature etc) during the school day, please notify a member of staff immediately.