

Procedures for entering and leaving the school site during COVID-19 For pupils attending whilst school is partly open

Please note and follow these guidelines to help reduce the possibility of infection. At all times you should adhere to and follow social distancing and hygiene guidance.

What to do if you have any symptoms of COVID-19

Do not come into school if you or your family:

- Have any of the symptoms of coronavirus
- Phone in on the absence line and either speak to Ms Hunter in person or leave a message on the voicemail.
- If you have symptoms of Coronavirus, your parents will need to request a test for you. Tests can be requested by visiting the www.nhs.uk website.
- Follow the [NHS advice about isolating at home](#).

When at school:

- If you develop any of the symptoms compatible with coronavirus. You should inform your teacher and go directly to Student Support where one of the Assistant Heads of House will look after you and contact your parents/carer and ask them to come and collect you. You and your family should self-isolate. If you have a test which is negative, you can return to school once you are feeling well enough.

Protective measures to take when arriving at school

- In line with government instruction, students should walk or cycle to school.
- Bike racks are located in the reception forecourt by the art building. You must use a padlock or chain to secure your bike (Oathall cannot be liable to any theft or damage to bikes.) Once you have secured your bike go immediately to the tennis courts.
- Parents and carers are encouraged **not to drive onto or enter the school site**.
- If you have no choice but to arrive by car, follow the signs to the drop off point at the bottom of the school drive. Do not park and wait.
- Arrive at school at the time notified to you. This is to avoid too many people arriving at/leaving school at the same time.
- If you arrive later than the time agreed with your teacher, you should report to a member of staff to notify them of your arrival and the reason for being late.
- You will have been advised in advance where your lesson will take place. This will either be in the SAM block or in the English corridor.
- Enter the school via the tennis court gates and wait in the tennis courts for further instruction
- Remember to maintain 2m (3 steps) distance from others at all times.
- A member of the senior leadership team or teacher will meet you and direct you to your classroom.
- Go directly to the student toilets as directed by a member of the senior leadership team to use the facilities and wash your hands before going to your classroom where the register will be taken.
- Care should be taken to avoid overcrowding the toilet area. If there are others already in the toilet area and it would not be possible to maintain 2m (3 steps) distance from others, you must wait/queue outside the toilet area until it is safe to enter.

Protective measures to take whilst in school

- **Be self-sufficient.** Bring everything that you will need with you to school and do not share with others.

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- Avoid sharing of stationery and other equipment where possible.
- The classroom will be set out in a certain way to ensure social distancing is maintained. Do not move furniture.
- Doors are left open to limit the use of door handles and aid ventilation. Do not close the doors.
- Additional visits to the toilet following your arrival will not be allowed except in an emergency.
- When seated in your classroom, you must remain seated until your teacher/tutor instructs you to leave at the end of the lesson.
- You will be directed to wash hands between lessons and breaks
- Minimise any contact you have with other pupils in school at the same time as you. Maintain 2m (3 steps) distance at all times.
- The government says that wearing a face-covering or face mask in schools or other education settings is not recommended.
- If you have come into contact with a pupil or a member of staff who has COVID-19 symptoms tell your teacher/tutor immediately so we can instigate further measures.

Protective measures when leaving school

- You should leave school at the time notified to you by your teacher/tutor.
- A member of the Senior Leadership Team will collect you and escort you off the school site.
- Do not stop or wait for others as you leave school. Maintain 2m (3 steps) distance at all times.

Parents should not drive onto the school site to park and wait for pupils at the end of the day. Arrange a location off-site where your child can be collected. This is to reduce traffic on-site and minimise potential overcrowding in parking bays.

At all times, follow the government guidelines for hand cleaning, not touching mouth, eyes, and nose and the 'catch it, bin it, kill it' advice.