

## **Procedures for pupils in classroom during COVID-19**

### **For pupils attending whilst school is partly open**

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#### **Protective measures to take before entering the classroom**

- The school will let you know all the information you need before arriving at school for your lessons. This information will include the following:
  - your arrival and departure times. These are important and you should make every effort to arrive and leave at or as close to the times specified as possible.
  - where you should wait once you have arrived at school
  - the procedures you must follow once on the school site.
- A cleaning regime for classrooms will be in place to ensure they are cleaned between each use during the day and between days.
- The classroom will be set out to ensure social distancing is maintained. Do not move the furniture without first checking with a member of staff.
- Doors are left open to limit the use of door handles and aid ventilation. Do not close the doors.
- The rooms will be well ventilated.

#### **Protective measures to take as you arrive for your lesson and during the lesson**

- After arrival at school, you will be asked to go and wash your hands at the appropriate student toilets (see separate procedures for pupils entering and leaving the school site).
- Lessons will largely take place in the English corridor (for English and a number of option subjects) or in the SAM block/Maths corridor (for Maths and the remaining option subjects). In each case, a one-way system must be followed when you arrive at or leave the classroom (see separate procedures for movement around the school site). A small number of specialist teaching areas will be used.
- A member of the Senior Leadership Team will collect and deliver you to your classroom.
- You will be met at the classroom door by your teacher, who will invite you to enter the classroom one at a time and to go to a desk and sit down.
- Once in the classroom, you must remain seated until the end of the lesson.
- You must not approach the teacher, who will remain at the front of the classroom at all times.
- Be self-sufficient. Bring everything that you will need with you to school and do not share with other staff.
- Avoid sharing of stationery and other equipment where possible.
- Shared equipment should be sanitised before and after use by each person.
- Minimise any contact you have with others in the classroom. Maintain 2m (3 steps) distance at all times and at all costs, avoid face-to-face contact with others.
- Only equipment needed during the lesson should be taken out of bags or cupboards and at the end of each lesson, your desk should be cleared.
- Extra care should be taken of your personal possessions to avoid the risk of leaving them behind when you leave the school site. Handling lost property increases the risk of contact and contamination.
- The government says that wearing a face-covering or face mask in schools or other education settings is not recommended.
- PPE is not required but the school has supplies of gloves and plastic aprons if needed e.g. when providing first aid assistance.
- A red bin is provided for the disposal of tissues, gloves or masks.
- Do not chew gum or stick gum to furniture

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#### **Protective measures to take as you leave the lesson**

- At the directed time, you will be invited to gather your belongings, making sure you have everything you brought with you. You will be dismissed one at a time.
- A member of the Senior Leadership Team will come to collect you and escort you off the school site.
- You must continue to maintain the 2m (3 steps) social distance from others until you reach home and you should leave via the school reception and main school gates (see separate procedures for pupils entering and leaving the school site).
- It is important that you do not stop/wait for others as you leave school and you should not re-enter the school site, except in an emergency.

**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.**