

Protocols



Keeping our school COVID secure

Please read and follow carefully



HM Government



Coronavirus

Wash your hands with soap and water more often for 20 seconds



1
Palm to palm



2
The backs of hands



3
In between the fingers



4
The back of the fingers



5
The thumbs



6
The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

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The safety of our school community at Patcham High is paramount. We have put in place a clear set of protocols for staff, students and parents to ensure we are safe. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff.
It is essential that we all adhere to these protocols.

DfE Guidance:

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a **hierarchy** of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

Prevention

1. **minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools
2. **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
4. **cleaning frequently touched surfaces often** using standard products, such as detergents
5. **minimising transmission** by using one-way systems and having staggered breaks and lunches.
6. Always keeping occupied **spaces well ventilated**

Responding to the infection

7. **engaging** with the NHS Test and Trace process
8. **managing** confirmed cases of COVID-19 amongst the school community
9. **containing** any outbreak by following local health protection advice
10. Wear **appropriate personal protective** equipment where necessary

We will ensure that ...

1. Staff or students with symptoms do not come to school. Anyone who starts to display symptoms during the day will be isolated and then sent home.
2. Staff and students wash or sanitise their hands regularly throughout the day, specifically when entering and exiting the school building or a room within the school building.
3. All rooms have sanitiser and cleaning products.
4. All rooms have tissues, bins and NHS signage to reinforce the NHS message *catch it, bin it, kill it*.
5. All areas of the school are regularly and systemically cleaned, this includes the wiping of student desks at the end of every lesson.
6. Students will not be inside the school building during break/lunch unless it is raining. When it is raining students will be allowed inside the school building but must remain in designated Year Group areas.
7. Classrooms are set up with students sat side-by-side and facing forward.
8. Staff maintain a safe distance from students and each other.
9. Staff will wear face coverings if unable to socially distance in communal inside spaces.
10. The school building is well ventilated.
11. The local health prevention team is alerted immediately if a case is reported or suspected.

Testing

The school uses rapid testing Lateral Flow Devices (LFD)s to help identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. The lateral flow devices used have regulatory approval from the MHRA for self-use. The school provides staff and pupils with home testing kits. Staff and students are given guidance (ref: **Appendix 2**) on testing at home. Tests are taken twice a week (Wednesday and Sunday). Test results are recorded on the schools Test Register. Testing is voluntary but strongly encouraged.

Staff

1. If you or a member of your household has any Covid-19 symptoms you must not come to school (please inform Becca Parry). You are advised to:
 - a) Follow national guidance on self-isolation
 - b) Get tested www.gov.uk/guidance/coronavirus-covid-19-getting-tested
3. If you become unwell with Covid-19 symptoms during the day you must inform Becca and your line manager and go home.
4. You should always keep your distance from pupils and other staff, ideally 2 metres.
5. You will wear a face covering if you are unable to socially distance in communal inside spaces.
6. To maintain distance from pupils during lessons you should try to stay at the front of the classroom in the teacher zone. Avoid face to face contact and minimise time spent within 1 metre of a pupil.
7. Build prevention measures into classroom routines and support students to:
 - A. Maintain distancing in the corridors
 - B. Spend break and lunch in designated areas, outside of the school building
 - C. Wash or sanitise your hands regularly: on arrival, on returning from a break, when changing classroom and before and after eating.
 - D. Disinfect your work area at the end of every lesson
 - E. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
 - F. Remain in your allocated seat (unless instructed by a teacher to do otherwise).
 - G. Listen to and follow teacher instructions throughout the day.
 - H. When moving around the school use the one-way systems or walk on the left in single file.

***IMPORTANT!** In the case of fire leave the building via the quickest route to the closest emergency exit.

8. You must manage the use of equipment during and between lessons. Frequently used equipment, such as pens, should not be shared. Classroom based resources, such as books, can be shared within the year groups but should be cleaned regularly. Resources shared between year groups, such as science equipment, should be cleaned between year group use or left out of reach for 48 hours (72 hours for plastics).
9. Ensure good classroom ventilation by having windows open
10. Be in your classroom from 8.30am to welcome pupils.
11. At the end of the school day you can work in your classroom, a PPA space or you can leave site to work at home. Try to leave school by 4:30pm to allow for cleaning to take place.
12. We recommend that staff walk, drive or cycle to school if possible. If you are using public transport, please adhere to government guidance: (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
13. Avoid car sharing unless necessary, where it is necessary only share with the same people and wear face coverings.
14. Teachers will be responsible for looking after their classrooms and ensuring that they are Covid-19 secure. Desks should be set out facing forward (do not change the layout) and a teacher zone 2 meters away from the class should be marked out. **Teachers must record** (and update) **seating plans using Class Charts.**

Senior Leadership Team

1. Will make informed judgements about how to deliver a broad and balance curriculum with the measures needed to manage risk.
2. Will have active arrangements in place to monitor that safety controls are:
 - Effective
 - Working as planned
 - Updated appropriately considering any issues identified and changes in public health.(These will be monitored daily and discussed weekly during SLT meetings.)
3. Will communicate new plans or updates to plans to staff, pupils and parents.
4. All members of SLT are trained in Emergency First Aid.

Heads of Year

1. Will, when not teaching Period 1, welcome students every morning at school entrances
2. Will work with tutors and teachers to support students in school.
3. Will support SLT with year group break and lunch duties when not teaching.

HCA's

1. Will ensure that all teaching within their curriculum area complies to teaching safety protocols.
2. Will adapt their curriculum to comply with health and safety coronavirus guidance.
3. Will adapt and update relevant risk assessments.
4. Will have remote learning contingency plans in place for all year groups. These need to be made available to any pupil (or groups of) that cannot attend school.
5. Will help support school covid protocols.
6. Will support staff to improve their teaching through feedback and CPD.

***All staff will need to be flexible and may be required to adapt their job roles to ensure essential safety measures are in place and maintained.**

Meetings

1. A weekly 15 minute staff briefing will be held on Zoom at 8:00am Mondays.
2. A socially distanced weekly SLT meeting will be held at 3:45pm on Fridays in H5.
3. Socially distanced Behaviour Group meeting will be held at 3:15pm each day in H1
4. Other staff meetings will be via Zoom or Teams unless it is deemed absolutely necessary to meet in person. On such occasions careful consideration will be given to social distancing.
5. Meetings with parents will only take place outside of the hours during which students are in school.

Students

1. If you or a member of your household has any Covid-19 symptoms you must not come to school
You are advised to:
 - A. Follow national guidance on self-isolation
 - B. Get tested www.gov.uk/guidance/coronavirus-covid-19-getting-tested
 - C. Inform the school of absence
2. You must follow the code of conduct outlined in the COVID 19 Home/School Agreement.
3. School attendance is mandatory. Please attend school every day.
4. You must bring your own equipment to school. You must have a pencil case with: a pen, a pencil, a ruler, a rubber, a sharpener, a calculator, a red pen, a glue stick, your mini whiteboard and colouring pencils. You cannot borrow equipment from teachers or your friends.
5. On the days that you have PE you should wear your PE kit to school.
6. Bring a large bottle of water to school, water fountains will be out of use
7. You must arrive at school between 8:20am and 8.35am and go directly to your Period 1 lesson.
8. You must follow the prevention measures:
 - a. Maintain distancing in the corridors
 - b. Spend break and lunch outside of the school building or, if it rains, in designated Year Group Areas:
 - Year 7: Maths Area
 - Year 8: English and MFL Area
 - Year 9: Humanities Area
 - Year 10: Warmdene Area
 - c. Wash or sanitise your hands regularly: on arrival, on returning from a break, when changing classroom and before and after eating.
 - d. Disinfect your work area at the end of every lesson
 - e. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
 - f. Remain in your allocated seat (unless instructed by a teacher to do otherwise).
 - g. Listen to and follow teacher instructions throughout the day.
 - h. When moving around the school use the one-way systems, if not walk on the left in single file.

***IMPORTANT!** In the case of fire leave the building via the quickest route to the closest emergency exit.

9. Students should walk, get a lift with a member of their household or cycle to school if possible. If students are using public transport they should adhere to government guidance:
(<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)

Parents/Carers

1. If your child or a member of your household has any Covid-19 symptoms you must not come to school. You are advised to:
 - A. Follow national guidance on self-isolation
 - B. Get tested www.gov.uk/guidance/coronavirus-covid-19-getting-tested
 - C. Inform the school of absence by call our Attendance Line on 01273 503908 on each day of your child's absence. You may also report absence, or message us, using the StudyBugs App, which can be downloaded using the following link: <https://studybugs.com/about/parents>
2. School attendance is mandatory. Please send your child into school every day.*
3. Please run through the following protocols with your child before they come to school each day. It is important for everyone's safety in school that all students adhere to these protocols.
 - a. Maintain distancing in the corridors
 - b. Spend break and lunch in designated areas, outside of the school building
 - c. Wash or sanitise your hands regularly: on arrival, on returning from a break, when changing classroom and before and after eating.
 - d. Disinfect your work area at the end of every lesson
 - e. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
 - f. Remain in your allocated seat (unless instructed by a teacher to do otherwise).
 - g. Listen to and follow teacher instructions throughout the day.
 - h. When moving around the school use the one-way systems, if not walk on the left in single file.
4. Please read through code of conduct outlined in the COVID 19 Home/School Agreement with your child. Any parent/Carer who does not agree to abide by the home/school agreement needs to say so in writing directly to the headteacher.
5. Please ensure your child brings the correct equipment to school each day
6. Please remind your child to wear PE kit to school the days they have PE timetabled.
7. Where possible please encourage your child to work or cycle to school. If they are using public transport you should read through government guidance:
(<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
8. If you are dropping your child off at school please avoid contact with other students who might be the vicinity.
9. Please do not gather at the school gates at the start and end of the school day.
10. Please ensure the school has your correct contact details.
11. Please be available to collect your child if required.

* If you've received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance. We'll be offering remote education to these students.

School Day

8:35am	Period 1
9:35am	Period 2
10:35am	BREAK
10:55am	Tutor Time
11:10am	DEAR
11:25am	Period 3
12:20am	Period 4
1:15pm	LUNCH
1:50pm	Period 5
2:50pm	End of school day

- Lesson 1 starts at 8:35am. It is essential that all students arrive by 8:30am so that learning can start on time. The school day ends at 2:50pm. DEAR is at 11:10am in Tutor Bases. Break (20 minutes) and lunch (35 minutes).
- Registers will be taken at the first opportunity during each lesson and at tutor time.
- Lesson changeover will be managed by staff. Teachers should dismiss their class 5 minutes at a time to avoid busy corridors. Teachers should stand in corridors or doorways to help manage movement around the school.
- Students will spend break and lunch outside of the school building or, if it rains, in designated Year Group Areas:
 - Year 7: Maths Area
 - Year 8: English and MFL Area
 - Year 9: Humanities Area
 - Year 10: Warmdene Area
- The patrol system remains in place. Staff can ask for patrol to remove a disruptive student by sending an email. The pupil will be collected and taken to the reflection room, if this room becomes full a second room will be opened. Staff may have patrol on their timetable.
- Movement during the school day will be done using one-way systems or walking on the left-hand side of the corridors. Signs and floor markings will be added to the building
- Desks will be wiped down by pupils at the end of every lesson
- At the end of the day teachers should walk their class to the nearest exit, pupils should be off site by 3pm unless they have coaching or an enrichment club.
- Meetings with parents or outside agencies will take place after 3pm once pupils have left school site.

One-Way Systems

To avoid crowded corridors there will be several one-way systems in place.



English/MFL/Music

These corridors will be one way, teachers and pupils will walk to the end of the corridor to go down the end stairwell. The ground floor level will be used to go in the other direction. English, MFL and Music teachers will need to reinforce this one-way system.

Non-one way

Maths corridor, link corridor, Humanities corridor, Warmdean corridors, Art/IT corridor, SO1 corridor, staff room corridor.

Pupils and staff will walk on the left-hand side in these corridors.

Markings will be put on the floor to remind pupils and staff.

All teachers will need to reinforce this expectation with pupils.

These systems will be regularly reviewed and changed if needed.

Protocols for a suspected Case of Covid-19 on school site

If a student or staff member develops symptoms compatible with coronavirus they will be sent home and advised to isolate for 10 days.

*Staff members and parents/carers **must be ready and willing to:***

- *Book a test if they (or their child) is displaying symptoms*
- *Provide details of anyone they have been in close contact with if asked by NHS Test & Trace*
- *Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for corona virus.*

1. If a member of staff recognises that a student (or colleague) is displaying symptoms they should inform a member of SLT immediately.
2. That member of SLT will escort the student (or colleague) to **The Conference Room** and assess using these questions:
 - a. Does the student (or colleague) have a continuous cough?
 - b. Does the student (or colleague) have a high temperature? (For this use the digital thermometer in first aid kit in **The Conference Room**). A temperature of more than 38C is considered high.
 - c. Has the student (or colleague) developed a recent loss of change in their normal sense of smell?
3. If any of the answers is **yes** the SLT member should ask the student (or colleague) to wait in the room.
4. The SLT member should ask Main Reception to call parent/carer (or spouse/partner) and ask for the student (or colleague) to be collected immediately.
5. The SLT member must immediately put on PPE (follow guidance ref: **Appendix 1**)
6. The SLT member should open windows in **The Conference Room** and sit at least 2m away from the student (or colleague) whilst they await collection. They should try to re-assure the student (or colleague) that although these measures seem extreme they are precautions that have to be taken by the school.
7. If the student (or colleague) need to go to the toilet whilst waiting to be collected, they should use the toilet opposite **The Conference Room**. (The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.)
8. If, whilst waiting to be collected, the student (or colleague) starts to deteriorate and become seriously ill, the SLT member will ask Main Reception to call 999.
9. When a parent/carer (or spouse /partner/emergency contact) arrives at school the student (or colleague) will be escorted to reception.
10. The SLT member will inform the parent/carer (or spouse /partner/emergency contact) of the symptoms and ask the parent /carer (or spouse/partner) to isolate the family and to arrange for testing (online at [nhs.uk/coronavirus](https://www.gov.uk/coronavirus)) and advise them to follow Government Guidance at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
11. The SLT member will go back to **The Conference Room** and dispose of the PPE they were wearing (double bagged black sack).
12. The SLT member will wash their hands thoroughly and can stay in school.
13. The SLT member will alert Di Bonner so that The Conference Room can be thoroughly cleaned

14. The SLT member to inform John McKee of the suspected case so that he can notify PHE on 0344 255 3861
15. The student (or colleague) can return to school if they have a **negative test** result.
16. If a student (or colleague) **tests positive** the Health Protection Team will be informed.
17. The Health Protection Team will guide the school on next steps.
18. As part of the national test and trace programme, if other cases are detected within the cohort or the wider school, Public Health England will conduct a rapid investigation and will advise us of the most appropriate action to take.

Covid secure First Aid

1. **Be aware of the risks to yourself and others.** When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

2. **Keep yourself safe.** In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

3. **Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.**

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

4. **Give early treatment.** The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Protocols for administering First Aid

1. Staff should immediately contact SLT or the First Aid Room (radio, phone, email or sending a student) if there is an accident or emergency in school.

2. A First Aid trained member of staff (all SLT are trained in Emergency First Aid).

3. The First Aider must wash their hands thoroughly before and after administering First aid.

4. First Aid kits are located, in addition to the First Aid Room, in all HOY Offices.

5. Gloves should be worn to administer first aid

6. Wherever possible staff should keep a distance of 2m

7. If an adult or child is unresponsive and not breathing normally you must call 999 for emergency help

8. If you are unsure how to treat an accident or emergency call 999 or 112 for help



Covid secure CPR

What to do

1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.



Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
 - 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
 - 3 Snap or unfasten apron ties the neck and allow to fall forward. 
- Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 4 Once outside the patient room. Remove eye protection. 
 - 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
 - 6 Remove surgical mask. 
 - 7 Now wash your hands with soap and water. 



COVID-19 Safe ways of working

A visual guide to safe PPE

General contact with confirmed or possible COVID-19 cases	Aerosol Generating Procedures or High Risk Areas
Eye protection to be worn on risk assessment	Eye protection eye shield, goggles or visor
Fluid resistant surgical mask	Filtering facepiece respirator
Disposable apron	Long sleeved fluid repellent gown
Gloves	Gloves

Clean your hands before and after patient contact and after removing some or all of your PPE

Clean all the equipment that you are using according to local policies

Use the appropriate PPE for the situation you are working in (General / AGPs or High Risk Areas)

Take off your PPE safely

Take breaks and hydrate yourself regularly

For more information on infection prevention and control of COVID-19 please visit:
www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

Appendix 2:



HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1 YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

2 YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

3 BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4 OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

10 SECS

5 REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

6 GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL. THIS WILL TAKE 10-15 SECONDS

7 AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8 YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

9 YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

Appendix 3:

Covid Secure Teaching Protocols



The safety of our school community at Patcham High is paramount. This document outlines a clear set of protocols for staff to follow to ensure we are all safe during lessons. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff. It is essential that we all adhere to these protocols.

Every lesson, tutor time and DEAR

The start – Points 1-12 must be carried out

1. Throughout lessons teachers must be aware of the teaching area and the pupil learning area. The teacher area is marked on the floor.
2. The teacher will always be in rooms before students arrive.
3. The teacher will use hand sanitiser as they enter a room.
4. The teacher will dismiss the previous class. Dismiss students 5 at a time, start with those nearest the door.
5. The teacher will then stand in the corridor to welcome their class. *DfE Guidance: While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors.*
6. Teachers will remind students to walk in single file on the left-hand side to avoid busy corridors.
7. The students must be allowed to enter the room immediately and should not be asked to line up.
8. The students must use hand sanitiser as they enter the room.
9. The first student will lay out the books for all the other students to collect (other students might need to wait in their seat and then collect their book).
10. The students will collect their book and any other resource or equipment as they enter the classroom.
11. The students will sit in an allocated seat according to the teacher seating plan.
12. The teachers will wipe down their computer using anti-bacterial wipe before using it.

During - Points 1-6 must be carried out

1. The teacher must maintain distance from students by staying in the teaching area for the vast majority of the lesson. *DfE Guidance: It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children... they should avoid close face to face contact and minimise time spent within 1 metre of anyone.* The teacher will minimise any time spent in the pupil learning area.
2. If teachers need to support an individual student then they must avoid face to face contact by sitting, standing or kneeling alongside them. Alternatively, you could invite a student to sit next to you at the front, wipe down the space with disinfectant between pupils.
3. The teacher will limit the time spent within 1m of any student.

4. If a student asks to go to the toilet teachers can allow them to go but should direct them to the nearest toilet, wherever possible within their year group zone.
5. Students will not be allowed out of a lesson to get water. All water fountains are out of use.
6. If a student starts to develop Covid-19 symptoms during a lesson, email patrol and a member of SLT will collect them (please make this clear on the email).

The End - Points 1-6 must be carried out

1. The students will pack away their books and resources by putting books and resources in boxes 5 at a time
2. The students will wipe down any shared equipment such as text books, dictionaries, fine liners using disinfectant wipes which can be handed out by the teacher
3. The teacher will log-off their computer and wipe their computer and whiteboard remote with a disinfectant wipe or spray
4. The teacher will use hand sanitiser before they leave the room

Additional Information

Tutor Time

- Tutors should check that students have the equipment that they need for the day.
This is essential to student and staff safety.
If a student does not have their equipment please email their HOY or Advocate.

Shared classrooms

- At the start of a lesson if you dismiss a year group different to the one that you are about to teach you must instruct students to wipe down their desks.

The teacher will spray disinfectant on to the tables and ask students