

Reopening – A Checklist of Procedures for Parents / Carers

As a final reminder, so that we can confirm numbers of students attending, **please read and sign our Home School Agreement (if not already done)** by clicking on this link in order to secure your child's 'check-in' session place **by 3pm on Wednesday 24th June**

<https://forms.gle/REXsywer39LtvKeb9>

This can also be found in the 19th June letter to parents / carers in the COVID section of our website.

We also ask you to be aware of the following expectations and discuss any relevant aspects with your child(ren) in advance of returning to school:-

- ✓ A child in an extremely vulnerable category should not return to school yet. Parents / Carers should use their own discretion with children who have an underlying health concern, but may of course contact school to discuss the matter. Students who show any sign of illness at all on the school day should not be sent to school
- ✓ Students should go to the toilet just before leaving for school!
- ✓ Students should arrive at school at their allocated times between 8.40am to 9am except when on buses. Parents may wish to drop students off close to the school premises to avoid waiting in the car park
- ✓ Teachers will meet students who arrive on foot or by car at the front of school. Parents will not leave their vehicles. Buses and walkers will be met at the rear of school. Staff will direct students to sign-in stations in the sports hall / Sixth Form Area via specific entrances
- ✓ Students confirm no sign of any illness and sanitise hands at sports hall/ Sixth Form entrances, then sign in, receive key information and receive a route to their group room at stations in the sports hall at the start of their day
- ✓ Staff will be on corridors to assist students and ensure observance of specified routes
- ✓ Students will not have their usual lessons. They will have pastoral sessions, covering relevant themes for these times
- ✓ Much of the session will be oral in nature and resources will primarily be electronic (appearing on the classroom whiteboard). Any resource sheets will be produced and given out using gloves, and placed in plastic wallets provided by school
- ✓ All break times will be scheduled, staggered and supervised. Students will be in designated areas outside the building (weather permitting) during break times, and should not come into contact with other groups of students
- ✓ All snacks will be eaten outside the building or in the group room if the weather is poor. Students may bring their own snacks but one will be provided for everyone by the school

- ✓ If a student is suspected of falling ill while in school, they will be brought to the school hall immediately, and checked by a qualified first aider in a designated zone wearing PPE as appropriate. If clearly ill these students will be sent home as soon as they can be collected. In an emergency we would dial 999 as is our practice
- ✓ If students need additional support during the session their group tutor will contact the Senior Leadership Team, who will refer the student to the most suitable member of staff to assist
- ✓ Strict and rigorous hand-washing / sanitising regimes will be in place for all in the building. Students will be taken for a scheduled toilet and hand washing visit in addition to their standard break during the morning session
- ✓ Learners should cough or sneeze into their elbow. They will place all tissues in a separate pedal bin and refuse will be double-bagged and removed each day
- ✓ All students must adhere to the given signage, which will be clear and obvious, and will help enforce social distancing for all
- ✓ Students should bring their own pencil cases and useful, but not extensive, contents
- ✓ Everyone present on the school campus must comply with appropriate social distancing measures at all times. Students who persistently struggle to maintain social distance or behave poorly will, in keeping with our standard Behaviour Policy, be removed from classes, and contact will be made with home. We may require parents / carers of persistent offenders to collect their son / daughter from school during the session
- ✓ Students will be expected to wear standard school uniform unless told otherwise. They may wear face masks if they wish.
- ✓ Students will not be in their normal tutor rooms but always seated at least 2 m apart. Any staff movement between rooms will be kept to a minimum
- ✓ Windows and doors will be open if safe and appropriate
- ✓ All used rooms will be cleaned every day, and a deeper clean will occur on a Monday
- ✓ We will have no choice but to refuse entry to unexpected visitors to the campus. If you wish to speak to a member of staff, please phone us
- ✓ If it is necessary to close school at very short notice we will employ our emergency closure procedure and get messages out to all on social media, the website and by email. This could happen if there are insufficient staff available to ensure the wellbeing of all students, therefore you may be required to collect your child at short notice.

We appreciate that national guidance changes regularly. This document therefore replaces any contradictory previous information. We thank you in advance for your partnership with us in ensuring that all students follow the above guidelines. Although we constantly endeavour to meet all of your expectations, we thoroughly appreciate the feedback you give us and always try our best to alter plans and procedures when they have not worked out as we originally envisaged.