



## Important Information for Pupils/Parents/Carers

If a pupil appears unwell or displays any of the symptoms of Covid-19 they should not be sent to school. Symptoms of Covid-19 include:-

### **a high temperature**

this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;

### **a new, continuous cough**

this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;

### **anosmia**

the loss or a change in your normal sense of smell (it can also affect your sense of taste)

Source: <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice>

## **SOCIAL DISTANCING**

Pupils should endeavour strenuously to implement 1 metre social distancing between each other where possible

## **Transport**

Parents and pupils are strongly encouraged to consider alternatives to using public transport, to plan their journey to and from the College and to use active travel methods such as walking or cycling.

It is mandatory for all pupils to wear a face covering on public transport. It is also strongly recommended that all pupils regardless of age should wear a face covering on all buses, trains or taxis for the journey to the College where it is appropriate for them to do so and they are able to handle them as directed.

## Daily Entrance and Exit Procedures

- \* All pupils will attend every day and wear full school uniform.
- \* We have introduced staggered arrival and departure times for pupils to minimise gatherings in any location. The College will open at 8.40am daily and pupils are asked to arrive for their designated start time, enter through their assigned entrance and make their way directly to their classroom.
- \* Arrival of pupils in the morning is structured to maintain social distancing of at least 1 metre. Pupils are received into the College by a member of staff, maintaining social distancing protocols.
- \* All pupils should wash their hands before coming to school, before going home, during day and when they get home.
- \* Hand sanitiser will be provided at all entrance and exit points outside each classroom. Anyone accessing the building must use hand sanitiser and before entering each classroom.
- \* We have introduced a one-way system for arrival/ departure and for movement around the College. There will be designated entrances for the arrival of particular year groups. Each Class will be informed of their designated entrance and exit point.
- \* Parents/carers cannot enter the College grounds or gather at entrance gates or doors, or enter the school building (unless they have a pre-arranged appointment, which should be conducted safely, observing social distancing).
- \* If a pupil needs to be accompanied to the College, only one parent/carer should attend.
- \* Special arrangements can be made with the SEN Department for parents/carers of pupils with complex needs or disabilities, who may normally drop off a student within the school building.
- \* Upon arrival to school all pupils should proceed to their designated classroom.

### KS3 Arrival & Exit Procedures

Year	Start	Finish	Entrance & Exit Point	Class	Venue
Year 8	9.00am	2.45pm	Gates at A1	8A	C12
				8B	C14
				8C	C7
				8D	C16
				8E	C18
				8F	C8
Year 9	9.00am	2.45pm	Gates at A1	9A	M1
				9D	A5
				9E	A4
			Main student entrance	9B	B2
				9C	B8
				9F	B10
Year 10	9.30am	3.05pm	Main student entrance	10A	E7
				10B	E9
				10C	E10
				10D	D8
				10E	D9
				10F	D10

#### \* Crumlin bus arrangements \*

On arrival and prior to exit please congregate in the College Hall.

## During the School Day

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- \* Pupils will be taught all their subjects. However, practical lessons will be classroom based until review at the end of September.
- \* Classrooms etc. have been reorganised to maintain social distancing space. The current recommendation is 1 metre, between seats and tables.
- \* In circumstances in which it may not be possible or appropriate for the 1m rule to be applied to some pupils who require additional support needs, e.g. where close contact with staff is necessary to their wellbeing bespoke approaches will be determined by individual or group risk assessments, with full regard to the best interests of pupils and staff.
- \* Pupils should wash their hands with soap and water or make use of hand sanitiser regularly throughout the day.
- \* All classrooms will be provided with a basic cleaning kit and stored in appropriate safe location.
- \* Pupils in years 8 to 10 will be organised into classes of consistent membership known as 'bubbles'. They will remain in the same classroom throughout the day as much as possible. Other year groups will maintain bubbles as much as possible as a year group.
- \* The number of teachers (and other staff) that mix with a class will be restricted to as few as possible.
- \* Desks will be cleaned down at regular intervals throughout the school day, using designated cleaning substances which are proven to be effective against the spread of Covid-19.
- \* Pupils are expected to have their own equipment and this should not be shared with others.
- \* Pupils will use the same desk within each relevant classroom.
- \* All pupils are required to bring a packed lunch each day. However, a hot meal will be provided daily for those pupils entitled to free school meals.
- \* Pupils may bring a lunch box/bag and a water bottle clearly named and which can be cleaned every day. If possible pupils should avoid the use of multiple school bags or rucksacks. One bag should be used and plastic folders which can be wiped down can be used to transport any learning materials to and from school.
- \* Medication e.g. epipens should be brought into the College on the first day back, these should be kept in the College from that point in a sealed bag in the medical room.
- \* In the event of wet weather, pupils may have to remain indoors.
- \* Pupils are required to wear a face covering in corridors and other communal areas of the College, unless they are exempt from wearing face coverings for medical reasons.
- \* The College may request pupils to wear face masks during some lessons to protect vulnerable pupils and staff. Masks may also be required to facilitate teaching when using computer suites. Therefore, pupils are asked to ensure they bring their own **plain face mask** each day.

## Contact Activities

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- \* Equipment which pupils are in regular contact with will be disinfected daily.
- \* Each pupil will be assigned their own desk and equipment which they use. Work-stations will be allocated consistently to the same pupil. Each workstation will be wiped down and disinfected before the next person uses it.
- \* There will be routine cleaning and disinfection of frequently touched objects and surfaces. Desk surfaces, chairs, doors, light switches, banisters, sinks and toilets will be cleaned more regularly.
- \* Break and lunchtimes will be staggered.

## Pupil Behaviour

The College Behaviour Policy has been reviewed to ensure that it covers COVID-19 related incidents, and as a means to prevent flagrant abuse of the COVID -19 risks, makes provision for the College to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

*The above procedures and guidance will be reviewed by the College at the end of September 2020 or following any updated guidance received from the Department of Education.*