**Be Safe Guide**

**for**

**Full Time School Students**

**Information from the DfE**

**Face masks**

Staff and students in secondary schools and colleges are advised to wear face coverings in all areas, including classrooms, where social distancing cannot be maintained and as a temporary extra measure.

**How to help us to help you**

You will continue to work and move around the school in a ‘bubble’. This means that you will always be with the same student group and you will not mix with students from the other group. The division will be lower school, Years 6, 7 and 8 and Upper school, Years 9, 10 and 11.

You will continue to follow a two way system around the school. Please follow the signage on each floor and in the corridors.

**Upper school**

Upper school students’ lockers are in the basement and upper school students use the Girls’ and Boys’ toilets in the basement. Upper school students use the front staircase at all times.

**Lower school**

Lower school lockers are on the first floor and lower school students use the toilets at the back of the cafeteria (staff use staff toilets on the second floor). Lower school students use the back staircase at all times.

**Arrival at school**

The doors open at 8.00 am for those students who wish to arrive early.

Please aim to arrive at school by 8.30 am to allow for any delays and queues.

Students **must** use the hand sanitisers outside the school entrance before entering the building.

**UK Travel Rules**

Please check the government website.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

It is very important that all members of the school community follow these travel guidelines.

**Travel information**

Please regularly check [tfl.gov.uk/reopeningeducation](https://e1.safelinkbpm.com/c/NcHKL8c_ZU2gVdi4ZhBbCA) for the latest information on our services and safer travel guidance.

**Social distancing**

Where possible please keep a safe distance from each other, especially when queuing to come into the building, when moving around the school or when waiting to be served in the canteen.

Please keep a safe distance of two metres from your teachers.

In order to preserve social distancing, please do not come into the vocational office. Please wait at the door for an arrangement to be made to see you.

**Thermal camera procedures**

When you arrive at school your temperature will be checked by the thermal camera.

If the camera indicates that you have a temperature then your temperature will be taken for a second time to confirm the reading.

If it is confirmed you have a temperature, you will be asked to wait away from other students.

Your parents will be asked to come and collect you.

You will be asked who you have had recent contact with.

When your temperature has been assessed and you are ready to continue:

* Please wear your mask in school.
* If you change your mask, please do not throw it away in any bin other than a black or grey PEDAL BIN as it is potentially hazardous waste and has to be disposed of with care.
* Please use hand sanitiser very thoroughly as if you are washing your hands. Rub your hands for 20 seconds.
* There are 52 hand sanitisers around the school but we are asking you to bring in your own hand sanitiser so that you can avoid queuing at busy times.

**Registration**

Monday to Wednesday your teachers take registers in periods 1 and 5.

Thursday and Friday students sign in with Ann in the morning and with a member of the support staff at lunchtime.

**Lunch**

Please use the Google class link to order your lunch before you arrive in school.

**Class**

Please go to class at 8.45. If you arrive earlier there will be allocated tables in the cafeteria for bubble groups

All classes will begin at the normal time. However, school will finish ten minutes earlier for lower school students at the end of the school day.

**Masks**

Students are asked to wear a mask at all times except in dance and singing classes and when eating or drinking at breaks and lunch. In singing classes wear a face shield. Year 6 students do not need to wear a mask in their academic lessons which take place in room 301.

**Arrangements for the yards**

* Brown Street yard is for lower school only.
* Seymour Street yard for upper school only.
* Both yards are quiet yards, an opportunity to get some fresh air.

**Fire safety**

* Normally we hold termly fire drills but under coronavirus restrictions this would not be considered a valid risk because in a practice evacuation social distancing would not be possible.
* Students and staff will go through evacuation procedures in form. In the event of a fire we aim to get everyone out of the building in as short a time as possible. Once out of the building social distancing can be maintained.

**PEEPS (Personal Emergency Evacuation Plan)**

* If a student has been issued with a PEEPS to allow them to travel in the lift because of mobility problems, they must travel with a lift buddy from their own bubble group.
* If you are using the lift, please use the wipes provided on the lift buttons.
* Please note in the event of a fire the lifts will not be working. Please wait at the nearest Refugewatch Station and press the call button.

**Catering arrangements**

* There will be a catering service available.
* Students will be in their bubbles for breaks and lunch.
* Order your lunch using the google classroom link.
* Please use a bank card or a Gohenry card for any purchases.
* Please fill up your water bottle from the drinking water tap in the canteen.
* Please use sanitiser before touching the tap.
* Students should sit and wait till they are called to queue. Students will be served class by class, for example starting with Year 6 students and so on.
* Students who bring in a packed lunch (for pre-agreed allergy conditions etc.) will sit together in the cafeteria and if possible are asked to take home their own rubbish to avoid cross contamination.
* Please do not bring in any food unless you have permission to bring in a packed lunch because of the risk of cross contamination.
* If you use the vending machine please use sanitiser before and after.

**Uniform**

* Winter academic uniform should be worn, as is usual for the SpringTerm, including ties and blazers
* Jumpers are optional if the weather is warmer.
* **Information from the DfE - *‘****Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.’*
* Lost property will be collected at the end of each day, bagged and dated and put out for students to collect on the fourth day. Lost property will be disposed of if it’s not claimed. Lost property that is named will be returned to the student’s lockers after three days.

**Welfare arrangements**

* Please use hand sanitiser before and after using the toilet cubicle.
* Please put the lid down before you flush the toilet.
* Please take particular care to wash your hands thoroughly.
* Please put your used paper hand towel in the bin and be careful not to leave any paper hand towel in the sink.
* Please do not put any hand towel in the toilet.
* Please bring your own tissues and follow the advice about sneezing or coughing into a tissue.
* Please dispose of your used tissue by putting it in the plastic bag you have brought to school so that you can take away your used tissues and dispose of them at home.

The building will be cleaned regularly with particular attention to areas of specific concern such as toilets, taps, bannisters, door handles, light switches, keyboards, desk tops, telephones, table tops and chair backs.

**First aid room**

* You can only go to the first aid room if you require immediate first aid, if you have an appointment or if you are sent by a member of the management team.
* To maintain social distancing a maximum of two students will be allowed in the first aid room at any one time.
* The first aid room will be cleaned between visits from students from alternative ‘bubbles’.
* If you wish to see the school nurse you will be given a ten minute appointment.
* Appointments will be from 8.45 am to 3.45 pm with preference given to breaks and lunchtimes.
* If you are waiting to be seen please wait in the cafeteria.
* In an emergency please go straight to the first aid room where you will be assessed.
* Once you have been assessed you may be given an appointment for a review later in the day.

**Studios, classrooms and teaching**

* The teacher’s desk area will be clearly marked so that social distancing can be maintained.
* Please do not touch keyboards other than your own.
* Individual teachers will give you clear instructions about their systems for handling and handing in work / books in a safe way - this may be electronically through google classroom.
* We will not be offering library books for lending or for reading in school.
* Students are requested not to bring any valuables into school. However if a student has any item of value this must be kept in their lockers.
* Students are asked to make sure all their uniform and clothing is clearly marked with their name.
* Students may be asked to print off music and scripts for singing and drama from google docs.
* Students are asked not to share these items.
* There will be no facilities for a student to print at school.
* Students will not be doing experiments in science lessons. The teacher will give a demonstration.
* If there is a change of ‘bubble’ between classes, staff will ask students to use wipes on keyboards, tables, backs of chairs etc. before the next group comes in. At the end of each class students and teachers should use the hand sanitiser before leaving the classroom.
* If you are not able to come into school for any reason, work will be set for you to do at home.

**What to do if you don’t feel well**

* If you feel unwell at school, tell a member of staff who will be able to help you.
* Please go straight to the first aid room, without stopping to talk to others, where your temperature will be taken.
* If you have a temperature you will be asked to wait away from other students.
* Your parents will be asked to come and collect you.
* If you are very unwell you will be taken to hospital.
* If you feel unwell at home and have any of the following symptoms, please do not come into school:
* A persistent cough
* A high temperature above 37.7
* A loss of smell and/or taste.