

# Student Protocol

<b>Travel to school</b>	<ul style="list-style-type: none"> <li>• Face coverings are to be worn when using public transport</li> <li>• Students are encouraged to walk or cycle to school, bicycle racks are available for your use</li> <li>• If being dropped off you must use the Clamp Hill entrance, the Bridges Road entrance is only for those using public transport or walking/cycling to school</li> </ul>
<b>Arrival at school</b>	<ul style="list-style-type: none"> <li>• Do not come to school if you or any of your household are displaying symptoms of COVID-19 <ul style="list-style-type: none"> <li>➢ A new continuous cough</li> <li>➢ A high temperature</li> <li>➢ A loss or change to your sense of taste or smell</li> </ul>                     Parents must phone the school office in the morning.                 </li> <li>• You must use hand sanitiser when you arrive at school – sanitising stations are available at each year group zone as well as at each entrance to the school and in form rooms.</li> <li>• Y7/8/9 to go to their form rooms (<i>Breakfast Club is in year group zones in Woody's for those arriving before 8am</i>)</li> <li>• Y10 to their morning registration rooms (<i>Breakfast Club is in the Gym for those arriving before 8am</i>)</li> <li>• Y11 to the Hall</li> <li>• Y12/13 to form rooms</li> </ul>
<b>Movement around the school</b>	<ul style="list-style-type: none"> <li>• You are required to wear a face covering when anywhere in the school building, including classrooms</li> <li>• Keep left when using stairs and corridors</li> <li>• Keep to the movement around the school system, there are signs around the school to remind you</li> </ul>
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Inform your teacher if you are feeling unwell</li> <li>• The school has a procedure in place for supporting students who are displaying symptoms of COVID-19</li> <li>• If a staff member or student tests positive, the school is well supported by Public Health and will follow their advice to ensure you are kept safe</li> </ul>
<b>Year Group Bubbles</b>	<ul style="list-style-type: none"> <li>• It is important to stay in your own Year Group bubble and not mix with students from other year groups</li> <li>• Staggered start/finish times and break/lunchtimes are in place to ensure that year group bubbles do not mix.</li> <li>• Stay in your Year Group Zone – see posters for reminders</li> </ul>
<b>Safe Distancing</b>	<ul style="list-style-type: none"> <li>• Maintain a safe distance (2 metres) from adults and students from other year groups at all times</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Do not share equipment with others, ensure you come to school prepared with everything you need</li> <li>• Follow the instructions from your teacher with regards to using equipment in classrooms, e.g. Art equipment and text books</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Wash hands/sanitise regularly throughout the day. This is especially important before and after removing face coverings, before and after eating, before and after using the toilet. You should have your own sanitiser but there is some available in every room around the school as well as at every entrance.</li> <li>• Follow the class teacher's instructions with regards to cleaning your work area before your lesson. All classrooms are thoroughly cleaned each evening and there are daily cleaners on site to clean toilets and high touch surfaces</li> <li>• Ensure you throw all waste into the bins and not onto the floor. This is always important but especially so with regards to face coverings, antibacterial wipes and tissues, these should be thrown into the special COVID bins found in each classroom</li> </ul>
<b>Catch it, Bin it, Kill it</b>	<ul style="list-style-type: none"> <li>• Use a tissue to catch a cough or sneeze and then be sure that it is thrown into a bin</li> <li>• Sanitise your hands</li> </ul>