

## **Procedures for students returning to school: Information for parents/carers**

Dear Parent/Carer

These measures are in place to maximise the safety of the staff and students sharing the site. We look forward to your support in maintaining these conditions.

### **Arrival at School**

**Access to the school grounds** for students is either through the small gates on Column Road (in front of the Glasspool building) or the double gates into the library car park (Grammar School Lane).

Students will need to sanitise their hands at the cleaning station before entry into the Glasspool building. This is the **only access point for students**.

On their first visit, students will be issued with a smart ID card to allow entry to and exit from school. **There will be a replacement cost for lost cards.**

Please remember, stopping cars on Grammar School Lane is prohibited between 08:00-10:30, and 14:15-16:00. Parents are regularly fined for a breach of this condition.

### **Entering the building**

Entry to the Glasspool building is through the cookery suite door.

Students are required to tap in by presenting their ID card to the card reader by the door on entry to the building. This is critical as the data generates the evacuation list for use in an emergency.

### **Classroom occupation**

Once in school students must proceed to their allocated classroom. Students should not wait outside any room, but go straight in. Students are seated at an appropriate social distance from other users. We have allocated a maximum of eight students to each room. A student will always occupy the same seat in a room.

Students must bring all the equipment needed. Borrowing/sharing with another student is not allowed. Teachers will lead learning from a large area at the front of the room.

### **Movement within school**

In order to support social distancing, a 1-way system for movement is in operation. The direction of movement is signed clearly; it must be used at all times.

### **Comfort breaks**

Users must observe the 1-way system to access all rooms including the toilet facilities.

### **Break and lunchtime**

At break and lunch time occupants must leave the buildings to allow deep cleaning between sessions. Having left the building by following the 1 way system, break and lunch time will be spent in the top yard area.

On site catering facilities are not available. Food and drink for the day must be brought in.

### **Leaving the site**

All students exiting the building to leave the site must register that they have left by presenting the card to the card reader on the exit door.

## Classroom layout

Please see the pictures below to gain an understanding of how the classrooms will be laid out:

