



St Michael's Catholic College
College Operational Plan September 2020

Update 02/12/20

1. College Organisation Summary

Year Group	Tutor/break rooms	Structure of the Day and Assembly Day	Break and Lunch arrangements	Toilets
Year 7	NS 2-8	<ul style="list-style-type: none"> All assemblies to continue to be delivered remotely from 03/12/20 8:30 am - 3:20pm Assembly Thursday AM	Break: Tues -Thurs teaching rooms Mon -Weds- Fri Astroturf Lunch: new build café, undercroft +basketball courts	NS toilets
Year 8	S08,09,10, S21,22,23	8:50am - 3:35pm Assembly Wednesday PM	Break:Tues-Thurs main gate playground Mon -Weds-Fri teaching rooms Lunch: Gym + Astroturf	2 nd floor toilets (next to main stairs)
Year 9	F04,05,06 F16,17,18	8:40am-3:30pm Assembly Wednesday AM	Break: Break: Mon – Weds-Fri teaching rooms Tues-Thurs main gate playground Lunch: Main build canteen	1 st floor (block next to male staff toilet)
Year 10	G08,09,10 F22, F28, F30, F31	8:30am – 3:20pm Assembly Tuesday AM	Break: Mon –Weds-Fri Astroturf Tues-Fri teaching rooms teaching rooms – except Thurs – core subject teaching rooms Lunch: Main build canteen	Ground floor toilets
Year 11	NF1,2,4,5,6,7,8	8:40am – 3:30pm Study clubs 3:30 - 4:30pm Assembly Monday AM	Break: Every day basketball courts Lunch: Gym + Astroturf Mon, Weds, Fri Basketball courts Tues, Thurs	NF toilets
Year 12 & 13	Year 12: S33,34,36.37 Year 13: NG2, NG3, NS1, 6 th form study area.	Year 12 8:40am- 3:25pm Assembly Friday AM Year 13: 8:50am – 3:35pm Assembly Thursday PM	Year 12 Break 6 th form study area/undercroft Year 13 Break 6 th form study area/6 th form terrace/undercroft Lunch venue- New build canteen, 6 th form study area, terrace and undercroft From 03/12/20 Year 12+13 allowed offsite at lunch time again 6 th form gate opens between 1:15-1:20pm and 2:10-2:15pm. But must stick to rule of 6 in public spaces.	1 st floor toilets (next to main stairs) and NT toilets

2. Rooming Strategy

Bubble Rooms and Shared Spaces

- Bubble rooms are rooms allocated to specific year groups. They are used by these year groups exclusively for lessons. These rooms are located very close to each other in order to minimise movement between lessons and minimise contact with other year groups. It also enables the existing timetable to be delivered.
- Within bubble rooms, teachers should maintain at least two metres distance from students and students should distance as much as possible from each other.
- Movement to and from shared spaces will be managed and supervised. Students should wait in their bubble and their movement to and from the shared space is managed to avoid crowding. These shared spaces should also be disinfected before and after use.
- The rooming for each Set is determined to minimise movement between lessons.

Year	Bubble Rooms	Shared Spaces
7	NS 2-8	G18, G25, Hall, PE changing rooms, new canteen, G52
8	S08,09,10, S21,22,23	G18, G25, Hall, PE changing rooms, gym, G52
9	F04,05,06, F16,17,18	G18, G25, Hall, PE changing rooms, main canteen, F22 (1x MFL class) G52
10	G08,09,10, F22, F28, F30, F31	F26, NF3, G18, G19, G20, G25, + Science labs as needed, Hall, PE changing rooms, main canteen, G52
11	NF1,2,4,5,6,7,8	F22, F26, F28, G25, G19, G20, NF3, NS1, Science labs as needed, Hall, PE changing rooms, Gym, G52
12 & 13	Year 12: S33,34,36,37 Year 13: NG2, NG3, NS1, 6 th form study area.	F26, F28, NF3, G18, G25, G19, G20 Science labs as needed, Hall, PE changing rooms, Gym, G52

Other

- The library will be closed. No

students are permitted to congregate in the library. Different library books will be designated to each year group and can only be loaned by students in the same year group. The books will be delivered to the students.

- Students are not permitted to congregate on any corridor unless moving to and from lesson.
- At break time students should remain in teaching rooms or in their designated outside area.
- At lunchtimes, students should be in their designated lunch area or in their designated outside area.
- In the event of poor weather at breaktimes students will remain/be sent to tutor rooms
- In the event of poor weather students will remain in the following spaces:
 - 4a lunch Year 7 6th form café and undercroft, Year 8 gym, Year 9 canteen + hall
 - 4b lunch Year 10 canteen and hall (hall to be cleaned at end of 4a lunch) Year 11 gym, Year 12 6th form canteen and undercroft, Year 13 6th form study area and NT classrooms.

Specialist Rooms

- These rooms are not allocated to any specific bubble (and are not shared spaces used throughout the day in a timetabled manner) but are used by all year groups if needed (with disinfection before and after use).

Subject	Foundation Subjects(KS4/5+ KS3 Drama)	Science KS4/5
Rooms used	G18, G19, G20, G51, G52, F26, NF3	S33, S34, S36, S37

- When using specialist rooms:
 - These spaces can only be used as per the college timetable
 - Rooms and workspaces will be cleaned before and after every lesson.
 - Classes wait in their bubble area and their movement to and from their specialist room is managed by SLT/assigned staff on corridor duty to avoid crowding on corridors.
- All other rooms are used to permanently accommodate a year group as part of their bubble.
- Staff who teach in ground floor classrooms and specialist classrooms in the main building must finish lessons on time and check the corridor is clear before dismissing their classes to avoid students from different year groups coming into contact with each other.

3. Systems of Control: Protective Measures

- The table below outlines the key protective measures the college will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the college’s risk assessment.

No	Essential Control	College Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. Parents will be contacted and asked to collect their child asap. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in G22. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet (it must be the female staff disabled toilet on the ground floor), it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with household bleach as per Public Health England (PHE) guidance. • All staff, current and new, attended a health and safety briefing at the start of the new academic year.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving college and before entering and leaving each classroom. Sanitiser dispensers will be located at college entrances/ exits and in each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having lunch. • Leaders of learning/tutors/class teachers will give frequent reminders to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. • The Premises Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	<ul style="list-style-type: none"> • The college will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using public transport. • All 6th form students have been required to wear face coverings in the corridors and specified communal areas from the start of term. 6th form students will also be required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym. • From 19th October due to tier 2 restrictions all staff and students need to wear face coverings in communal areas and corridors, unless they have an exemption. See Addendum at the end of this document. • The college will deploy masks around the building in order to ensure that these are available for use should staff wish or when they are not able to

No	Essential Control	College Actions
		<p>maintain social distancing (e.g. providing first aid, one-to-one learning support etc).</p>
4	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p>	<ul style="list-style-type: none"> • All classrooms will be provided with disinfectant spray/wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Spray/wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day. • A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. • The Premises Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.
5	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> • Each year group is a single bubble. • Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. 6th formers will be required to wear face coverings in corridors and specified communal areas as they will be moving around the college much more frequently than all other students. 6th form students to be directed to put on face coverings before they leave their classrooms. 6th form students will also be required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym. • From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions. Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms. • Each bubble will have a designated set of classrooms (i.e. tutor/home base) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the college and mitigate crowding on corridors and contact with students of other year groups. Staff will move between bubbles and will be required to socially distance from students and other staff at all times. • Each bubble will have a designated space for break time, lunchtime and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. • When using specialist rooms: <ul style="list-style-type: none"> - Disinfect teacher and student workspaces before and after lesson. - Students sanitise before and after the lesson. - The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. • Students and staff will be prohibited from sharing any belongings, including stationery. Stationery packs will be provided for all students at the start of the academic year which will be named and left in tutor rooms at the end of each day. • Lockers will not be available to minimise movement around the college and books will be kept in tutor rooms. • Staff will not touch any student belongings.

No	Essential Control	College Actions
		<ul style="list-style-type: none"> • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. • Students' books will be left in teaching rooms at the end of each lesson and staff will need to carry out reviews of marking in these rooms. Staff marking books should wear gloves and a face covering to do so. These will be made available by the college • For marking of student assessments/mock exams teachers will wear gloves. Student scripts should be placed in a plastic box (for the teacher) and if staff would prefer to mark scripts at home they should be retained in school for 48 hours before being marked. The same approach will be taken to the return of marked scripts. Teachers will disinfect wear gloves before and after marking scripts.
6	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> - The college will maintain stocks of PPE and deploy them around school. - PPE will be worn by all staff in specific circumstances: - Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools have been directed to continue to administer their care following the college's usual procedures. - First aid: First aiders should follow the college's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it will be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. - Catering: The catering team will wear full PPE when working in the kitchen and delivering food at lunchtimes. They will be temperature checked on arrival to work each day. - From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms. - 6th form students will also be required to wear face coverings in NT rooms when there are more than 8 students in the class and when in study periods in the gym.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately (parents will be asked to come and collect their child asap)and asked to book a test. They will be asked to inform the college of the result immediately.

No	Essential Control	College Actions
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> The college will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. If staff choose to use the new NHS APP they should alert FCO/JNO if they receive a message telling them a potential contact has tested positive. Please note the APP is advisory, it doesn't give definitive advice and doesn't take into account if you were wearing PPE etc . However, if you have taken a test it will give you your test result. The college will contact The DfE helpline 08000468687 and email the Southwark local Public Health team to inform them if anyone at college tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The DfE will carry out a rapid risk assessment and confirm next steps. Following advice from the DfE, the college will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> If any of these individuals develop symptoms, they will be eligible for testing. If positive, they should isolate for 10 days from the onset of their symptoms. If negative, they should complete full 14-day isolation period.
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> The college will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. The DfE will provide a suite of letters to use in various circumstances. The college will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Public Health England and the Local Authority will liaise with the college if a more extensive closure is required due to a suspected outbreak. The Principal will keep the Governors and LA updated. The college will create a spreadsheets to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.
10.	Ventilation	<ul style="list-style-type: none"> In the main building in the louvres (vents) under the windows will draw enough fresh air in from outside into the classroom and ventilate the room without the windows needing to be open. This air will be warmed as it comes into the room by the heating system and then extracted by the ventilation system in the classrooms as well as through the open doors. In classrooms in the main build which don't have opening windows the ventilation system manages the airflow and removes old air. The ventilation system in the main building is not an air conditioning system and does not move the air around the room/spaces. It brings in fresh air from outside and removes old air through vents without windows being open. In the new build extractor fans can be operated in all classrooms to keep rooms ventilated without windows having to be open (WGA to provide staff training on this). If it is deemed necessary to open any windows just 1 or at a maximum

No	Essential Control	College Actions
		<p>2 of the upper windows should be opened a small way. The breathing building ventilation system in this building ventilates rooms and then extracts the air. It is therefore unnecessary to have all windows open fully as the ventilation systems in both buildings meet health and safety regulations in terms of fresh airflow in and extraction and ventilation. Keeping all windows open fully could in fact pose risks to staff and student health as it could result in temperatures falling below statutory requirements.</p> <ul style="list-style-type: none"> • It is important that doors are kept open in all classrooms. They may be closed for short periods if necessary to avoid noise that could disrupt others e.g music etc. • In offices where space allows socially distanced meetings to take place the window must be open, even if it is just a small amount as offices don't have the same external louvre vents as classrooms and other rooms/spaces across both buildings • Students have been reminded to wear full uniform, blazers, cardigans, long sleeve shirts etc and layers etc to ensure they are comfortable in lessons and in and around the college building in winter months when it is naturally colder. • Temperatures across both buildings are being monitored on a daily basis and should they indicate classrooms are below 18 degrees – guidance will be provided to staff about allowing students to wear coats. Staff should not allow students to wear coats in lessons unless they have been directed to and it is important everyone is consistent with this. It is also helpful if staff model this. It is important to note that all students in KS3 and 4 are required to be outside at lunch time and should be encouraged to wear coats when they are outside at break or lunch. If they are allowed to wear coats in lesson times too often they wont feel the benefit of coats at break/lunchtimes when outside. • Students are not allowed to wear coats in corridors or communal areas inside the building. • Doors being kept open to allow for no- touch entrance to the main and new buildings e.g ICT stairs, gym entrance, Year 7/11 stairs etc will now be closed once students arrive/leave the college site at the beginning and end of the day and after lesson changeovers as they are preventing some communal areas of the building from reaching optimum temperatures. This will continue to be monitored.

4. Arrival and Leaving

- To reduce crowding on entering:
 - Year 7s should arrive at 8:30am at the new build gate
 - Year 8s should arrive at 8:50am at the main student gate
 - Year 9s should arrive at 8:40am at the main student gate
 - Year 10s should arrive at 8:30am at the main student gate
 - Year 11s should arrive at 8:40am at the new build gate
 - Year 12s should arrive at 8:40am at the front gate and enter via the DT/Science stairs
 - Year 13s should arrive at 8:50am at the new build gate
 - **Where families have siblings, students should arrive at the earliest designated time and students should go to their designated area using their year group entrance.**

- Once students arrive, they should line up in their designated area and move when instructed to their designated tutor room. Students must not go into the college buildings.
- Parents should not come to the college unless they have an appointment and then must only enter the college via the main reception on Llewellyn Street.
- Upon entering college, students will use hand sanitizer/wash hands as directed
- Students living within a mile of the college will be expected to walk to college to avoid overwhelming public transport- in line with government guidance.
- Students who must use public transport will be required to wear a plain non-logo face covering whilst using public transport to travel to and from college. Upon arrival to the college students must remove face coverings worn on public transport and place in a plastic bag which they will place inside their school bag.
- All 6th form students have been required since the start of September to wear face coverings in the corridors and specified communal areas. 6th form students are directed to put on face coverings before they leave their classrooms.
- From 19/10 all students and staff must wear face coverings in communal areas and corridors (unless they have a medical exemption) due to tier 2 restrictions Students must be directed to wear face coverings before they come into the school buildings and before they leave classrooms.
- Face masks must be worn appropriately, sensibly and hygienically. Any student misusing a mask will be required to take it off, any student whose mask does not meet the college requirements will be issued with a replacement surgical mask.
- Staff who use public transport to get to college, should also wear a face covering during their journey. They will be required to remove any face covering worn on public transport when they arrive at the college.
- **Staff/students should not share cars with anyone outside of their household**
- At the end of the school day, students will be asked to use the hand sanitizer before leaving their final lesson.
- To reduce crowding on leaving:
 - Year 7s will be dismissed in batches at 3:20pm by their Leader of Learning using the new build gate and leave via George Row
 - Year 8s will be dismissed in batches at 3:35pm managed by the Leader of Learning using the main gate
 - Year 9s will be dismissed in batches at 3:30pm managed by the Leader of Learning using the main gate
 - Year 10s will be dismissed in batches at 3:20pm managed by the Leader of Learning using the main gate
 - Year 11s will be dismissed in batches at 4:30pm managed by the Leader of Learning using the front gate due to study clubs.
 - Year 12s will be dismissed in batches at 3:25pm managed by the Leader of Learning using the DT exit
 - Year 13s will be dismissed in batches at 3: 35pm managed by the Leader of learning using the new build gate and leave via George Row
 - Where families have siblings, students should leave at the designated departure time **of the eldest sibling. Parents/ carers will need to make alternative arrangements where the eldest sibling is in Year 11 and 13 and remains in college until 4:30pm due to study clubs.**
 - Year 11 have a compulsory study club until 4:30pm every day and Year 13 will have compulsory study clubs on designated days of the week. They will not be allowed to leave earlier unless attending a medical appointment.
 - Form tutors to walk classes to gates at the end of the day
 - **Once students are dismissed, they should immediately leave the college grounds and go straight home. They are not allowed to go to the shops/fast food outlets in the vicinity of the college on their way home must not congregate in the local area.**
 - **From 3/12/20 Students must stick to the rule of 6 when outside in public spaces or private gardens. They must not mix inside their own homes/anyone else's homes or inside any other building other than the school building with anyone from another household.**

5. Uniform + Equipment

- All students will wear the full college uniform and usual procedures will apply to any infringements.
- Students should only bring a school bag with a bottle of water, reading book and their PE kit on the days when they have PE. Only college PE kit is allowed to be worn during all PE lessons and in any clubs.
- Students are not permitted to bring in pencil cases or equipment from home with the exception of a calculator. Students will be provided with their own equipment pack at the start of term and must not share

equipment with others. Students will leave their equipment and exercise books in tutor rooms at the end of each day. Books cannot be taken home. All homework will be set and submitted on Google classroom.

6. Registration, Attendance and Assembly

All students are expected to attend school full-time in September.

- A register will be taken in tutor time each morning and afternoon for all students.
- The college will follow the DfE guidance on absence codes for students who fail to attend school.
- Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.
- For all pupils who are isolating at home, Leaders of Learning will continue to make regular calls to check on welfare and whether they are participating fully in lessons.
- Morning/ afternoon registration will continue with a full enrichment and CPHSE programme.
- There will be no assembly of students from different year groups. All assemblies will be on designated days of the week for individual year groups. **Assemblies will continue to take place remotely from 03/12/20.**

<u>Year Group</u>	<u>Assembly Day</u>	<u>AM/PM reg</u>
11	Monday	AM
10	Tuesday	AM
9	Wednesday	AM
8	Wednesday	PM
7	Thursday	AM
12	Friday	AM
13	Thursday	PM

- For year 11 and 13 who have public examinations in the summer of 2021, compulsory catch-up study clubs will take place for Year 11 every day until 4:30pm and for Year 13 on designated days. Year 11 and 13 will also be required to attend compulsory catch up Saturday school sessions from 9am-12pm as per the Saturday school timetable.

7. Expectations in the Classroom/Bubble

- Students and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, cleaners will wipe their keyboard and mouse at the start of each lesson.
- All classroom doors should be kept open at all times. **See above for information re: ventilation and windows** When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group.
- All classrooms will have fixed seating and students must sit in the same place at all times. Teachers will be required to follow the seating plan given to them so that we are able to have an accurate record of who students are sat in close proximity to. Seating plans are stuck to teacher's desks.
- Desks and chairs must not be moved from their location. However, if desks are accidentally moved too close to the front the class teacher must ask students to realign them so they are 2 metres away from the teacher's designated area.
- When teaching, teachers should be at least 2m from students, avoid movement and stay near the board.
- If classrooms have windows they should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

8. Specific Curriculum Issues

- A full curriculum will be delivered and all students will have access to all of the subjects they would normally have been offered.

- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

Subject/Issue	Guidance
Art & Design and Technology	<ul style="list-style-type: none"> - The curriculum plan should be mapped to ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. - The specialist rooms should be disinfected before and after they are used.
Science	<ul style="list-style-type: none"> - In KS4 and 5 a lab will be allocated for specialist science practicals as needed. A timetable will be created and shared with the premises team to ensure cleaning as required. - The science labs used for practicals should be disinfected before and after it is used. - In some cases, if adequate resources are not available and it is necessary for the same practical experiment to be studied by different year groups, a teacher demonstration will be used rather than students undertaking the practical.
CPSHE	<ul style="list-style-type: none"> - The teaching of mental health and wellbeing and metacognition/effective independent learning will be prioritised during the first term.
Music	<ul style="list-style-type: none"> - It will not be possible to use the small practice rooms. - The studio and large practice room will be set up for peripatetic lessons. - Peripatetic teachers can deliver 1:1 lessons in those 2 rooms, including singing as long as social distancing can be maintained. DLA/LLA will put a timetable together for this and it may require peripatetic staff to change their days to make this work. - Students must not share instruments, especially brass and wind. - Singing can take place only in classes/ groups of 15 or less, but students must be able to maintain social distancing and be side by side not facing each other. - Chromebooks can be used with KS3, phones are not allowed to be used in KS3 or 4 lessons under any circumstances. - The department will focus on recording practicals to play to students to help work on listening skills. - Ensemble music groups are not allowed, except small singing groups following the guidelines mentioned above.
Sports and Changing	<ul style="list-style-type: none"> - Where possible, PE should be undertaken in outdoor spaces. - Contact sports should be avoided. - The curriculum plan should ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. The department should follow all sports body and DFE guidance. - All changing rooms must be wiped down by cleaners before and after each use- PE staff should wear a face covering when entering the changing rooms. - Girls changing room now moved to G52 for all PE lessons
Textbooks and Library Books	<ul style="list-style-type: none"> - When giving out textbooks in lesson, these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours. - The library will be closed. No students are permitted to congregate in the library. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the students.
Educational Visits	<ul style="list-style-type: none"> - All educational visits must be approved by the Principal - International and residential trips will not be permitted. - Day trips may be permitted following the first half-term. If a trip is required after October half-term, staff should secure permission from the Principal who will consult with the Chair of Governors. - Trips may not involve students from different year groups. - When planning trips: <ol style="list-style-type: none"> 1. All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund.

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| | <ol style="list-style-type: none"> 2. The risk of infection – and how this will be mitigated – should be included in the risk assessment. This includes guidance from any external transport that is booked. 3. The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead. |
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9. Curriculum Recovery Planning

- The school will deliver a number of strategies to ensure that all students catch up on missed learning and progress by the end of the academic year.
- These strategies are outlined in the college’s catch up plan.

10. Student Leadership and Enrichment

- Leadership opportunities will continue, though care will be taken to avoid infection within and between bubbles.
- Year 11 Prefects and peer mentors who will be appointed on a year group basis will support supervision and communication with students within their year group only.
- Librarians for each year group will be identified and will support the delivery of books to their year group only.
- Mental Health ambassadors and Diversity ambassadors will meet, but 2 metre social distancing and face coverings will be required for the meeting.
- The College Council will meet in school but virtually, such that:
 - The meeting will occur outside of lesson time (e.g. during assembly or after school).
 - All students within the same year groups (bubble) will sit together in one room within a tutor room
 - Each set of year group students will then ‘meet’ virtually with students from other year groups via Google Meet
 - The member of staff supervising the meeting may be present in any of the rooms providing they maintain distancing from the students.
- The Head Boy/Girl and Deputy Head Boy/Girl and designated 6th form student leaders are permitted to visit assemblies and form classes if they maintain social distancing from each other (if in different year groups) and from the students within the assembly.
- House competitions will move to remote competitions from 09/11/20 – set up via google classrooms.
- Leadership development events should only be delivered within a specific year group. Alternatively, this may be delivered with students from different year groups in school but meeting virtually from their respective tutor rooms. In such circumstances, staff supervision must be maintained.
- Extra curricular clubs e.g sport. Drama, Music, etc can resume
- Before and after school homework club will be available to targeted students and a targeted SEN after school homework club will continue to take place.
- Compulsory Year 11 and 13 study clubs and Saturday schools will still continue to run
- Activities such as careers events and visiting speakers should be delivered virtually within the college day.
- All fundraising, should only be permitted if crowding can be mitigated and if the only attendees are from the year group of those leading the fundraising.
- Sixth Form student leaders and Year 11 prefects may be offered volunteering/leadership/mentoring opportunities within the main school if they are:
 - Able to maintain at least 2m social distancing from all students at all times.
 - Inducted on infection control measures/wear face coverings
 - Adequately supervised at all times.

11. Safeguarding

- Leaders of Learning will continue weekly calls to any isolating students (not attending school) **and check engagement with any students isolating who are completing remote learning.**
- The college will deploy staff from the inclusion team to support students and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting students with attendance and behaviour concerns and maintaining an ECM Risk Register.
- The inclusion team will meet with vulnerable students and provide mentoring support. They will maintain distancing and be inducted on infection control measures within the college. All of their meetings should be in

a booked meeting room which is disinfected before and after each student has visited. Group mentoring is only permitted with students from within one year group.

12. Supporting Students with Special Educational Needs and withdrawing students for intervention

- The support for students with SEND is in two forms.
 - Support within the classroom.
 - Support within the classroom, supplemented by partial withdrawal.
- Each form of support will require mitigation to avoid infection.

Type of support	Guidance
SEND Support within the classroom.	<ul style="list-style-type: none"> • TAs supporting in the classroom should maintain as much social distancing from the pupils they support as possible whilst maintaining effective support). If needed, they should liaise with the teacher to agree a seating plan that maximises their opportunity for distancing. • TAs should also consider: <ul style="list-style-type: none"> - Sit side by side with the student, both facing the front/ The TA should wear a face covering - Avoid facing the student they support unless this is needed for hearing impairment. - Avoid physical contact with the student. - Ensure that they do not share stationery or contact the same surfaces.
SEND withdrawal.	<ul style="list-style-type: none"> • If students with SEND from different year groups need to be accommodated within S02 (for partial withdrawal from the curriculum) and there are no additional venues, they must maintain social distancing of at least 2m from each other at all times. If 2 metres cannot be maintained face coverings must be worn by all staff and students. • All spaces within SEN/Inclusion area must be disinfected before and after each use. • Students are not allowed in the corridor leading to SEN offices at any time and must wait on the main corridor.
TAP	<ul style="list-style-type: none"> • Mon, Thurs, Fri S01 Weds F35 Tues S02 • Staff/students to maintain 2 metres social distance • Spaces must be disinfected before and after each use.
Counselling	<ul style="list-style-type: none"> • Mon + Tues F35 Staff/students to maintain 2 metres social distance • Space must be disinfected before and after each use.
Catch up interventions	<ul style="list-style-type: none"> • Library to be used during the day and after school • Staff/students to maintain 2 metres social distance • Spaces must be disinfected before and after each use.
Careers/guidance meetings	<ul style="list-style-type: none"> • Tues/Weds in S01 • Staff to maintain 2 metres social distance • Spaces must be disinfected before and after each use.

13. Behaviour, Alternative Provision Base and Detentions

- The Alternative Provision Base will have a maximum capacity of 15 students and 2 members of staff.
- If students from different year groups need to be accommodated within the APB they will maintain social distancing of at least 2m from each other and the supervising teacher at all times. All students must wear a face covering.
- The break and lunchtime for these students will be different from all other year groups (bubbles) to avoid physical contact with other bubbles. A separate toilet will also be assigned to students in the APB.
- A wilful breach of social distancing within the APB may result in a fixed term exclusion.
- After school detentions must be completed within the year group 'bubble' in designated rooms. Year 11 will have a designated room for lunchtime detention so students can attend catch up study clubs after school.
- Saturday detentions will continue to take place and students will be given a different start time for each year group.

14. Toilets

- At all times, including break and lunchtimes, students should use their designated toilet:

Group	Toilets
Year 7	NS toilets
Year 8	2nd floor toilets (next to main stairs)
Year 9	1st floor toilets next to male staff disabled toilet
Year 10	Ground floor toilets

Group	Toilets
Year 11	NF toilets
Year 12+ 13	1 st floor toilets (next to main stairs) and NT toilets

- Year group monitors will support the supervision of the use of toilets during break and lunchtime.
- Students should wash hands before and after using the toilet.
- All cubicles will be disinfected regularly.

15. Breaktime Plan

- Students will be placed on a rota and have a mix of outdoor and indoor break time (in teaching rooms) over the course of each week.

Outdoor break timetable

- Year 7 Mon, Weds, Fri astroturf
- Year 8 Mon, Weds, Fri playground-main gate
- Year 9 Tues, Thurs, playground- main gate
- Year 10 Tues, Thurs astroturf
- Year 11 Everyday basketball courts
- Year 12 & 13 Everyday far playground

If it is wet break students will remain in tutor rooms.

16. Lunchtime Plan

- Students in Year 7, 8 and 9 will have lunch p.4a 12:15pm and in Years 10, 11, 12 and 13 p.4b
- Students will be asked to wash hands with soap before lunch and will sanitise hands when they return to lessons.
- Students are not permitted to be anywhere else in the college building during lunchtime.
- Pack lunches will be available in designated locations for each year group. The catering team can adapt lunches to suit dietary requirements and allergies. Hot meal options have been rolled out for all year groups from 12th October.
- Parent pay is the only means of paying for lunch. Machines in college can no longer be used.
- Parents and staff will be required to pre pay for lunch using parent pay
- Students are not allowed to bring their own packed lunch into college due to Covid-19 health and safety requirements. If a student has a medical reason for requiring to bring their own lunch into school, a doctor's note must be provided and the student will be instructed as to how to maintain good hygiene. They must follow the practices shown every day.
- At the end of 4a lunch students in Year 7 and 8 should start lining up at 13:05 so they are ready to go to lessons before Year 10 and 11 arrive for 4b lunch.

17. Duties

- Please see the duty rotas for more details.
- All staff must arrive at duty on time and be proactive whilst on duty.

18. Catering Staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will also wear full PPE in addition to the normal garments at all times in the kitchen and when serving food. A separate bin should be used to discard these items. Visors will be disinfected at the end of each day.

- Catering staff will continue to wash hands with soap regularly and wear gloves when serving food and operating tills.
- When serving food, catering staff will need to wear PPE (visors, gloves and maintain distancing as much as possible).
- All tables and seating will be wiped down with disinfectant continuously before, during and after 4a/4b lunch

19. Cleaning

- Cleaning staff should wear disposable gloves for standard cleaning and face coverings when cleaning toilets or whenever 2 metre distances cannot be maintained. If tabards are worn they should be washed at the end of each day. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should wear full PPE including eye protection – as per PHE guidelines.
- High frequency spaces and toilets will be regularly cleaned as per the rota throughout the day. Shared specialist classrooms, changing rooms and dining spaces will be cleaned before and after use by each class/year group.
- On Friday afternoons, there will be a deep clean of all spaces and surfaces in school.

20. First Aid and Medical Room

- A student /member of staff who is unwell and displays Covid- 19 symptoms must be brought to G22 and wait there before being collected by a parent. In the case of staff transport home will be arranged.
- A student who is unwell with non Covid symptoms should proceed to the medical room as normal which has been moved to G03 next to reception.
- First aiders should follow the college’s established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, staff should wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur.

21. Movement Around School

- All non-essential movement around school should be avoided.
- The routes to be used by each year group are outlined below (the reverse route should be used when returning):

Please note assemblies will continue to take place remotely and for the foreseeable future so students should go straight to tutor rooms and not the hall on their designated assembly day to watch the assembly on the board.

Year	Route for School Entry & Exit	Route for Break & Lunchtime	Assembly Info
7	8:30am arrival new build gate, line up on undercroft, use front staircase of new build. 3:20pm departure same route. Use gym corridor to access main build	Break: Front staircase to astro turf Lunch: Front staircase, line up undercroft, new build outside sinks	AM assembly, use sports hall corridor and use first set of assembly hall doors.
8	8:50am arrival main gate, line up behind hall, main entrance, use Maths stairs. 3:35pm departure same route.	Break: ICT stairs, ICT exit doors, main playground Lunch: Maths stairs, main entrance, line up behind hall, main build outside sinks, come into sports hall canteen via the exit doors.	PM Assembly, use Maths stairs to assembly hall
9	8:40am arrival main gate, line up by ICT fire exit, use ICT stairs for entry and exit. 3:30pm departure same route.	Break: ICT stairs, ICT exit doors, main playground Lunch: ICT stairs, ICT exit doors, line up by ICT exit and come into canteen via main entrance use ground floor sinks.	AM assembly Main entrance straight to assembly hall.

10	8:30am arrival main gate, line up behind hall, use main entrance and central stairs. 3:20pm departure same route. Use central stairs + main exit in main building, back stairs in new build.	Break: central stairs to astroturf. Lunch: central stairs to line up behind hall, use ground floor sinks	AM Assembly Main entrance and straight to assembly hall.
11	8:40am arrival new build gate, line up on basketball court, use back staircase of the new build. 4:30pm departure time, main gate. Use central stairs + main exit when in main building, back stairs when in new build.	Break: Back staircase to basketball court. Lunch: Back staircase, line up behind hall, main build outside sinks, come into sports hall canteen via the exit doors.	AM Assembly use sports hall corridor and use first set of assembly hall doors.
12	8:40am arrival, front entrance and DT exit doors, use DT staircase. 3:25pm departure time same route. Use DT staircase + gym corridor when in main building and front staircase of new build.	Break: Front staircase to far playground. Lunch: Front staircase to far playground/new canteen if collecting lunch or new build gate if leaving site.	AM assembly – straight to assembly hall, sit in designated tutor row.
13	8:50am arrival, new build gate, use front stairs of new build. 3:35pm departure time same route unless study club DT exit + front gate 4:30pm. DT staircase+ gym corridor when in main building and front staircase new build.	Break: Front staircase to far playground. Lunch: Front staircase to far playground/new canteen if collecting lunch or new build gate if leaving site.	PM Assembly – straight to assembly hall, sit in designated tutor row.

- If groups of students are moving during lessons to shared spaces (e.g. Canteen, etc) or specialist spaces (e.g. for PE, IT lessons etc), the class should wait in their bubble area and are managed by their teacher to and from their specialist venue or shared space to avoid crowding on corridors.
- During each lesson changeover, SLT and designated staff will supervise any movement around the building.

22. Staff areas & Offices

Staff should only use café areas, offices, faculty bases, the library and G19/20 and sportshall as per rota if they are able to socially distance themselves from each other. There will be a set number of staff allowed in all staff areas which all will be expected to adhere to Plastic dividers placed in offices where desks are face/face and sideways facing.

- Areas for seating in staff café areas will be marked out- staff must stick to those areas. It is not permitted to sit on tables.
At lunchtimes the following rooms will also be available to staff: **S36 and S37: Mon 4b Tues-Fri 4a & 4b**
- All soft fabric seating in shared offices and faculty bases have been removed, as frequent sharing of this seating throughout the day is more high risk in terms of infection controls. Fabric office chairs will be returned staff where sole use is possible.
- All meetings will continue take place remotely using Zoom. This includes Monday morning all staff briefing, Tuesday morning LOLs meeting, Wednesday morning Middle Leader meeting and after school meetings on Wednesdays. Staff can access zoom from computers in offices, faculty bases, by using the computers in their tutor rooms or from their own personal device. If you are presenting at a briefing/meeting you will need a computer/ device with a camera..
- Computers and telephones in offices/faculty bases should also be wiped after use and hands should be sanitised afterwards.
- Line management meetings can still take place in offices if social distancing and good ventilation is possible and numbers of staff in the offices do not exceed the limits set.
- Staff should use a hand sanitiser when entering and leaving offices and classroom.

23. Emergency Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner, it may not be possible to maintain full social distancing at this time.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined external assembly point. The last person leaving the classroom should ensure the door is shut.
- The Assembly Point remains the same.
- Specific arrangements must be made for students/staff with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.
- All bags, coats and classroom materials must be left in the classroom.
- Fire marshalls should check their designated area before evacuating and confirm to JNO/FCO that their area is clear as soon as possible.
- As staff move to the evacuation point:
 - Staff should maintain social distancing from colleagues as much as possible
 - Students should be encouraged to move quickly and silently and staff should model this.
- Lifts must not be used.
- Any visitors to school must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break or lunchtime periods, students and staff should evacuate immediately using the nearest available exit and report to the assembly point.
- Admin staff will bring the visitor signing-in log and completed registers for each class to the assembly point.
- It may not be possible for students to avoid proximity to students of other year groups (bubbles) whilst evacuating the building – however, students will be instructed to avoid all physical contact on their way to the Assembly Point.
- At the Assembly Point:
 - All students should stand within their bubbles and maximise the distance between bubbles.
 - All students should line up in their form classes and be registered by their Learning Coordinator.
- Upon re-entry into the lesson, students should use a hand sanitiser.
- Red and amber emergency alert and lockdown procedures will remain the same.

24. Visitors, Reception and Deliveries

- All visitors should be approved by the Principal beforehand and unnecessary visitors should be avoided.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering college should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in college.
- Hands should be washed with soap after handling any deliveries/post.

25. Teacher Training Placements and Volunteers

- Teacher training placements are permitted, providing all checks are completed and the trainee is adequately supervised and fully inducted on the college's infection control measures.
- Volunteers will not be permitted until further notice.

26. Parents' Evening and Meetings

- Meetings with individual parents are permitted onsite, but from 05/11/20 these will be limited to reintegration meetings with one individual parent providing:
 - A parent is only advised to attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked to confirm this when signing in at reception.
 - The parent sanitises their hands before and after the meeting.
 - All care is taken to avoid the parent coming into proximity with any student other than their own child.
 - Social distancing is maintained during the meeting.
 - If meetings with parents take place remotely via Zoom, there must be 2 members of staff present at all times and the meeting should be recorded for staff safety.

- Parents' evenings, where there is a large gathering of parents, will be avoided at the moment. Instead, the college will make appointments for remote meetings with parents of targeted pupils when needed and put a system in place to contact parents by telephone during the week of the planned year group parents' evening.
- Information events for parents, such as curriculum guidance evenings and open days and evenings will be delivered virtually.

27. Remote Education (and Contingency for partial/ full closure or Local Lockdown)

St Michael's Catholic College Remote Learning Protocols 2020-21

In line with DFE guidance on the reopening of schools we will ensure that remote education is high quality and aligns as closely as possible with in college provision so that students can continue to make good or better progress.

- The college is able to implement remote learning for all students in line with government guidance which became law on 22nd October.

Protocols

1) Where individual students need to be absent from college for 14 days due to quarantine:

All departments need to devise 2 weeks' worth of work and resources that complement or reinforce the curriculum plan in that subject for each half term for each year group. (This can be created on a rolling basis).

At Key stage 3 for core subjects this would be 6 lessons, for Ebacc 4 lessons and for Foundation subjects, 2 lessons. 50% of these lessons in each subject should be interactive in some way, for example narrated power points. Work will be set using google classroom by the individual subject teachers of those students and should be marked by them so that students receive feedback once a week as a minimum.

Staff will be notified by Leaders of Learning when students have been told to quarantine. **Checking phone calls and monitoring of work completed will be undertaken by Leaders of Learning.**

Full year group(s) in quarantine for 14 days

Subject lessons will be set as timetabled and will follow the curriculum and scheme of work for that period according to department curriculum maps. Live lessons should be delivered using google meet, along with narrated power points and other interactive activities. Low stakes testing to be used at the end of each week to inform next steps in learning and any follow up action needed. Lesson one on return to college will be a feedback lesson.

Non-completion of work by students during this time will result in Saturday detention on return, along with nightly centralised year group detentions.

Form tutors will carry out remote registration with students at AM registration – non-engagement will be followed up by DCA as per college absence policy.

2) College closure due to lock down

All subject teachers set work as per the number of timetabled lessons in a week and will follow the curriculum and scheme of work for that period according to department curriculum maps. Feedback takes place for each subject weekly and low stakes testing takes place fortnightly (weekly for year 11 and 13) to ensure that students have engaged with the learning and to address gaps.

- Key stage 3:
Core subjects: 2 'live' lessons using google meet/ week
Ebacc subjects: 1 'live' lesson using google meet / week
Foundation subjects: 1 live lesson / fortnight using google meet

- Key stage 4 and 5: a minimum of 50% of lessons for each subject during the week should allow interaction between staff and students using google meet.

Remote registers will be taken by form tutors at AM registration – non-engagement will be followed up by DCA as per college absence policy.

Monitoring: at both levels 2 and 3 monitoring of work set will be undertaken by Heads of Departments and department post holders. Systems for this will be shared at middle leaders to ensure that the workload is manageable.

Staff Expectations

Staff must follow the expectations outlined below. This will help to maintain the health, safety and wellbeing of everyone in our school and wider community.

1. Only attend college if you and all members of your household do not have Covid-19 related symptoms.
2. Contact the Principal by email **in the first instance** and copy in JNO if you a) believe you have symptoms b) are required to isolate due someone in your household having symptoms or if you have been identified as a contact.
3. Wear a face covering in corridors and communal areas unless you have a medical exemption.
4. Wear a mask or face covering if using public transport. Avoid sharing cars.
5. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
6. Please do not enter the main reception if there are more than 2 people there (not including the receptionist) You will need to wait outside/ in the corridor until there is space.
7. Maintain social distancing with all staff and avoid physical contact at all times. No hugs, shaking hands etc.
8. Do not share belongings (stationery, food etc) with others.
9. In the classroom, do not move the table or chairs and stick to the set seating plan. Tables are allowed to be realigned if needed to ensure 2m distancing is possible, please check they are in line with the tape on the floor. Avoid touching displays and other surfaces.
10. If you teach a class of more than 8 students in Year 12/13 in the NT rooms all students must wear face coverings.
11. Finish lessons on time (1 min early if needed) to allow yourself enough time to get your next class.
12. Wipe any specialist equipment before and after every use.
13. Wipe your keyboard, mouse, remote, interactive board pen and whiteboard at the start and end of every lesson.
14. If using a shared workspace/faculty base desk/computer, wipe it down after every use.
15. Do not remove spray or cloth/paper towels from the classrooms. Premises staff will check daily if refills of spray/sanitiser are needed and you can email them if you/ a classroom needs a refill during the day.
16. When teaching, avoid movement around the classroom and maintain distance from students.
17. When marking work, wear gloves or sanitise your hands before and after. Wait 48 hours before taking assessments/exam papers home to mark.
18. **Please follow agreed ventilation procedures-please see the guidance above re: ventilation**
19. At busy times please only use the lift if you have equipment to carry or are required to for health reasons.
20. Do not gather in the staff areas/faculty bases and stick to agreed numbers in these areas and offices. In staff café areas only sit in identified spaces and do not sit on the tables. Maintain social distancing at all times.
21. Keep yourself safe on the stairs and keep your distance. The centre staircase and the DT stairs in the main building are not always busy. 6th formers are the only ones allowed to use the DT stairs. In the new build the 6th form and Year 7 staircase is the least busy and 6th formers wear face coverings.
22. If you have a school lunch, please collect it from the new build canteen as there is space there to do this without having to go past large groups of students.
23. Use the main entrance to the main building when coming across from the new build instead of coming in through the gym/canteen entrance as there is more space.
24. Only use designated rooms for meetings and ensure distancing is possible. Please remember to use hand sanitiser before handing out any documents.
25. **From 3/12/20 staff are expected to follow tier 2 restrictions including sticking to the rule of 6 when outside in public spaces or private gardens. They should not mix inside with anyone from another household apart from when in the school building and even then 2 metre distances must be maintained.**

Student Expectations

When attending college, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend college if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport, unless you are exempt for medical reasons
3. All students must wear a face covering in corridors, specified communal areas, 6th formers must also wear masks in study periods, in NT classrooms where there are 8 or more students unless exempt for medical reasons.
4. Arrive at college and leave to go home at the designated time. Do not congregate in and around the local area at the end of the day.
5. Use a sanitiser to disinfect hands on entering and leaving college and each classroom within the day. Wash hands with soap regularly during the day.
6. Wear a face covering if directed to by a member of staff e.g in the APB/for 1:1 mentoring etc, unless you are exempt for medical reasons.
7. Stick to your bubble/designated classrooms/stairs/lunch spaces at all times. When moving around the college, stop and wait if you come across students from another year group until it is safe to continue.
8. Avoid physical contact at all times- **even within your own year group bubble**. No hugs, shaking hands etc. and maintain as much distance from others as possible, **even within your own bubble**.
9. Make sure you keep staff safe, by keeping 2 metres away from them at all times.
10. In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment/computers/chromebooks before and after use.
11. At break and lunchtimes, go to your designated area/classroom and maintain a safe distance from others.
12. When lining up, make sure you do this in alphabetical order.
13. Do not share belongings (stationery, food etc) with others.
14. Use your designated toilets only. Only enter the toilets if there is a free cubicle.

Addendum Procedures for wearing face coverings: From Monday 19th Oct 2020

These procedures apply to all students and staff unless they are exempt.

Face coverings are not required to be worn in classrooms except in the APB and in NT rooms with more than 8 students.

Before school/end of break/end of lunch

- Students to be lined up in alphabetical order and instructed to put on face coverings correctly before entering the building.
- Students should go to their classroom, stand behind the chairs and then be given permission to remove their face covering if they wish. Students removing face coverings will need to place them in a plastic bag in their blazer pocket, they should not be wearing them under their nose or under/on their chins. Students going to assembly will be required to keep their face covering on.
- In NT rooms all students must wear face coverings if there are more than 8 students in the class.

During lessons and lesson changeovers including going to break and lunch

- If a student leaves a classroom during a lesson for any reason e.g. to go to the toilet (if they have a pass) the medical room, are removed by a teacher etc. They must put their face covering on correctly before they leave the classroom.
- At the end of a lesson any student moving classrooms should stand behind their chair and teachers should instruct them to put on their face covering correctly and check each student has a face covering on before leaving the classroom.

During break and lunch time

- Students coming inside the building for any reason e.g. to use the toilets will need to put on a face covering before they come in and should not remove it until they are outside.
- Students eating lunch should be lined up outside in tutor groups and instructed to put on their face covering correctly before being sent into lunch. They should keep their face covering on until they are sat at the lunch table at which point they will need to remove it and place it in a plastic bag in their blazer pocket. They will need to put the face covering on again before they get up from their seat and leave the canteen area.

At the end of the day

- At the end of registration students should stand behind their chair and teachers should instruct them to put on their face covering correctly and check each student has a face covering on before escorting them to the gate.
- Students in PM assembly will keep face coverings on and be escorted to the gate at the end of assembly.
- Students going to homework club should keep their face covering on until they are sat at the computers. Students attending SEN homework club in the canteen should wear a face covering at all times.

- At the end of detention, all students should be instructed to wear a face covering before being escorted to the gate.
- Students attending sports clubs can remove their face coverings once they are in the changing rooms. At the end of the club the teacher/coach will need to instruct all students to put on face coverings correctly before escorting them to the gate.

Saturday schools, Saturday detention and half term study club

- Students will only be allowed to enter the college if they are wearing a face covering correctly. They will need to keep the face covering on until they are in the study club/detention classroom and are given permission to remove it.
- If a student needs to leave a classroom for any reason e.g. to go to the toilet (if they have a pass) They must put their face covering on before they leave the classroom.
- At the end of study club/detention, all students should be instructed to wear a face covering before being escorted to the reception.

Sanctions for not wearing a face covering

Students not wearing face coverings in communal areas should be given a major health and safety mention on sims unless they're exempt.

Staff

- All staff (unless exempt) must wear a face covering in the college when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. This includes before and after school

This includes:

- corridors
- staircases
- in shared offices and faculty bases where there is no window
- briefings/meetings in the gym/hall (it is fine to remove your face covering if addressing staff from a 2m+ distance)
- the assembly hall (it is fine to remove your face covering if addressing students from a 2m+ distance)
- staff café/lunch areas unless you are eating or drinking
- Meetings in classrooms if 2m distance cannot be maintained e.g. department/year teams etc
 - Face coverings must also be worn wherever a 2m distance cannot be maintained e.g.: providing 1:1 support, distributing hand sanitiser etc.
 - Staff must ensure students are wearing face coverings correctly before dismissing them from classrooms.
 - Staff lining students up before school, at the end of break and during lunch time must ensure students are wearing face coverings correctly before sending them in to the building.
 - All staff must challenge any student they come across in the corridor/communal areas who are not wearing face coverings (unless they are exempt) and record a major health and safety behaviour mention on sims.