

Important

If you have any of the following symptoms, please do not come into school and follow the usual absence procedures:

- Continuous cough
- High temperature
- Loss of sense of taste or smell

You **MUST** keep a distance of 2m, where possible, around the school building

We recommend the wearing of an appropriate mask in all indoor spaces (unless you are exempt)

Entry

Please enter via the student entrances and:

- Sanitize your hands using the dispensers/member of staff with a bottle (anti-bac gel)
- Have your temperature taken from the wrist (temperature gun)
- Go to your student zone (see diagram 1)

On site

- Please go to your student zone when you arrive at school. You must not go to any other zone.
- **Years 7, 8 and 9 must arrive at their tutor room for 8:50am.** You will have received an email to inform you of your new year group tutor group and where you should go. All year 7 tutor rooms are in the main teaching block (large blue and white building). There will be plenty of staff to direct you)
- Please line up with a 2m distance where possible
- Please use the anti-bac gel as you enter the classroom

Lessons

- Line up quickly, keeping 2m away from others where possible and sanitize your hands using the dispensers on the wall as you go into the classroom
- All classrooms are forward facing where possible and tape at the front marks 2m away from the teacher. **Please do not cross this line.**
- Exercise books may be given to you during the first lesson – this will depend on your subject. Books taken in will be left for 48 to 72 hours before they will be marked. Some teachers may ask you to upload your work to Teams so that they can mark it online.
- At the end of the lesson, your teacher will spray each desk with anti-bac and give you a paper towel to wipe the desk that you have been working on. If you are asthmatic and the school is aware of this (you have a risk assessment), please remind your teacher before the end of the lesson.
- Go straight to your student zone (diagram 1) after the lesson if it is break or lunchtime. **Remember that you must bring a packed lunch as the canteen will not be open.**

Break/Lunch

- Please go to your student zone (see diagram 1)
- If you have free school meals, please collect your lunch in the morning before school from the canteen. You may also collect your food from the food hut in your student zone.

End of the day

- You will be dismissed at the following times and **must leave site immediately:**
- Year 7: 3:15pm
- Year 8: 3:20pm
- Year 9: 3:25pm
- Year 10: 3:30pm
- Year 11: 3:35pm

Fire evacuation muster points

- See diagram 2. You will be taken to these during your induction on the first day.

Diagram 1 – Student zones for before school/breaks and lunch

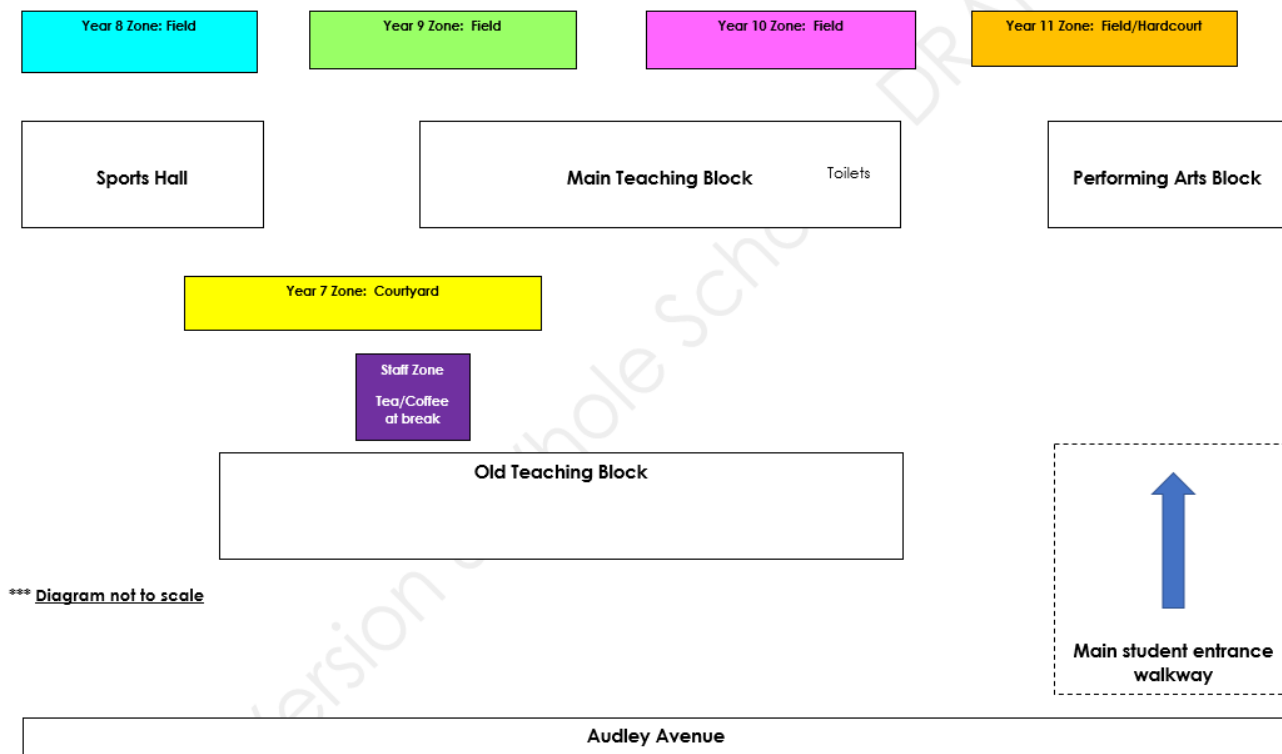


Diagram 2 – Fire evacuation muster points

