

Year 10 & Year 12 Student Procedures – W/C 15 June 2020

NOTE: Students are expected to meet all usual expectations of Millom School, including adhering to behaviour policy, ICT acceptable use policy and all other, applicable published documentation. Where information is conflicting (EG updated sanctions in addendum to behaviour policy) the information in this guidance supercedes that in other documentation.

Arrival to school

- Students are only to attend school on the day they have been instructed to attend.
- School arrival time between 09.00 and 09.15
- Students to enter school through the Alex Hall
(A member of staff will open the external door to the Alex Hall nearest the school reception)
- On arriving to school, students are to follow instruction of staff to be registered
- Students will be allocated to their 'bubble' for their time in school
- Students directed to wash and sanitize hands on the way to their classroom
- Where students travel by bus or train, they must follow the instructions of the transport operator, and wear a face covering, in line with government guidelines
More information and current guidance available at;
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>
- Where students arrive later than this time (unless travelling via school transport) they may be refused entry to the school. A member of SLT will speak to students who arrive late, and make a decision regarding an outcome.

Working in classrooms

- Students will be directed to the classroom they will use for that day.
- Students will complete tasks set by the teacher allocated to their group
- Students are to follow instructions and directions of staff.
- Students will adhere to updated routines in classrooms.
- Only workspaces left 'active' to be used by students. Chairs are not to be moved to another workspace.
- Students use the same workspace throughout the day.
- Students are to maintain social distancing throughout the day. See addendum to School Behaviour Policy
- Throughout the day, adopt practices in guidance on hand hygiene (www.gov.uk)
 - ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
 - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Equipment

- Students are expected to bring to school the equipment that they will need for the day
- Students to practise hygienic use of equipment (EG not putting pens in mouth)
- Students not to share equipment

Using toilets during lesson times

- Students will be directed to which toilets to use throughout the day.
- Students not to be permitted to go to the toilets together. Follow instruction of staff

Break time

- Students will need to bring food & drinks to be consumed at break time.
- Students will be taken to break in their 'bubble'
- Students to wash hands at the start AND end of break
- Students are to follow instructions about how to make their way to the Large Refectory
- Students sit at separate tables.
- Students to put own rubbish into bins provided
- Seating areas will be cleaned after use

End of school day (Approx. 12.15)

- Students will be dismissed from school as a 'bubble'
- Each 'bubble' will be dismissed from the Alex Hall
- Students who are walking home, will be dismissed at intervals to maintain social distancing
- Students travelling by bus or train will be dismissed at intervals to support safety measures taken by transport operators.
- Ensure that the classroom is left in a tidy state to allow for access for cleaning at the end of the day.