



MILLOM SCHOOL

Student Procedures

(Guidance for students to reflect updated routines and procedures following school reopening)

01 June 2020

Student Procedures – W/C 01 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

- School arrival time between 08.45 and 09.00
- Students to arrive to school through main entrance
- On arriving to school, all students to ensure that they register with staff in reception area
- Students directed to wash and sanitize hands on the way to their classroom

Working in classrooms

- Lesson time will be spent in M7, M8 & M9, unless a decision is made to take students to work outside.
- Students will complete work set by their classroom teachers.
- 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 week.
- 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)
 - Students are expected to :
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
 - 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

- All students to be allocated a set of equipment for their personal use through the week.
- Students to practise hygienic use of equipment (EG not putting pens in mouth)
- Students not to share equipment
- Equipment to be returned to the storage box at own workplace at the end of the day

Using toilets during lesson times

- Toilets on first floor Muncaster block to be used throughout the day
- Students not to be permitted to go to the toilets together. Follow instruction of staff

Break & Lunch time

- Students to wash hands at the start AND end of break & lunch
- Students to leave Muncaster building through exit in glass corridor (not to go through reception) and make their way to small hall.
- Students sit at separate tables.
- Students to use the same table throughout the week
- Students to put own rubbish into bins provided
- Students can go outside in the area between the small hall and L2/3, the hard standing in front of the refectory and the grass area by the refectory. They must not sit on outside tables/ benches. They must maintain social distancing.

End of school day

- Return all work and equipment to the box at their workplace.
- Ensure that the classroom is left in a tidy state to allow for access for cleaning at the end of the day.

In the event of a student becoming ill during the school day

Non COVID-19 symptoms

If a student presents as feeling ill or becomes injured during the school, normal procedures are to be followed.

Staff on duty at reception/school office OR member of SLT will make a decision regarding need to return home, and make necessary communication.

Where a student is able to, they will make their own way to reception, and a phone call made to relay information.

If the student is not able to make their own way to reception, another member of staff is to be summoned by telephone.

COVID-19 symptoms (Reference; Coronavirus (COVID-19): implementing protective measures in education and childcare settings)

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), a member of SLT/admin staff will be summoned (on-call system used) to collect the student. They will be taken to L2 to await collection by family member.