



Procedure for the students arriving at school

Transport: Students are required to wear face coverings during transport

Drivers/chaperones should remain in their vehicles.

Two members of staff will be allocated to greetings – one for transport (external) and one for attendance (internal).

The allocated member of staff for transport greetings will welcome the student and guide them to the school entrance – hand over to attendance greeting colleague.

(Students must be greeted with warmth and initial contact staff must be observant of initial presentation – communicate concerns to colleagues and senior staff where appropriate)

The student will be marked as present and then guided through the hygiene process.

Hygiene Procedure: *Students will be given a small bottle of hand sanitiser and shown how to use*

- Student face coverings should be removed and placed in a sealable plastic, personalised covering if not disposable (these can be collected at the end of the school day)
- If the student is wearing a disposable mask then this should be placed in a lidded bin
- Students should be encouraged to remove the covering using the ear slings and discouraged from touching the front of the covering.
- Students will be issued with a clean face covering for use within the school building.

Hand Washing:

- Staff will direct students to washing basins to wash their hands for a minimum of 20 secs and dispose of any drying materials (tissue, etc.) in the bins provided close by.
- Students are required to use hand sanitizer after washing their hands and encouraged to apply to their wrists.

Communication Approach:

- We will keep in mind the needs of individual students and adopt responsive/flexible communication approaches appropriate to student presentation.
- We aim to provide a welcoming, warm and supportive environment for the students and to facilitate a secure, confident and happy experience for their arrival.



Procedure for students during Lunch

- Lunch will be provided in 2 areas of the school, these are:

AREA 1: Dinning Area

AREA 2: Upstairs FLAT

- Student groups will be allocated to a dining area.
- Lunches will be prepared by kitchen staff and provided at the counter to students.
- Social distancing should be monitored by staff - encourage students to adhere to socially distanced cueing and seating.
- Students may have difficulties managing this and staff are there to help, encourage and positively reinforce
-
- Arrangements of seating areas are as follows:
-

AREA 1: Dinning area & PSHE classroom

AREA 2: Conference room + Mathematics room

- Trolleys will be provided by kitchen staff for students to put their plates and cutlery once finished
- Please remember that the areas being used are classrooms and need to be left in good order for this purpose – i.e. Clean, tidy and disinfected with wipes and gels etc.

Social Curriculum:

Social Curriculum time will require staff to be vigilant and pro-active in supporting and promoting socially responsible behaviour.

We need to encourage, guide and support students to make responsible choices and use positive reinforcement, promptly identifying and verbalising when good examples are observed.

Students will want and indeed need to sit with each other and socialise. Our efforts are to encourage and facilitate this in a socially responsible manner.

Where Possible:



- Activities will be facilitated outdoors or in the gym (ensuring good ventilation) activities will include, table tennis, football, basketball and other activities as appropriate.
- For the current time, board/card games or games which require multiple people to touch apparatus for the game will not be allowed.
- Art activities and those that students can complete independently are allowed but we must be mindful that stationary and equipment must be used individually and not shared.
- Students will be encouraged to wash and sanitise their hands at the various stations throughout the school prior to re-joining their Learning Zones

Classroom Guidelines:

Considerations of student experiences:

- Some students may experience anxiety or have difficulties with maintaining social distancing and individual needs/context will be discussed during planning and through the course of our return based on dynamic assessments.
 - Reasonable and Clear expectations can be established through discussion with the student(s) prior to engaging with learning, i.e. respect for social distancing and others when participating with the activity in the learning environment.
 - We must be mindful of our role in modelling appropriate behaviour and demonstrate through our actions, responsible and replicable behaviours.
 - Many students will have had difficult experiences during the period of lock down and will benefit from experiences that are positive, playful and facilitated in a mood of optimism. It is important that we are in tune with the emotional presentation of the students and communicate in ways that empathetic and demonstrable of knowledge of their needs.
-
- The classroom environment should be welcoming and prepared for students who should be allocated places within the room.
 - Seating arrangements and arrangement of furniture should be reflective of social distancing aspirations – perhaps the student positions could be personalised with names/images.
 - Individuals should be supplied with personal learning and stationary equipment which should not be shared with others
 - Posters will be displayed to remind all of responsibilities and expectations in terms of safest practice.
 - Masks are not compulsory, however and healthy discussion should be facilitated to resolve circumstances empathetically where disagreement may exist.



Specific classroom guidance and best practice shared as we progress through this unfamiliar territory!

End of the School Day

- Transport will be greeted by a member of staff responsible for front of school
- This colleague will communicate with a further member of staff on 'foyer duty', which student's taxi is ready for departure.
- Students should remain in their Zones, or be escorted to the outside area to wait for their cab.
- Students who use public transport should be asked to make their way home promptly and students should not congregate at the front of the school.



Procedure for end of school day

- Students transport will remain the same with staff asking students to stay within their zones or break out areas.
- Departure staff will call students down as transport arrives
- Students will need to return school masks and those who have kept their personal mask in school will be asked to pick it up at the end of the day.
- **Strictly No congregating outside**

Classroom Hygiene

- Staff will need to be responsible for the up keep of their working areas and ensure no unnecessary papers or materials are left on desks/tables
- Staff will need to wipe down work stations and equipment with antibacterial wipes once students have finished.
- Hand sanitizers to be used frequently throughout the day and encourage students usage