



COVID 19 Parent/Carer and Student Prevention Protocols

September 2020

Parents

1. Where possible, students should walk or cycle to college rather than arrive by private car.
2. If parents bring students to college they must ensure that they do not enter the college grounds (even to drop students off by car).
3. If parents bring students to college by car, cars should not be shared by students in different year groups unless they are in the same household, as different year groups will be in different bubbles and mixing across bubbles must be avoided.
4. On no account should parents enter the college grounds without prior arrangement. On arrival, parents must report to reception where they will be asked to wash their hands thoroughly.
5. Parents must not congregate at the college gates for any reason.
6. Parents should not contact their children on their personal mobile phones during the college day. If parents need to contact their children, they must do so through the college reception.
7. If a student displays any symptoms of COVID-19 during the school day, they will be isolated from other students, and parents will be contacted and must come and collect them from the school site as soon as they can. They will then need to ring NHS test and trace and organise a test for COVID-19. Parents should make sure they are familiar with COVID-19 symptoms:

[Coronavirus \(COVID-19\) symptoms](#)

8. Information about arrangements for testing can be found here:

[Arrange to have a test](#)

9. Parents should familiarise themselves with the guidance on when to stay at home:

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

10. If a student has a test for COVID-19, the result must be communicated to the college via college reception.
11. If any student demonstrates a serious breach of college expectations, as outlined in this document and in the Behaviour and Ethos policy, parents may be contacted to come and collect them from the school site as soon as possible.
12. Students must wear the correct college uniform at all times. For any items that are inappropriate the college has spare, clean uniform that can be loaned for the day.
13. If a student shows any symptoms of COVID-19, they must stay at home, and parents must inform the college as soon as they can; if they have attended college in previous days, NHS track and trace will be informed.

Students

1. Students will be taught in year group bubbles. These bubbles are to reduce the risk of COVID-19 infections as far as possible.
2. There will be no social interaction between students in different year group bubbles. Students will remain in their allocated bubble at all times, including at break and lunchtime.
3. Different bubbles of students will be zoned in different, designated parts of the school site.

Ready, Respectful, Safe



4. When students arrive on site, if they are wearing a face covering, this must be removed without touching the front of the face covering or the face itself. The face covering must then be placed into a plastic bag and then into the student's school bag. The student will then be directed to clean their hands thoroughly. Face coverings must not be worn on the school site.
5. When students arrive on site they must go straight to their bubble zone.
6. If students walk or cycle to or from school, they must do so individually, and must not socialise with any other students also travelling to or from school from outside their own bubble.
7. If students travel by bus, they must sit in allocated seats, according to the zoned seating plan, as advised by the bus driver, and must not change these at any time. On arrival at college, students must remain on the bus until asked to disembark by a member of staff.
8. If students arrive in a family car, they must disembark from the car outside the college gates and walk into the site.
9. Students will be allocated an entrance to college that they must use to reach their bubble zone.
10. On entering college, students will be directed to clean their hands thoroughly with the sanitising gel provided.
11. A one-way system will operate around college as necessary to support social distancing. All students must follow this system in order to minimise students passing in corridors.
12. Students will be supervised as far as possible as they proceed to their allocated classroom, where they will be seated at their allocated desk according to the seating plan. They will remain seated at all times unless otherwise directed by their teacher. If there should be a case of COVID-19 it will be essential that the college knows which students were sat in close proximity to the infected student so that NHS track and trace can be informed, and the affected students can self-isolate in accordance with government guidance.
13. Students in years 7-9 will be based in the same classroom all day. Initially, there will be no movement to specialist rooms in KS3. There will also be classroom bases for years 10-11 though there will be some limited movement to specialist classrooms and between classrooms to allow for setting in core subjects.
14. Sixth form students will be taught in the sixth form block as far as possible but there may be some limited movement to specialist rooms during the day.
15. Students must not move around the classroom or leave their allocated seats, unless directed to do so by a member of staff.
16. Students must not make physical contact with any other student, and students should avoid facing each other wherever possible.
17. Some classroom windows and doors will be kept open as far as possible to increase the circulation of air. Students should dress accordingly as classrooms may be colder than usual.
18. Break and lunch times will be supervised by staff at all times to ensure no mixing of year group bubbles.
19. Different bubbles of students will have different break and lunch times in order to avoid social interaction between bubbles.
20. Different bubbles of students will have different designated areas in which to take their breaks and lunch. They must not attempt to socialise with students from different bubbles. If the weather does not allow students to go outside, they will remain in their classrooms or may move to designated social areas.
21. Students in the same bubble must not attempt to share food or drink, or items such as mobile phones, or any school equipment, at any time, including at break times. Students must also place all litter in the litter bins provided to prevent contamination.
22. Students are encouraged to bring a packed lunch although lunches can be ordered from the college canteen by students the day before and in this case a grab bag will be delivered to the appropriate classroom. This will also be the case for students who are entitled to free school meal provision.
23. If students bring a mobile phone into school, this must remain switched off and in a pocket or bag at all times, including break times. This is because of the contamination risk from mobile phone screens.



24. All students are expected to bring the correct equipment to their lessons to ensure no sharing or loaning of equipment which could lead to contamination. This equipment should include a pen, pencil, ruler, rubber, calculator, and perhaps other items such as highlighters.
25. All students will be issued with their own paper and/or exercise books.
26. During lesson time, if students need to use the toilet, they will be collected by a member of the SLT, and supervised on their way to and from the toilet in order to avoid social contact with students from other bubbles.
27. Students must not cough or sneeze without covering their mouths, preferably with a tissue, or alternatively with their elbow. Tissues must then be disposed of in the allocated bin, at the direction of the member of staff. Tissues will be provided in all classrooms. Students should follow the 'catch it, bin it, kill it' procedure.
28. Students must not spit on the school site at any time.
29. At the end of the school day, students will be directed to sanitise their hands before leaving the school building to minimise the risk of transferring any infection to their home.

It is vitally important that students understand and follow the guidelines for hygiene and safety described above for the safety of all. Any breach of these protocols will lead to contact with parents/carers and could lead to further sanction.