

Student Protocols

2020/21

From September 2021 the School is following published DfE operational guidance to schools to support the continuity of high quality in school learning whilst providing key Covid 19 protections to minimise the risk of transition as society learns to manage life with Covid 19.

These protocols operate unless there is a requirement for the School to introduce additional contingency measures where there is an identified increase in Covid 19 transmission in the School or the wider community. The implementation of contingency measures is guided by DfE/PHE and or Local Health Protection Team at which point revised protocols will be put in place for the period of time required.

Active Covid 19 safety measures the whole school community must observe include:

- 1. Maintaining good hand and respiratory hygiene;**
- 2. Maintaining good cleaning regimes throughout the day;**
- 3. Maintaining good ventilation in classrooms;**
- 4. Full engagement with a-symptomatic testing as advised by DfE;**
- 5. Full participation in rigorous self isolation where symptomatic or testing positive.**

1. Maintaining good hand and respiratory hygiene

- Clean your hands by washing or using sanitizer more often than you would usually do:
 - when you arrive at school
 - when you move classrooms
 - before you eat
 - after you visit the toilet
- Hand sanitiser dispensers are available around the school at entrances, by the entrance of every classroom and by every food outlet. You can of course bring your own.
- Ensure good respiratory hygiene by using the 'catch it, bin it, kill it' approach. Please bring your own tissues so that you always have some to hand.
- Use tissues to cover your nose when you cough or sneeze. Tissues should be disposed of immediately in lidded bins or flushed down the toilet. Do not use any other bin without a lid for used tissues.
- You must sanitise your hands afterwards.

2. Maintaining good cleaning regimes throughout the day

- School cleaners will be working throughout the day, regularly cleaning toilets, door handles, handrails and other hard surfaces.
- Disinfectant spray and paper towels/disinfectant wipes are available in every classroom
- You are encouraged to sanitise your desk area before you start your lesson – follow your teacher's guidance.
- If you eat in a classroom at break or lunch make sure you clear up after yourself including using sanitiser to clean the table. Dispose of any rubbish carefully and responsibly. Food should not be placed in open bins in classrooms.

3. Maintaining good ventilation

- Top windows are required to be open to allow sufficient ventilation but not too wide. These will be opened by the Estates Team - students must not stand on chairs or tables to open or close windows.

- Do not close windows without checking with your teacher first to ensure good ventilation is maintained.
- To prevent drafts, lower windows should not be opened.
- Doors to classrooms should be open a little to assist throughflow of air.

4. Full engagement with a-symptomatic testing as advised by DfE;

- All students are strongly encouraged to participate fully in regular at home LFD testing (this is subject to review by DfE at the end of September).
- All LFD test outcomes (negative and positive) must be reported to the NHS and school.
- All students are strongly encouraged to participate in asymptomatic on-site testing as directed by DfE (eg on return to school in September 2021).

5. Full participation in rigorous self isolation where symptomatic or testing positive.

- Stay alert to any likely symptoms of Covid 19 including: High temperature, new continuous cough, loss or change to your sense of smell or taste. If you have any symptoms of this type arrange to get a PCR test
- Do not come to school if you have symptoms of Covid 19 or have tested positive for Covid 19 (LFD or PCR).
- If you develop symptoms during the school day you must go directly to student reception. You will be directed to a dedicated waiting area outside the drama studio while you wait to be collected by parents/carers.
- If you have tested positive for Covid 19 using an LFD test then you must stay at home and arrange to take a PCR test. You must remain isolated at home until you have the result of your PCR test.
- Your parents/carers should report all Covid 19 test outcomes to school
- If you test positive for Covid 19 with a PCR you must co-operate fully with NHS test and trace.
- The School will provide remote learning access for anyone who is required to stay at home due to being a confirmed case of Covid 19 or for reasons of quarantine following overseas travel. Please refer to the Remote Learning Charter for more details.
- If you are a close contact of someone who has tested positive you do not need to self-isolate unless you are over 18 years and 6 months and have not been double vaccinated. Anyone identified as a close contact is expected to take a PCR test.

6. Movement Around School

- As we move around school we need to minimise congestion in public areas including corridors. In order to do this students are asked to not travel through corridors if they are moving to another part of the building but to leave the building and move around the outside of the building to enter the door nearest to the classroom you are going to. Only access an internal corridor if your next class is very close to the classroom you are in.
- Where there are external doors to classrooms (tech and science block) you should use these to access the classroom.
- You should always use the external exit closest to the classroom you are in and the external entrance closest to the classroom you are going to.
- Where a classroom you need to enter is occupied please line up in one line close to the wall to avoid corridor congestion.
- Where a classroom you need to enter is vacant please go straight into the classroom to avoid corridor congestion.
- Some teachers may arrange for you to line up outside the building prior to accessing lessons – please make sure you follow the teacher’s direction.

- Face masks are not required to be worn in corridors, public areas or classrooms. If you wish to wear a facemask where it does not impact on your learning to do so you will be allowed.

7. Food at Break and Lunchtime

- You must wash or sanitise your hands before eating.
- Students in any year may purchase food from any of the 7 food outlets. Main meals must be consumed in the main canteen.
- Students must observe the one-way systems into and out of the main canteen and other indoor food areas.
- Students are expected to eat outside whenever the weather is fair.
- Students are permitted to eat take away style food in their Learning Mentor room at lunchtime but MUST clear up and clean tables after eating.
- To ensure classrooms are kept hygienic and a suitable environment for learning, no food waste should be disposed of in classrooms -bins in classrooms are for paper only. Use the recycling bins for food waste and packaging located at either end of the corridors.

8. In Person Communication With Staff

- Whilst social distance is no longer a DfE requirement staff may well elect to maintain distance between themselves and students wherever practical and safe. Please show respect and courtesy for them and maintain appropriate distance unless you need help or assistance that requires closer contact for your own safety or the safety of others.
- When seeking help from the teacher be aware that they may wish to maintain 2 metres social distance between them and you.
- Some staff may additionally use masks when speaking to individual students for any period other than briefly passing by them. If this impacts on your ability to learn then please alert your teacher and Learning Mentor so that we can consider how best to support you.

9. Uniform

- You are expected to wear full school uniform with the exception of days when you have PE lessons or you are participating in a PE sports club at lunchtime.
- The TGS PE kit with jogging bottoms/leggings should be worn to school on days where you have scheduled PE lessons/activities. Trainers are only allowed when PE kit is worn.
- Sixth Form students must follow the Sixth Form Dress Code. Jackets must be worn. Ties are optional.

10. Face Coverings

- Face masks are no longer required to be worn in public areas, corridors or classrooms.
- requirement in lessons or corridors and communal areas.
- Students and staff may elect to wear masks in some cases and that is permitted for learning indoors unless there is a direct negative impact on learning or practical difficulties in engaging the lesson as a result.
- If you do bring a mask to school Face coverings/masks (homemade, reusable or disposable) must be placed in a sealed plastic bag when not in use.
- You should not touch the front of the face mask whilst wearing or removing it.
- Once put on or removed, sanitise or wash your hands.
- Disposable masks must not be placed in bins but should be taken home for disposal.