

**Working at Wollaston School: Guidance for taking Protective Measures whilst working on site from 1st June 2020.**

* Please do not come into work – or leave work immediately, if you have any of the symptoms of coronavirus, including a fever, a persistent cough or a loss of taste or smell. Please arrange to be tested at the earliest available opportunity and inform James Birkett and Wayne Taylor of both your initial symptoms and the test result.
* Please wash your hands regularly or use hand sanitiser where this is more appropriate.
* Please maintain a distance of 2 metres from all other staff and students when possible.
* When working in a face to face teaching or support role, there will be a “bubble” system in place. Where possible, please limit your contact each day to only those in your bubble. This will usually be an absolute maximum of 15 students and 6 members of staff.
* On any given day, unless in an emergency, you should not visit or have contact with staff and students in another bubble to your own.
* When working in school in a non-face to face or delivery role, please limit your contact with other members of staff and students, particularly in smaller spaces and maintain a 2 metre distance.
* Please limit the number of rooms and areas of the school that you visit.
* Please use empty classrooms to prepare resources, film or zoom live lessons.
* If you are working with other members of staff to prepare resources or deliver live lessons – please remain 2 metres apart from each other at all times.
* Please do not alter the furniture arrangements in classrooms. If you have any concerns about room set up, please contact the site team.
* Please sign out using the Inventory system at main reception to sign in and out.
* Please do not use the Sixth Form sign in / out point – as this area is a designated bubble for children of critical workers and vulnerable students.

When engaged in face to face teaching or support

* Please follow start of day routines. Year 10 students will be met by staff in the Science playground at 8.50am. Year 12 will be met by the VI form entrance. LAW school students will sign in at main reception and be met in the Main Hall.
* Please follow end of day routines. Each group will have a staggered finish time. Please walk students to the bus bay for boarding their buses or to be picked up by parents. Those walking may do so as soon as you are at the school gates. No-one should gather at the end of the day.
* Please do not allow students to sit anywhere other than the designated chairs.
* Each student must remain in their designated chair for the duration of the day.
* Each room will have access to hand sanitiser, tissues, and a radio.
* Each room will have details of designated student toilets.
* Please only allow one student to visit the toilet at a time.
* In case of any issues or if support is required, please use the radio and ask for the following:

|  |  |
| --- | --- |
| Year 12 Sessions | Tony Mills or Jo Melia |
| Year 10 Sessions | Anita Walker or Edd Stevenson |
| LAW School (key worker / vulnerable students) | Karen Worger or Zoe-Correa Humphreys |
| All other Issues / Emergencies | James Birkett, Kieron Beeby or Shazia Lydon |

* Teaching and break time supervision will be divided into 3 sessions:
* Session 1: 8.50-11am
* Session 2: 11am – 1pm
* Session 3: 1pm-3pm
* During each session – there will be a designated break time with a specific outdoor area to use. This will not clash with the areas / times used by other bubbles. The teacher leading the session will supervise the break time. The timings will be displayed in the room.
* Each bubble will have one breaktime trip to the canteen. The time will be indicated in the room and the visit will be supervised by the teacher delivering that session.
* Please do not leave students unattended at any time.
* Please limit any materials or resources which need to be given out, returned or shared around the group. Single use photocopies (which are put out on the desk) are therefore safer than textbooks.
* Please put out all resources needed on student desks prior at the start of the session.
* Once students have their exercise books, they will keep these and bring them to school each time that they attend. Please do not collect back in at the end of each session.
* Students will be asked to bring in their own materials (stationary, pens etc.) It is permissible for staff to issue stationary, but this should be then taken home by the student and not be collected back in.
* Social distancing should be observed at all times and where possible ensure a distance of 2metres. Please remember that this applies to contact with both staff and students.
* Teaching should not require for students to move around the room.
* For those giving 1-1 support to students, please offer this by standing to the side, or slightly behind students.
* If issues arise with students failing to socially distance, please remind them of the student code of conduct and call for support if issues persist.
* If a student behaves in a way that is dangerous (e.g. deliberately coughing at someone) please radio for support urgently and explain the nature of the issue.
* Please do not physically intervene with a student (s) who is failing to observe social distancing arrangements.
* If a student becomes unwell – please contact Mrs Steadman on the radio and direct the student to go immediately to the medical room. Further advice will then be provided to students and staff if this is required.
* If you become unwell, please radio for support and leave the site immediately if you are able to safely do so. If not, please radio for support, radio for Mrs Steadman and then go directly to the Medical Room.
* When supervising students at break time, the first priority is to avoid any contact with other “bubbles” who may be in school.
* Please stick stringently to the areas and timings allocated for your group.
* Break times should not be used for students to visit non-designated toilets. Students should be encouraged to use their designated toilet facilities during the session times.
* Students should be encouraged to maintain a 2 metre distance during break times when outdoors, but the member of staff should not break the 2m social distancing to enforce this.
* Under no circumstances can students leave their allocated break time space. If this does happen – please contact for support immediately on the radio.
* In case of wet weather, students will have break times in their designated rooms. They should remain in their designated seats.
* In case the fire alarm should sound, the assembly points are as follows:
* LAW School (Mobile Site) – Science Playground
* LAW School (VI Form Site) – VI Form Car Park
* Y10 – Lower Astroturf
* Y12 - Top Astroturf
* Staff not with a “bubble” group – Lower Astroturf