



**ST MARY'S
COLLEGE**



Process for students of critical workers being educated on site

Arrival and instruction

- Students arrive at the Cranbrook Avenue reception no earlier than 8.15am.
- They will line up using the marked spaces and will be invited in to the building by reception staff in small groups (maximum of 5).
- A clear alternative space will be marked for any other visitor(s) to the site who will need to alert reception as directed.
- As students enter the building they will clean their hands with the readily available hand sanitiser.
- In the reception each student will be directed to a marked area, report their name to the receptionist for signing in (verbally).
- SLT lead will tell each student which learning space they will be based in for that day, remind them of social distancing expectations and then allow them to move to the canteen for breakfast or on to the yard.

Breakfast and movement

- Staff on duty monitor movement of students in the yard and to the canteen ensuring social distancing is maintained.
- Canteen queue is clearly marked to support effective distancing.
- Students should register their lunch choices (where required) at the canteen before moving to their designated learning venue

Learning venue

- In each learning venue adequate spacing of students should be overseen by the staff member responsible for the area. At least 2m distance in all directions.
- Windows and doors should be opened where possible to improve ventilation..
- Teachers remind students of key COVID Secure messages around maintaining social distance at all times, regular handwashing & good respiratory hygiene.
- Cleaning materials will be available for use at any time by the supervising staff.
- Cleaning and hygiene materials are available for use in between meetings.



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Break and lunch

- Students should be directed to break and lunch by staff on duty as follows:
 - D1 and D2 - Break 10:15 to 10:30 - Lunch 12:35 to 13:25 - dismiss out of different doors from D block.
 - P13 - Break 10:30 to 10:45 - Lunch 12:45 to 13:35 - dismiss out of middle doors (near English offices) on P corridor.
- Students should move immediately to use hand sanitiser when they are dismissed from classrooms before eating and handwashing in the music block toilets must take place before returning to the classroom.
- Staff on duty should be active in ensuring social distancing is maintained during break and lunch time.

Exit

- Students dismissed one at a time with a clear distance between individuals. D block classrooms should dismiss through both sets of doors as during break/lunch
- Staff on duty should follow students to reception and encourage them immediately to their transport or off site. Reminders should be given that no gathering is acceptable.
- Students should be signed out by the teacher confirming all individuals allocated to their room have left the school.

Additional Notes:

- High level of control at all stages due to staff/student ratio
- Professional messaging prominently on display in all areas – personal responsibility – reminders for key actions/behaviours
- If students need the toilet, they will use facilities in the Music block only
- Cleaner will be available all day, circulating to regularly clear refuse and maintain toilets and communal spaces
- Loose material and displays that cannot be wiped down should be removed from the setting. Storage boxes are available from site staff for that purpose.
- No access available into any other area of school so no interaction with other on-site cohorts of students.