

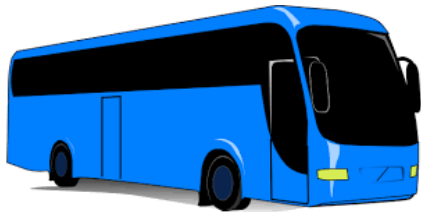
ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL



Covid 19 Guidance for staff, students and parents

28th August 2020

1. Journey to school



All students regardless of age and whether the bus is a designated school bus or public transport should wear a face covering and keep the maximum possible social distance from others. Students should sit together with their own age group and where possible keep the same seat each day.

Students who come to school by taxi should also wear a face covering.

If students are sharing a car to school but are from the same household, they do not need to wear a face covering in the car. If households are mixed, face coverings should be worn.

2. Entering the building



Before 9 am there is one entrance only for students – Canteen door. (There will be some known exceptions)

Here they will sanitise their hands and proceed to the canteen to buy break or place a lunchtime order or move directly to their form class. Students will then remain in the room seated at their own seat and at safe distance from classmates.

Drop off will be at the front of the school as normal and students will walk to the canteen via the side steps and across the back yard or use the footpath around the grass pitch side of the school.

The entrance for staff is via the main front door (some students will have permission to use this door) or the door at the outdoor changing corridor and the same sanitising arrangements are in place.

3. One-way system



We have a one-way system which must be followed at all times. This is clearly marked out by the signage.

The two loops around the quad on middle and top floor are anti - clockwise

English corridor flow towards Home Economics and RE and Maths corridors flow to Reception and Study Hall

Ground floor flows from Reception towards oratory and on a loop system via drama towards music.

PE corridor flows towards Sports Hall (two way for staff)

Main staircase out of use except for visitors to Headmaster's office and Board Room.

Staircase at Bursar's office is DOWN only

Staircase at Oratory is UP only

PE staircase is UP only

Staircase at Mrs Cranston's Room room is UP only

Staircase at Mrs McCorry's room is DOWN only

Staircase at Home Economics is UP to top floor and DOWN to bottom floor

4. Classrooms

There is no more lining up outside rooms, students should enter the room in an orderly manner, sanitise their hands and take their seat.

Desks are to be sanitised at the start of each lesson and the teacher will oversee the cleaning of desks by students. This will happen at the start rather than the end as students will arrive at different intervals, there will be less class disruption and students can then be sure that their own desk is properly cleaned.

All desks in rooms are front facing with best possible spacing. Classroom Assistants will sit at the front in a designated area in front of their students who must be in front row. This space will have to be agreed on a room by room basis to ensure 2 metre distance is always maintained between the adults and the adults and students.

Cleaning and caretaking staff will ensure that sanitising resources are maintained at entrances and in classrooms.



5. Break time

10:15 All students in Yr 8 – 12 take break in class and then proceed at 10:25 to the following areas where they will be supervised.

Yr 8	Enclosed Quad
Yr 9	Covered Walkway
Yr 10	Bus Shelters
Yr 11	Canteen side of yard
Yr 12	Cage side of yard
Yr 13 / 14	Canteen - separated

All students return to class at 10:40. On a wet day, an email will be sent by 10:00am and students in Yr 8 – 12 will be taught up until 10:25 and will remain in classrooms over break and supervised by teachers in the corridors. There is no change to a wet break plan for Yr 13 / 14.

6. Lunch time

We have suspended our rule of no eating in the yard. If a student wishes to eat their packed lunch from home in the yard, that is fine provided they use the bins as appropriate.

Junior Lunch

12:05 Yr 8 brought to canteen and supervised by class teacher until 12:25 when paid supervisors take over. Yr 8 into the yard by 12:20.

12:15 Yr 9 brought to canteen and supervised by class teacher until 12:25 pm when paid supervisors take over. Yr 9 in to the yard by 12:35.

12:25 Yr 10 on lunch as normal and to be in the yard for 12:45.

Yr 10 use the third of the yard nearest the cage, Yr 9 use the middle section and Yr 8 use the section nearest the canteen.

On a wet day, the Sports Hall will be opened to prevent students from being forced outside. There will be an area allocated to each year group. All students return to class at 1pm.

Senior Lunch

12:50pm Yr 11OR 12 brought to canteen and supervised by class teacher until the paid supervisors take over. This will be rotated weekly with one group starting lunch at 12:50 and the other at 1pm. They will then proceed to the yard where Yr 12 will occupy the cage end of the yard and Yr 11 the canteen end.

1:00pm Yr 13 / 14 to eat in Assembly Hall and they can pick up hot food from the Common Room as needed and eat it in the Assembly Hall. Senior students who wish to go outside can use the covered walkway area at the side pitch.

There is no need for a wet day plan for senior lunch.

There are to be no ball games at break or lunch and no contact games.

Bags must remain with students at all times. There can be no more leaving bags in classrooms or in corridors.



7. End of the school day

At the end of the day, one-way system is not in place.

3:10 Juniors brought outside by class teacher via quickest route.

3:15 middle school brought outside by teacher via the quickest route.

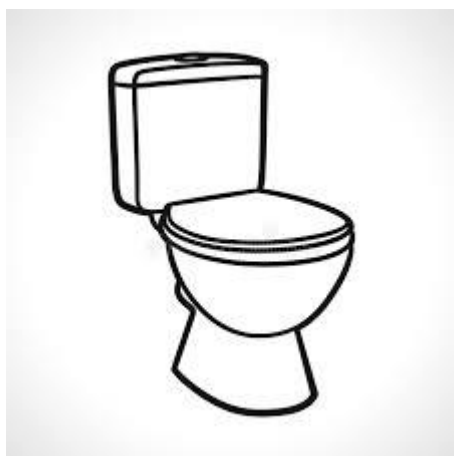
Staff remain with students until 3:20 bell when supervisors arrive.

3:20 seniors released.

Car pickups by parents can progress as normal and students who walk home should exit via the main gate when released. Students waiting on buses will be supervised by staff and there can be no congregating inside the building while waiting on buses at the end of the day.

8. Toilets

During the segregated time at lunch, students are encouraged to use the toilet when they won't mix with other groups. Signage will indicate the maximum number of students in toilets at all times and students are asked to spend only the period of time that is needed. Toilets will be cleaned on a rota basis throughout the today with a tick sheet to indicate when done.



9. Handling resources

There can be no sharing of resources in school, text book, booklets, calculators, pens etc. if a student has forgotten any item for class, then they will unfortunately be at a disadvantage.

Electronic submission of work is the preferred format since this will be needed if a class, year group or whole school are in isolation / lockdown.

With regards paper / exercise books it is accepted that students can leave them in a box in class, they are left for 24 hours and then marked. They are then left for another 24 hrs and can be returned. Best way to return is for the teacher to sanitise their hands and place them back on the desk before students arrive in to class.

On PE days, there will be no access to changing rooms so students come to school in sports wear on PE days. Full uniform on all other days.

10. Procedure for a student or staff member displaying symptoms of Covid 19

The three Covid symptoms are:



High temperature New Continuous Cough Loss of taste / smell

Any member of the school community who displays any of these symptoms must not attend school. Anyone who develops these symptoms while on site will be referred to the school nurse. If any of the three symptoms are confirmed, the member of staff will go home and the student's parents will be contacted for collection. Students will not be treated in the medical room to keep it from contamination but rather the larger oratory room which is just opposite.

We will at all times follow public health guidance

The guidance is as follows:-

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
 - 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

12. Social distancing

This has been replaced in school by best possible spacing but remains at 2m for adults and adult to student interaction. The school will be encouraging everyone in the school community to follow this.



13. Face coverings

All students should wear a face mask on transport to and from school and maintain best social distancing. It is mandatory to wear these on all public transport aged 13 and above.

Our policy on face coverings is a key part of minimising risk and ensuring that we look after everyone's safety. This has been drawn up following a consultation survey with staff.

Face coverings must be brought to school by all students and they should have at least one other one in their bag. Students are required to wear their face covering at all times except:

- When outside
- When eating and drinking
- **Key Stage 3 only:** when given permission by the class teacher to remove them

Therefore, they will be worn at all times in class by students and staff from Yr 11 – 14.

All staff must wear a face covering when in a meeting lasting longer than 15 minutes, in corridors and communal areas and in situations where 2m social distancing is compromised.



14. Visitors and deliveries

All visitors should be by appointment only and with face covering. Meetings with parents will be kept to a minimum and replaced by phone call.

Parents should not enter the building unless they have an arranged appointment. In the event that a parent has to leave something to school for a student, they can do so by sanitising their hands and using the intercom and it can be left in the partitioned area just between the main door.

If a student is ill during the day (for either Covid or non Covid related sickness or injury) and needs to go home, parents will be contacted by the nurse. Students will be separated depending on symptoms. When parents arrive, they should sanitise and use the intercom to make Reception aware that they are here to pick up a sick student. They will not enter the building but will be directed to the external door at Mr Rath's office for meeting their son

15. Cleaning

An additional cleaner will be in school from 9am to make sure that common surfaces are regularly cleaned.



16. Behaviour Policy

The promoting positive behaviour policy has been updated to reflect that we are in a public health emergency as a consequence of a global pandemic. The relevant paragraph is as follows:

The Abbey takes very seriously the need for students to follow the regulations surrounding the Covid 19 pandemic. These have been explained to students at

assembly and a copy sent to parents and students. We will respond strongly to the following categories:

- Persistent failure to follow Covid 19 arrangements
- Deliberate refusal to follow Covid 19 arrangements
- Endangering the safety of others by deliberately coughing or spitting at others

We will use the full range of sanctions to respond to these offences including suspension (exclusion) and expulsion (permanent exclusion).