






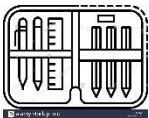



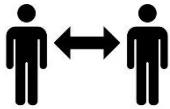
<p style="text-align: center;"><b>Transport to school</b></p> 	<ul style="list-style-type: none"> <li>It is recommended that if a pupil normally travels to school by public transport (bus, train or taxis) parents should try and arrange their own transport for pupils to school.</li> <li>Pupils can be dropped off at a safe area close to the school (but not at school gates) and pupils can walk the short distance to the school building.</li> <li><b>It is mandatory for all pupils to wear a face covering on public transport and school transport services</b></li> <li>Pupils on all buses should always seek to maintain a social distance from others wherever possible</li> <li>Pupils should sit beside siblings on a bus &amp; be grouped together by year group / school.</li> <li><b>No pupil should eat or drink on board</b> unless it is for a medical reason.</li> </ul>																									
<p style="text-align: center;"><b>Start of the school day</b></p> 	<ul style="list-style-type: none"> <li>School is open for pupils <b>from 8.25 a.m.</b></li> <li>We are operating a staggered start to the day.</li> <li><b>Years 8, 9 &amp; 10 are to arrive between 8.25am – 8.35am</b></li> <li><b>Year 11, 12, 13 &amp; 14 are to arrive between 8.35 am – 8.45 am</b></li> <li>On entering the building, <b>every pupil must wash their hands</b> and must <b>go straight to their form room</b></li> <li>Pupils should <b>enter the building depending on the location of the form room and following the one way system.</b></li> <li>A pupil whose form room is in the back building should enter the school building via the Lecture Theatre, Sports Hall or Post-16 entrance and not walk through the front building</li> </ul>																									
<p style="text-align: center;"><b>End of the school day</b></p> 	<ul style="list-style-type: none"> <li>We are operating a staggered end to the day.</li> <li>Bottom corridor front building will be dismissed at 2.55 pm.</li> <li>Top corridor front building will be dismissed at 3.00 pm.</li> <li>Bottom corridor back building will be dismissed at 2.55 pm.</li> <li>Top corridor back building will be dismissed at 3.00 pm.</li> <li><b>Pupils should use a range of exits while leaving the school site.</b></li> </ul>																									
<p style="text-align: center;"><b>Break and lunch time</b></p> 	<ul style="list-style-type: none"> <li>Pupils <b>must follow the one-way system in operation in the canteen.</b></li> <li>Pupils <b>must sit with their class in their year group zone</b> in the canteen.</li> <li><b>All pupils must spend their break and lunch outside</b>, weather permitting.</li> <li>Pupils must observe, as best they can, social distancing.</li> <li>Pupils must stay within their zones / year groups apart from going to toilet or canteen.</li> </ul> <p style="margin-left: 40px;">             Zone 1 – Year 8 – first half of south hockey pitch              Zone 2 – Year 9 – second half of south hockey pitch              Zone 3 – Year 10 – first half of the north hockey pitch              Zone 4 – Year 11 – second half of the north hockey pitch              Zone 5 – Year 12 – outside the south hockey pitch              Zone 6 – Year 13 - outside quad / music area              Zone 7 – Year 14 – outside quad / music area         </p> <ul style="list-style-type: none"> <li>In the event of <b>rain at break pupils will remain in classrooms.</b></li> <li>In the event of <b>rain at lunchtime pupils will be in tutor groups in designated classrooms</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Year 8</th> <th style="text-align: center;">Year 9</th> <th style="text-align: center;">Year 10</th> <th style="text-align: center;">Year 11</th> <th style="text-align: center;">Year 12</th> </tr> </thead> <tbody> <tr> <td>JAM Rm 29</td> <td>AOH Rm 21</td> <td>JC Sports Hall</td> <td>WB Assembly Hall</td> <td>KMG Rm 11</td> </tr> <tr> <td>RH Rm 30</td> <td>PMC Rm 22</td> <td>CDN Sports Hall</td> <td>OK Assembly Hall</td> <td>LJ Rm 12</td> </tr> <tr> <td>LMG Rm 31</td> <td>LK Rm 23</td> <td>CD Sports Hall</td> <td>EF Assembly Hall</td> <td>PT RM 13</td> </tr> <tr> <td colspan="3" style="text-align: center;">Year 13 – Sixth form common room</td> <td colspan="2" style="text-align: center;">Year 14 – Library &amp; career room</td> </tr> </tbody> </table>	Year 8	Year 9	Year 10	Year 11	Year 12	JAM Rm 29	AOH Rm 21	JC Sports Hall	WB Assembly Hall	KMG Rm 11	RH Rm 30	PMC Rm 22	CDN Sports Hall	OK Assembly Hall	LJ Rm 12	LMG Rm 31	LK Rm 23	CD Sports Hall	EF Assembly Hall	PT RM 13	Year 13 – Sixth form common room			Year 14 – Library & career room	
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<p style="text-align: center;"><b>Face Coverings</b></p> 	<ul style="list-style-type: none"> <li>• The latest scientific advice from the World Health Organisation, and from the Chief Medical Officer and Chief Scientific Officer, is that face coverings should be worn within education settings unless an exemption applies.</li> <li>• It is compulsory for post primary students to wear face coverings in school and at drop off pick up areas unless an exemption applies.</li> <li>• <b>Face coverings are compulsory for students in post-primary schools in classrooms and when moving about the school in corridors and confined communal areas</b> (including toilets) where physical distancing is particularly difficult to maintain.</li> </ul>
<p style="text-align: center;"><b>Hygiene, social distancing, movement &amp; classrooms</b></p>  	<ul style="list-style-type: none"> <li>• Pupils should always seek to maintain a social distance from others wherever possible</li> <li>• <b>Pupils should wash their hands: on arrival at school; at break; during lunch; and before leaving school.</b></li> <li>• Pupils should wash their hands as soon as they arrive home.</li> <li>• <b>On entering the classroom all pupils will sanitise their hands.</b></li> <li>• Staff will direct pupils to a seat.</li> <li>• Pupils should remain in that seat for subsequent lessons.</li> <li>• <b>Pupils must not sit at the desk of another pupil or touch the possessions of anyone else.</b></li> <li>• Pupils must respect each other's need to maintain social distancing in classrooms .</li> <li>• <b>All pupils must follow the one-way system in operation.</b></li> <li>• Pre-registration has been temporarily suspended.</li> <li>• As far as possible interactions between different year groups be will restricted and limited.</li> <li>• All pupils are allowed <b>to bring their own personal supply of hand sanitiser which should be used regularly.</b></li> <li>• Pupils should not share their hand sanitiser with others to avoid cross-contamination.</li> <li>• Natural ventilation will be encouraged throughout the school while trying to achieve a tolerable working temperature.</li> </ul>
<p style="text-align: center;"><b>Essential Equipment</b></p> 	<ul style="list-style-type: none"> <li>• Each pupil requires the following equipment EVERY day:</li> <li>• <b>Tissues</b></li> <li>• A School Bag</li> <li>• A Pencil Case with: blue and/or black pens, red pen, pencils, colouring pencils, ruler, rubber, pencil sharpener, mathematical set with clear protractor and a scientific calculator.</li> <li>▪ Any necessary school books / work / folders.</li> <li>• <b>Pupils must not share their equipment / resources.</b></li> </ul>
<p style="text-align: center;"><b>School Uniform</b></p> 	<ul style="list-style-type: none"> <li>• Normal school uniform rules will apply from Monday 24 August.</li> <li>• However, <b>pupils can wear the school blazer or the school jumper.</b></li> <li>• Pupils should <b>wear their PE kit on the day when they are timetabled for PE.</b></li> <li>• If pupils do not have the optional extra elements of the PE kit e.g. tracksuit bottoms, leggings or hoody they will be allowed to wear plain black tracksuit bottoms, plain black leggings and a plain black, grey or maroon hoody.</li> <li>• On PE day pupils are not required to change back into full uniform at the end of their timetabled lesson.</li> </ul>



## 'Stay Safe' Summary

### The 4 S-words



SOCIAL DISTANCING

#### 1. Stay at Home

- If you feel ill or having any symptoms, then **DO NOT attend school.**
- Stay at home and ring the school register your absence.

#### 2. Sanitise

- **Wash your hands regularly with soap and water for at least 20 seconds.**
- Use hand sanitiser regularly.

#### 3. Safeguard

- **Exercise good respiratory hygiene**, e.g. coughing 'Catch it, bin it, kill it'.
- Wear a face covering if travelling on public transport / train / school bus / taxi
- **Adhere to all guidelines above.**
- **Respect the well-being of others and act responsibly at all times.**

#### 4. Separate

- **Maintain a safe social distance at all time.**
- No physical contact with each other.
- Don't share equipment.
- Follow the one-way system.