

***Being COVID safe at KE VI HGS***

# The Purpose Of This Session

For you to understand how to maintain COVID safety

- Before you leave home
- On your journey into school
- Arriving at school
- In lessons
- Moving around school
- During Break and Lunch
- Dining Room, Learning Hub, Repro & Sixth Form Centre
- Leaving for home

# Being COVID Safe – Before you leave home

If you or someone in your household have COVID symptoms, do not come to school and ensure you get tested. If the test is positive, **please ensure your parents inform school** and self isolate for 10 days after the day of the test. If the test is negative, please ensure your parents inform school and you may return to school.

# Being COVID Safe – Before you leave home

Check you have the right equipment for each lesson

Please try to keep your dinner money account updated online, at home.

Bring your own hand sanitiser, and use it.

If you are travelling by public transport, ensure you have a mask for your journey

On days when you travel to the games field by bus, bring a mask to wear on the bus.

On PE/Games lesson days you should arrive in PE/Games kit and remain in the kit for the entire day

# Being COVID Safe – On your journey

If you are travelling by public transport, ensure you have a mask for your journey and follow safety and hygiene guidance

If you are being dropped you off, please avoid stopping on the clearly marked out yellow lines; this will help maintain social distancing and minimise crowding outside the school gates

# Being COVID Safe – Arrival at school

Avoid congregating outside the School gates

Please enter the Campus at the correct entrance point for your year group (Dawson Road gate for Years 7 – 11, Grove Lane gate for Year 12 & 13)

Sanitise your hands immediately upon arrival into the Quad

Stay well away from other year groups in school at all times

You will at times not be able to be 2 metres apart from other people, this will occur during lessons and may occur when moving round the building. However, you should still observe social distancing where possible. This includes within your form or year group bubbles.

Enter the main school building via the entrance near the Learning Hub only

# Being COVID Safe – Arrival at school

You will be allowed into your form room from 8am (as long as you Form Tutor has granted permission for you to do this). If you have a problem and there is no member of staff in the room, please report to reception.

Some students in 6<sup>th</sup> Form have been granted permission to enter the building from 730am. If you are in this position and have a problem, please report this to Ms Sandhu (whose office is opposite the student support room) before 8am, or school reception, after.

# Being COVID Safe – In lessons

Sanitise your hands before enter the room, or before you sit down.

Sit exactly where your teacher has told you to sit for that lesson

**If you sneeze**, use a tissue, dispose of tissue in bin and sanitise hands

**If you cough**, cough into your elbow or arm

You will no longer be required to wipe down study spaces after each lesson/study period, but there will be sanitising equipment available

You will no longer be required to wear a mask in lessons, but can if you want to.



# Being COVID Safe – COVID safe behaviour

Always be safe, calm and quiet on corridors

Never cough or sneeze over anyone else

Always sit where you have been directed by your teacher

Stay 2 metres away from all staff in classrooms and around the School, if 2 metres is difficult, than at least 1 metre.

Please do carry a mask should you need to use it

Masks are no longer required to be worn in corridors, but you can wear one if you want to

Wash or sanitise your hands at regular intervals

If you are feeling ill, tell a member of staff

Avoid shaking hands and all other forms of physical contact

# Being COVID Safe – Moving around school

Only leave your classroom when your teacher has asked you to. Your teacher will decide when, and this may be slightly before, or after the bell, depending on space in the corridor.

Except for Science and IT, your teacher will welcome you straight into the next lesson, so you won't have to queue on corridors.

You should still maintain social distancing and avoid all forms of contact within your form and year group bubbles.

We will no longer stagger the start of breaktime. 1040 is the start of break for everyone

End of break: 11.05 – Year 10 & 11 enter the building via the entrance near the Learning Hub only

11.10 – Year 7 – 9 enter the building via the entrance near the Learning Hub only

# Being COVID Safe – Moving around school

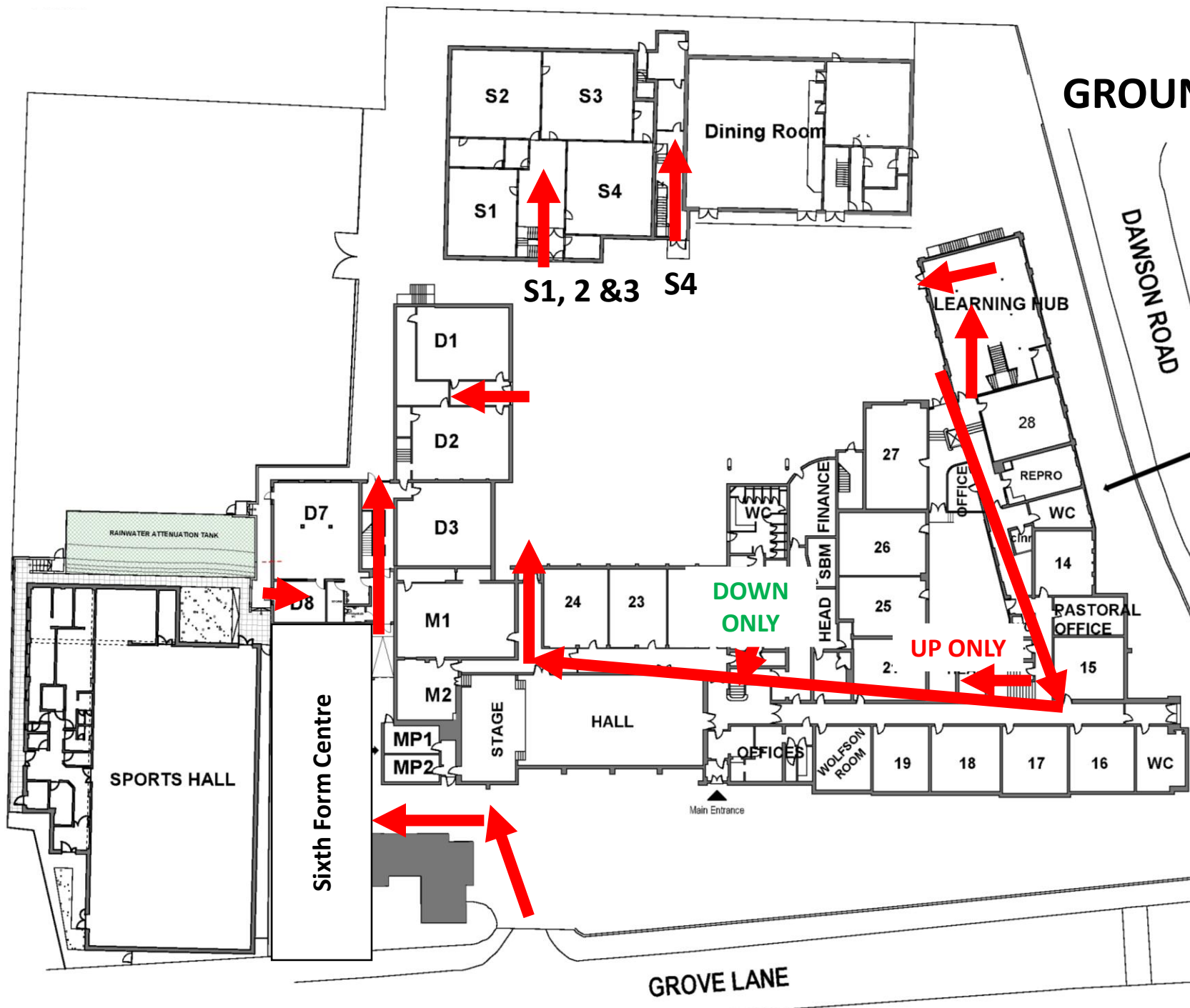
**One way system.** *This must be adhered to:*

- When you enter the school for registration
- When you leave registration for P1
- When you leave/enter school at the beginning/end of lunch
- When you leave school at the end of P6.

The idea is to stick to the one way system at the busy times listed above. This will allow a safer and more efficient flow of people.

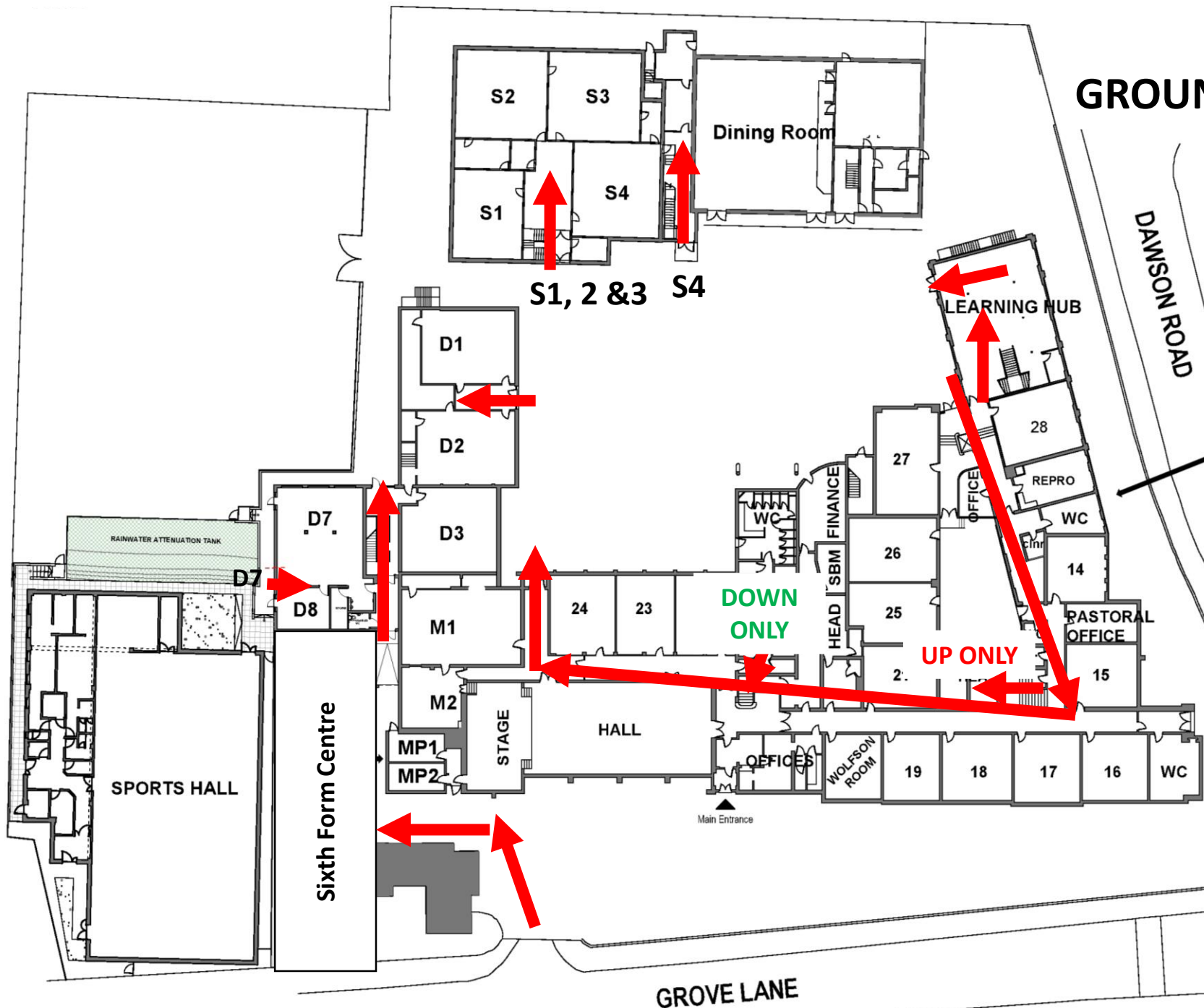
Should you need to move around school outside of the above times (e.g. toilet visit) you do not have to follow the one way system

6<sup>th</sup> Formers who are moving round the school outside the above times, do not have to follow the one way system.



- Entry to the Main Building via Learning Hub Entrance only
- Exit the Main Building via Music Doors
- Staircase near RS is for going upstairs **only**
- Staircase near Reception is for going downstairs **only**

## GROUND FLOOR



- S1, S2 & S3 can be accessed through the main Science entrance
- S4 can be accessed via the IT infill door
- D7 (Food Technology) accessed via the fire exit

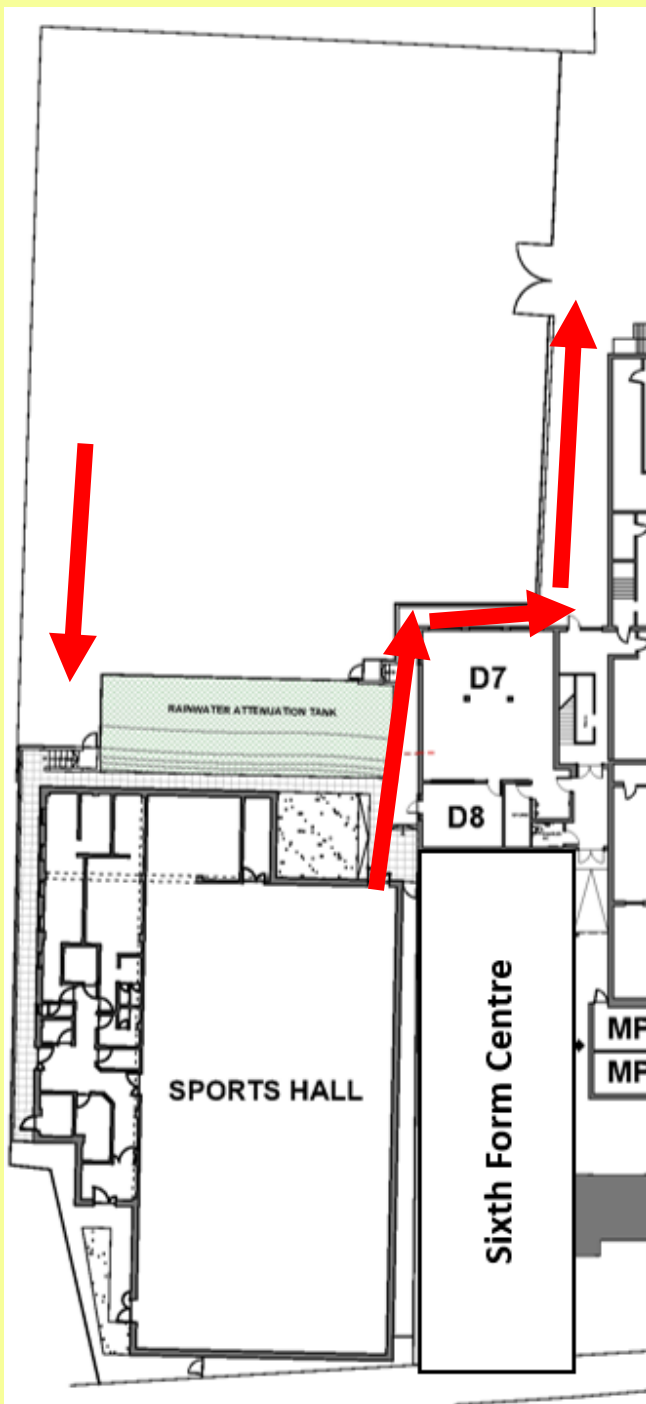
## GROUND FLOOR

### Sports Hall

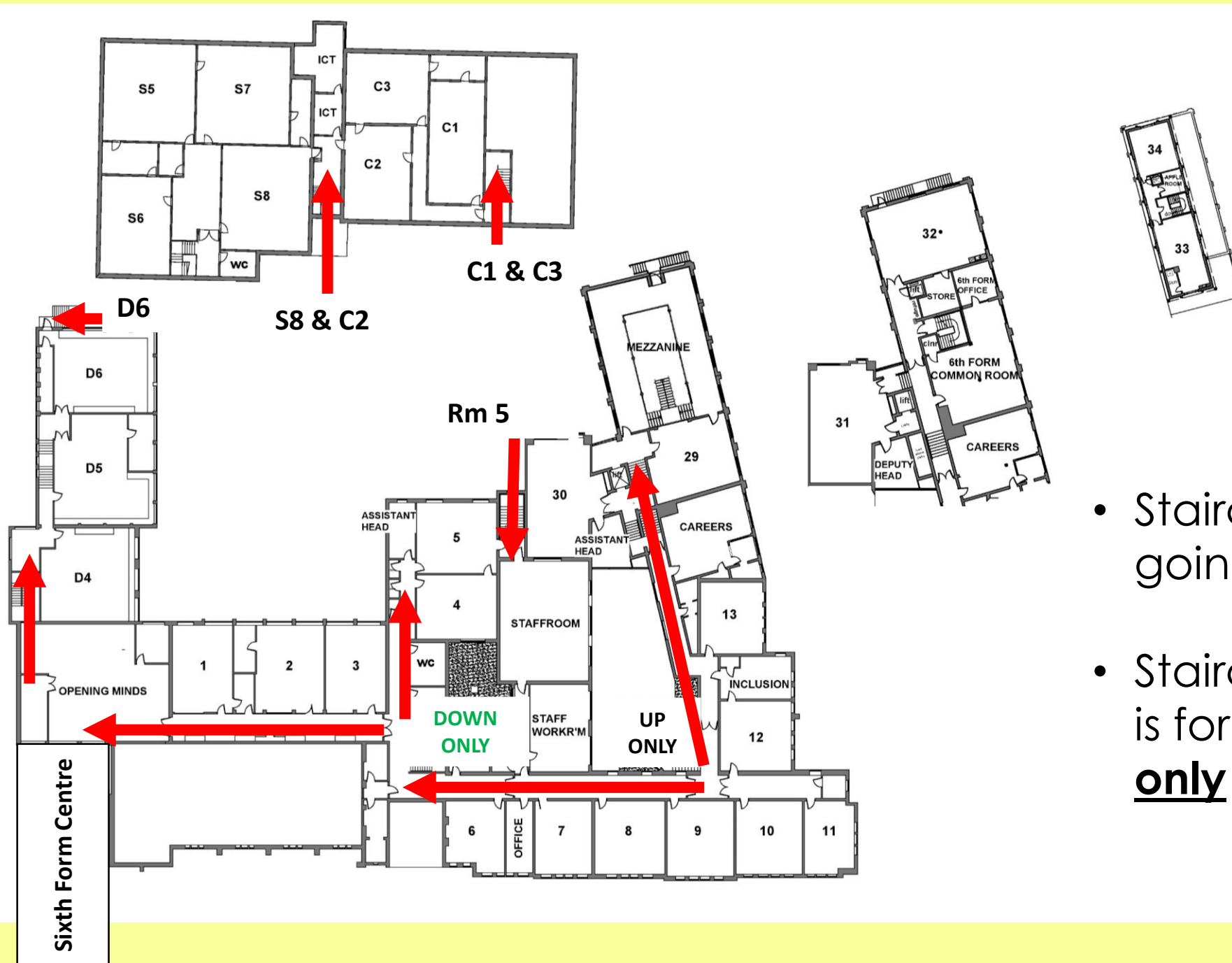
Line up and wait for your teacher on Baker Street

Access facilities in the usual way

Leave the Sports Hall via the fire escape and past the DT Block







- Staircase near RS is for going upstairs **only**
- Staircase near Reception is for going downstairs **only**

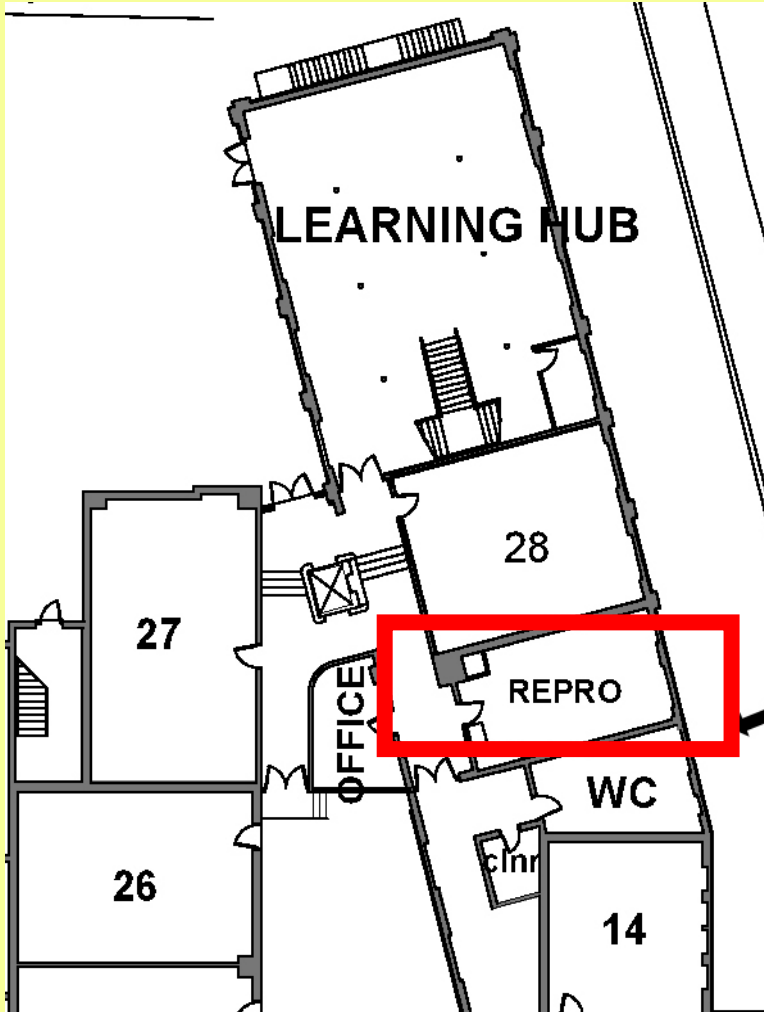
**FIRST FLOOR**



- ## FIRST FLOOR

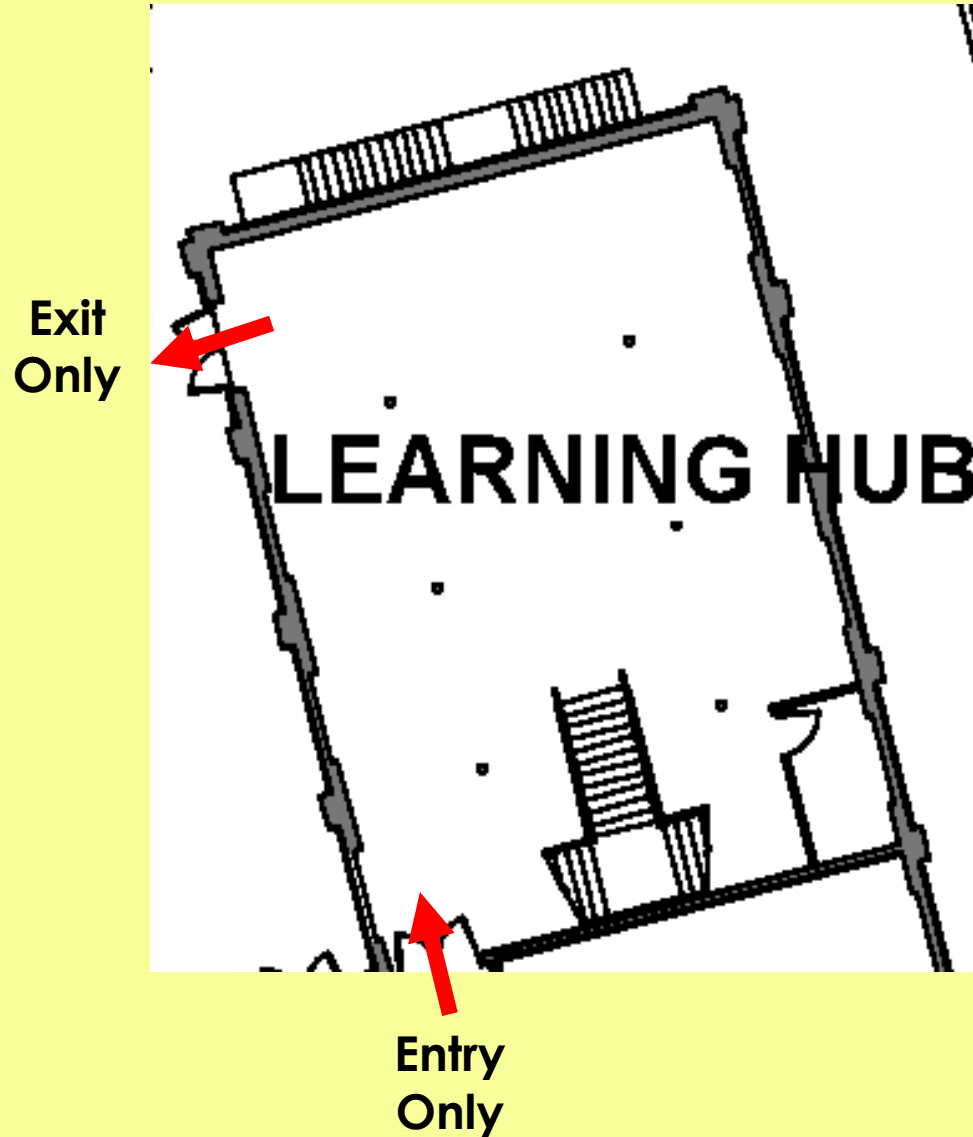


# Being COVID Safe – Reprographics



- This is closed to 6<sup>th</sup> Formers
- For printing, Year 12 please use the 6<sup>th</sup> From Computer Suite
- Year 13, please use the Learning Hub
- Remember there are past papers and mark schemes available in the Hub, or you should ask your teachers
- We are moving towards using less printing and paper, so you please use the technology available to you to submit work

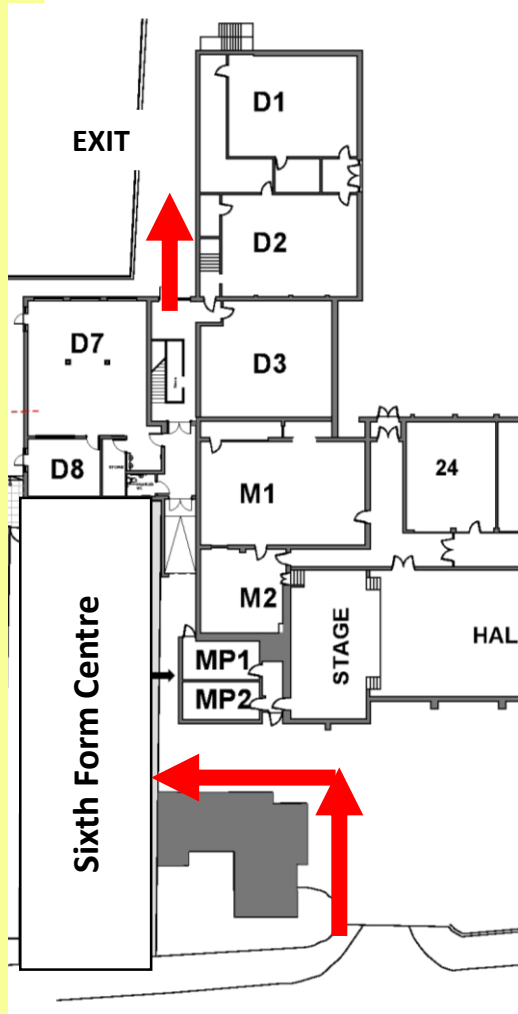
# Being COVID Safe – Learning Hub



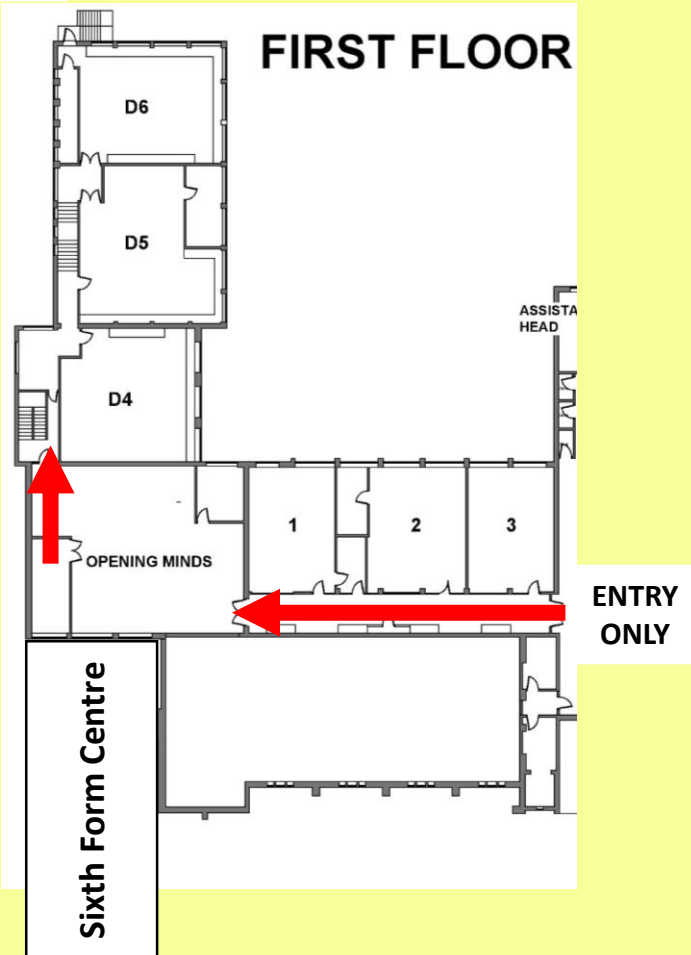
- Use for Year 13 only during P1, 2, 3, 5 & 6
- Entry via main Learning Hub doors
- Exit via Fire Exit
- Break and lunchtime: you can now read/borrow books, but we will still have to limit numbers of students so that it doesn't get too busy.

# Being COVID Safe – The Sixth Form

## GROUND FLOOR



## FIRST FLOOR



- Year 12 – study periods will be timetabled to either Silent Study, or the 6<sup>th</sup> Form Computer Suite
- Year 13 - you can choose where to study (unless this privilege has been withdrawn from you): Learning Hub, outside spaces, 6<sup>th</sup> Form Canteen, Common Room)
- In the event of staff absence, Year 13 students can complete work remotely
- In the event of staff absence, Year 12 students can complete work set in a Computer Room
- Staff absence will be posted on Teams each morning (and a computer room for Year 12 to head to will be posted here)

# Being COVID Safe – Leaving for home

Years 10 & 11 will be dismissed at 3.00  
(your teacher will escort you  
down to the school gates)

Year 7 – 9 will be dismissed at 3.05



via Dawson Road

Year 12 & 13 will be dismissed at 3.05 via the 6th Form Front Entrance

Please go straight home – do not congregate outside the gates, on local streets, or in local shops.

Remember your mask if you use public transport