

Kendrick School Covid-19 Protocols -

For everyone's safety and protection against Covid-19

General Guidelines

1. If you feel **unwell before** arriving at school, do not enter the school site and immediately contact your parents. You must **return home**.
2. If you feel **unwell** at anytime **in school**, you must **notify** the school staff. You will need to go the General Office and you will be asked to wait in the **Reflection** self- isolation room if you are showing any Covid-type symptom. Your parents will be contacted to come and collect you from school.
3. Follow the **advice and guidance** of the staff present in the classroom.
4. Be **respectful** and **sensitive** of the anxieties Covid-19 may pose on people.
5. **Keep a safe distance** and **stay in your bubble** wherever possible.
6. **Wash or sanitise** your hands well and often.
7. Remember to '**Catch it, Bin it, Kill it**'
8. Try to **avoid touching things** unless required, eg staircase bannisters, door handles, etc and carry several '**resealable**' **clean plastic bags** (eg sandwich style bags) on you every day to bag and bin your individual waste.
9. Bring your **own little bottle of hand sanitiser** if possible to aid frequent hand cleaning including on your travel to and from school.
10. All students should **arrive via the East Street** entrance but leave as follows: Year 7, 8 and 9 students will leave using East Street Reception gate and Year 10, 11, 12 and 13 students can leave using the London Road or East Street Reception gate according to where they finish their last lesson.
11. **Stay Safe.**

Classroom Protocols

1. **Face masks or coverings** used on **public transport** must be **removed** and disposed of appropriately or placed in a clear resealable plastic bag prior to coming into the school buildings. Clean face masks or coverings may be worn in and around the school if appropriate to the activity being undertaken. Please bring your own masks for your own personal use which are discreet, appropriate and not distracting and **store in a clear resealable plastic bag**. Follow the guidance for wearing masks
2. **Hands must be washed or sanitised thoroughly** before entering the classroom.
3. All students must **sit and remain at the places allocated** to them in the teacher's seating plan (displayed in form rooms for tutor groups). They should **face forward and avoid 'shouting'**.
4. All students must **keep** to their **allocated bubble**. **Do not mix** with other students outside this bubble.
5. When moving around the school, follow the **one way system** as shown below and observe **distancing** where possible. In particular, allow a **2 metre distance** between **you and the staff** member and keep a safe distance when moving around corridors and queuing to enter rooms where required. Observe queue instructions, for example queue in the opposite direction to another class. **Avoid touching** staircase bannisters, door handles, etc where possible.
6. **Desks must be cleaned** at the start and end of the school day using the cleaning products provided by your teacher, **under their instruction**.
7. **Do not touch** the **cleaning products** unless a **member of staff** is in the room. Do not interfere with the cleaning boxes or cleaning products provided.
8. **Do not share** your stationery and other personal items with your friends or neighbouring students. You should **bring your own** little bottle of **hand sanitiser** if possible to aid frequent hand cleaning.
9. Desks must be cleaned and wiped down at the start of and at the end of break times and lunch times –prior to taking food or drink. Staff will instruct you at the end and start of the appropriate lessons.
12. **Hands must be washed or sanitised** thoroughly before and after **break** times, lunch times or **eating** food.
13. **Breaks: canteen service at first break for sixth form only** – all other students to bring a nut free snack for first break as the canteen will not be available.
14. Students are allowed to eat nut free snacks/packed lunches in their classrooms and attend the canteen as allocated for second break. Students must **observe distancing** in **queuing** for the canteen.
15. Students are encouraged to **bring their own cutlery in a resealable plastic bag** to minimise waste where possible. Disposable plastic cutlery will be available if required.

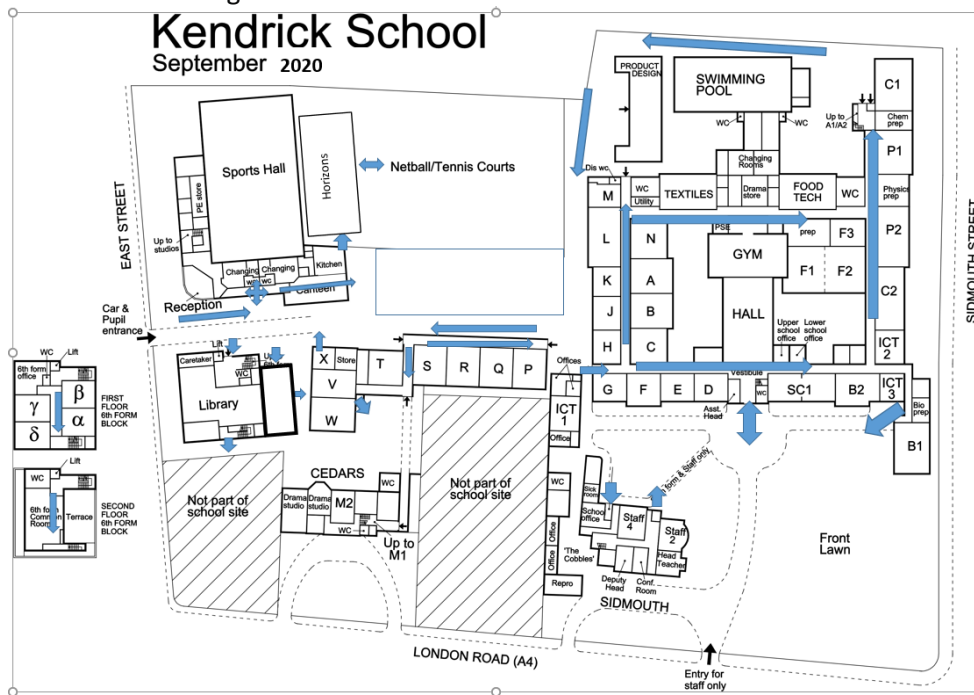
16. Students only allowed outside in areas by their form rooms – **Year 7 & 8** - in front of the **Horizons block and the courts, Year 9** – the green area in **front of Cedars, Year 10 & 11** – on the **front lawn, the Sixth Form** - outside **Staff Room 4**.
17. **Toilets:** Try to use **toilets nearest your tutor rooms/bases:** Horizons – Year 7/8 -those in the Horizons block and sports hall, sixth form block – those in the sixth form block and sixth form in Horizons, TVW to use Cedars toilet, Year 11 – the toilets by N and main school block - the toilets by science. Sixth form students could also use the toilets by ICT1. **DO NOT EXCEED the toilet area capacity – queue** outside until someone leaves if required.
18. Students **must clean their hands thoroughly** after using the toilet
19. All used wipes, paper towels, food waste and other **rubbish** must be disposed of **using small disposal bags brought from home**. These can be disposed of at the end of the school day in the **bins/black bags** provided. Please ensure you bring into school sufficient disposal bags for your own use.
20. Take the labelled **mini whiteboards** provided to all lessons and use them as instructed. Do not share whiteboards/pens/rubbers. **Clean and wipe** the boards down at the end of each school day and **leave in your school locker**. Do not bend whiteboards as they may break.
21. **ICT1 is ONLY to be used by students in computing lessons timetabled there**. ICT1 **MUST NOT** be used by any other students at ANY time.
22. **The library is ONLY to be used by sixth form students** at the start of term and further updates on its use should be followed.
23. **Sixth form students** must use the **rooms allocated** on their timetables **for directed independent study periods** unless they require the computers in the library. They must use their available tutor rooms and the library for private study periods.
24. **PE:** From 9th September, students will **wear PE kit** to school on the days they have PE. This must include wearing **black tracksuit bottoms** and a jumper and they should consider bringing a spare jumper if they think they may get wet in their PE lesson. Students should wear **normal school uniform** on days where they have **swimming** as their only PE lesson.
25. At the **end of the school day**, hands must be **washed or sanitised** before leaving the school site.
26. Remain **Covid-safe ambassadors** for the school amongst the general public and whilst using public transport - maintain good social distancing and hygiene practices at all times.
27. **Stay safe.**

Timing of the day

Movement time is included in lesson time and students access the canteen at allocated times in bubbles.

Reg am	8.25 – 8.40
Period 1	8.40 – 9.40
Period 2	9.40 – 10.40
Break	10.40 – 11.00
Period 3	11.00 – 12.00
Lunch	12.00 – 13.05
Reg pm	13.05 – 13.15
Period 4	13.15 – 14.15
Period 5	14.15 – 15.15

One way systems are in place throughout the school at **ALL times**, except in an evacuation, when the nearest exit should be used to go in silence to the courts.



- Routes: 1 way round the school where possible, which will be signposted with arrows
- **Main school:**
 - From G go towards L and out by PD, or round to textiles, food, science, art
 - Or from G go towards F, E, D, and hall towards science.
 - People can go in by the hall and turn **right** towards science
 - People go out by B1, or out by P1
 - Art staircase –2 way – maintain distancing and wait if required
 - Out by Art and around back
- **Horizons:** up on left staircase down on right
- **Sports Hall:** in by toilets, turn right to canteen and out, or left to sports hall
- Will also need to go out this door
- **Sixth Form Block:** in at front and up main stairs and down back stairs and out back
- **Conservatory:** in from library or front and out by W
- **Maths block:** come in by S and exit by P or T or W
- **Cedars:** will need to manage in and out in same door. Staff to supervise?
- **Sidmouth:** one way as signposted currently. Both ways allowed where only 1 staircase, eg to top floor and basement