

Covid-19 Risk Assessment - The King's CE School – Updated 29/08/20 for returning to school.

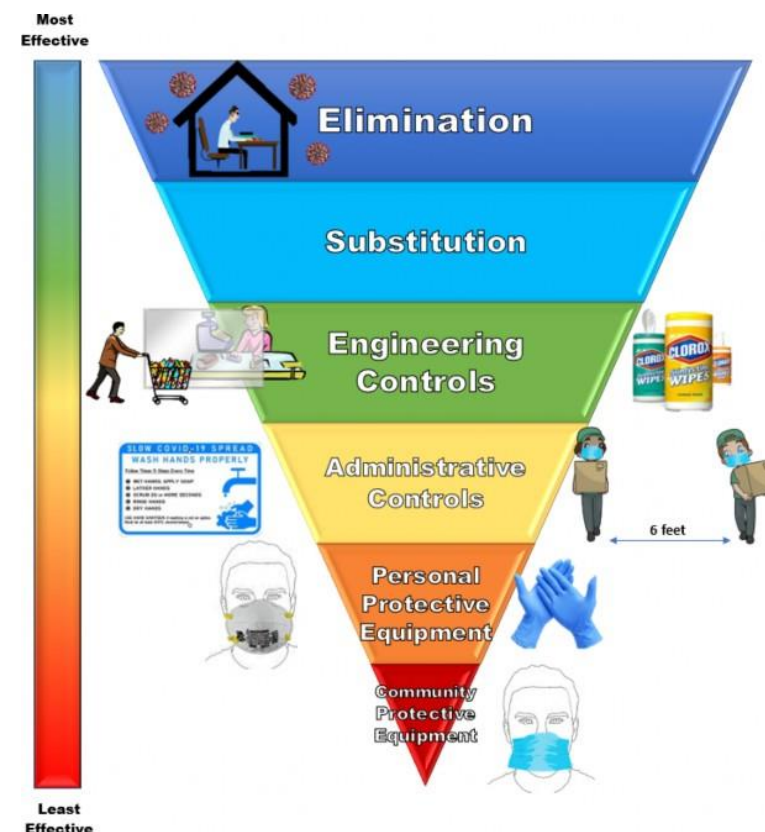
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The following government guidance has been considered when completing this risk assessment:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done	
Spread of Covid-19 Coronavirus	Staff	<u>Barriers / screens</u>	M	<ul style="list-style-type: none">Sanitizing gel stations in the following areas:<ul style="list-style-type: none">ReceptionIn foyer (outside LT)In every staff work areaEntrance to each facultyDining area (pupil entrance/exit)All classroomsPosters to be displayed in areas above sanitizing gel stations and around school reminding pupils about	REC	Return to school on 8 th March	✓	
	Pupils	Reception screen to remain partially closed and reception staff to wear a mask when they are speaking to visitors.						
	Cleaners							
	Contractors	<u>Promotion of good personal hygiene</u>			Caretakers			✓
	Visitors to your premises	<ul style="list-style-type: none">Hand washing facilities with soap and warm water in place.Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.Stringent hand washing taking place in accordance with NHS guidanceChildren to wash hands before and after eatingHand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<i>Note; hand gel is not substitute for thorough and effective handwashing</i>)Staff and pupils to wear face masks in communal areas and in classrooms where social distancing can't be maintained, except where this will prohibit physical exercise (such as PE lessons). Any pupil who is exempt will have to provide evidence and/or parent/carer to speak with VP PDBWEmployees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and			LIN			✓
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions				All staff and pupils			
	Anyone else who physically comes in contact with you in relation to				Caretakers			✓
				All staff and pupils				

	your operations	<p>wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. • Each year group will have designated toilet block which will be for use by their year group bubble only. See Appendix 3 <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. This will include a timetable of areas/classes to clean in between lessons. This will mainly be practical subjects i.e creative and Science. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. 		<p>handwashing for 20 seconds</p> <ul style="list-style-type: none"> • Bins to be emptied throughout the day. • Information to go out via electronic letter and social media (about hygiene expectations when in school). 	<p>Caretakers</p> <p>Caretakers</p> <p>Catering staff/lunchtime supervisor</p> <p>SLT</p> <p>Caretakers</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
				<ul style="list-style-type: none"> • When pupils are using computers they will remain at the same work station/keyboard. These will be wiped down between users and at the end of everyday 			

		<ul style="list-style-type: none"> • Rigorous checks to be carried out by line managers (Cleaner in charge and Site Manager) to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • Year groups are kept together and where ever possible different groups are not mixed. • Year group bubbles introduced with designated entrances, routes around the building and social areas. Collecting food from the canteen at lunchtime will also be staggered and break time refreshments will be available in the year group bubble space. • Teaching zones will be introduced in each classroom. • Desks should be spaced as far apart as possible and should be facing the front (teaching zone_ • Seating plans for all classes, where possible this will remain the same for all lessons. • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls/virtual meetings to be used instead of face to face meetings where possible • Social distancing also to be adhered to in staff rest areas, canteen • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates. <p><u>Reducing contact point activities</u></p>		<ul style="list-style-type: none"> • Disposable cutlery to be used • Bus timetables have been amended to accommodate the later start of the day to allow for improved social distancing if pupils are travelling on public transport 	SLT		✓
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		<ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. School will cease hand shaking of children and visitors. Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. This will be the 'Ark' room in reception. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. Toilets by late entrance Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will 		<ul style="list-style-type: none"> All meetings will continue to take place by Teams. Where this is not possible, staff will adhere to social distancing rules. SLT on duty during the start and finish of formal learning sessions to remind pupils of social distancing rules. Office opposite governors' room to be used whilst parents are contacted. Room to be cleaned regularly and after each unwell person has vacated. Only the toilet next to this room should be used 	All teaching staff		✓
					SLT		✓

		<p>take advice on any actions or precautions that should be taken.</p> <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage • Only pre-booked visitors will be allowed on site and it will be compulsory to wear a face mask at all times. <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Most staff in education, childcare and children's social care settings will not require PPE beyond a face covering, even if</p>		<p>by pupils whilst waiting to go home.</p> <ul style="list-style-type: none"> • Number of visitors on site will be kept to a minimum and only essential visits will be authorised. These include working with directly with pupils with SEND • Specific information to be emailed to any contactors or visitors on site prior to visit. Hardcopy given to them on arrival. 	<p>SLT</p> <p>ROR</p> <p>SLT/HOY</p> <p>SUT</p> <p>SLT</p>		<p>✓</p> <p>✓</p>
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		<p>they are not always able to maintain a distance of 2 metres from others.</p> <p>We have 20,00 face masks in school and these will be distributed so there are some in each classroom</p> <p>PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> • an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used • If a member of staff is involved in delivering Lateral Flow Tests <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p>		<p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. • Starter kit of PPE for use in emergency situations as set out above to be stored in the medical room 			
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. 		<ul style="list-style-type: none"> • If there are any shortages of teachers, then teaching 	SLT		✓

		<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Daily report to the Principal on number of absences and symptoms. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. All staff will have meet with their LM/COVID risk assessor week beginning 8th March to update their personal risk assessment 		assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.	SLT		
Impact on physical and mental health		<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. The Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information The senior leadership team have an open-door policy for those who need additional support. Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 		<ul style="list-style-type: none"> SLT line managers will complete individual risk assessments to ensure consistency of implementation and completion and so HR can be consulted in a timely manner if needed. Safeguarding briefings will consider the mental health impact on staff as well as pupils and offer advice and support. 	SLT		
Lateral Flow Tests (LFT)		<ul style="list-style-type: none"> All pupils will be encouraged to have three LFT's in school before they are offered test kits to complete at home. The first of these three tests must be completed before face-to-face lessons start. All staff will be encouraged to take two home tests a week (Sunday (or Monday morning) and Thursday (or 			SUT		

		<p>Friday morning). The first of these will be completed before face-to-face teaching starts.</p> <ul style="list-style-type: none"> • The results of all tests completed in school will remain on record for a short period of time and be passed to the DfE • All home tests will be reported directly by the individual to the DfE but will also be recorded on school internal systems. • Q and A forum for parents to ask questions or raise concerns about LFT 					
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	Name	Position	Signature	Date	Review Date	Review Date
Risk Assessor	Phil Sutton	Vice-Principal		27.05.20	30.08.20	03.03.20
Line Manager	James Ludlow	Principal		27.05.20	30.08.20	03.03.20

Appendix 1

Returning to School - Expectations and Routines

Enhanced Hygiene Expectations

Handwashing:

The government recommends frequent handwashing with soap and water as this can significantly reduce the spread of coronavirus. We will be insisting that pupils wash their hands for 20 seconds on entry/exit to the building and more frequently during the day, particularly before and after eating and after using toilet facilities. Hand sanitiser will be available throughout the school as well as in each classroom. We will also ask that pupils wash their hands for 20 seconds before leaving home and as soon as they return from school.

Toilet facilities:

Toilet facilities will be cleaned frequently throughout the day. Pupils will be directed to which toilet facilities they need to use. Pupils may also have to wait to use the toilet, as we will be minimising the amount of pupils using facilities at any one time.

Equipment & Resources:

We will minimise the amount of equipment and resources that pupils will need to bring into school each day. Pupils will be expected to have all basic equipment. This includes as a minimum requirement; pens, pencils, rubber, sharpener, ruler and calculator. Teachers will not loan basic equipment and pupils should not share any equipment with their peers.

Social Distancing:

We will expect pupils to adhere to social distancing at all times and follow any one-way systems or markers indicating social distancing.

General Hygiene:

Pupils will be reminded to catch coughs and sneezes in tissues and to follow 'Catch it, Bin it, Kill it', to wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues for each class will be available throughout school as well as appropriate receptacles for disposal of tissues which will be emptied throughout the day.

When dining facilities are re-opened disposal cutlery and plates will be used. Pupils will need to wash their hands for 20 seconds before and after they have eaten.

Appendix 1 – Amendments to policies**Behaviour for Learning**

Most of The King's CE School behaviour policy will remain the same and we will continue to model the School's values of empathy, respect, responsibility and forgiveness in all relationships and responses to behaviour.

We will continue to set a high standard of discipline and behaviour across the school. Our expectations on the use of mobile phones, social media and SDfL routines remain the same. We will continue to adopt a zero tolerance approach to bullying and any such incidents will be dealt with promptly and firmly. This will include any incidents of bullying that take place outside of school or through social media.

We will continue to recognise positive behaviour first as we believe this fosters positive relationships. Pupils will continue to be rewarded under the following categories: Aspire, Believe, Achieve, Together. Pupils have only received positive points during lockdown restrictions and remote learning, Although there might be occasions where we issue negative points on our return to school (including where pupils have not adhered to the expectations and routines on the previous page) we will endeavour to continue to issue positive points as frequently as possible where pupils have exceeded expectations.

Although pupils have been engaging with remote learning, we are aware they have missed a significant time in their education. Although we always try to avoid any internal exclusions and fixed term exclusions we will take further steps in attempt to avoid any time outside of the classroom. Where practicably possible, no internal or fixed term exclusion will be issued without a meeting with parents/carers first. We would hope that talking through a child's behaviour might in some circumstances avoid the need for any exclusion from the classroom. Although sanctions will continue, detentions and internal exclusion will move temporarily to the Drama studio to allow for social distancing. We expect that pupils will take responsibility and work with us whilst new routines are established, however we will implement serious sanctions for anyone who is deliberately putting other pupils or staff in harm's way e.g. intentionally entering another year group social bubble.

Uniform

Full uniform will be expected from March 8th, although there will be leniency until the Easter holiday. Pupils should bring in their PE kit to change into on days when they have PE. Pupils will only be allowed inside during very poor weather and as such an outside coat will be compulsory uniform. All pupils will be issued a coloured lanyard on their first day. Pupils should keep this safe and wear it at all times as this will also be considered mandatory uniform.

Attendance and Punctuality

From March 8th school attendance will be mandatory for all pupils and we will be following our usual attendance policy. Although pupils will not be able to gain access to the school site before 9am, it will be more important than ever that they have good punctuality to school. Pupil entrances will be locked at 9:15am and any pupil arriving after this time will need to sign in with the attendance officer (Mrs Barratt) in the usual place (outside Mr Ludlow's office). Pupils will need to line up under the bus shelter and maintain social distancing from anyone who is not in their year group bubble. They will then be invited in one at a time to sign in with the attendance officer.

Appendix 2 – Arrangements for a scheduled return to school

I hope that you and your family and friends are all keeping well and managing to stay fit and healthy in these very challenging times. Thank you for all the support you have given as parents and carers, to ensure that successful home learning has been taking place. I know this will not have been an easy situation for anyone. I am sure we are all reassured by the apparent success of the vaccination programme and the reducing rates of infection and illness that we are seeing. There is room for cautious optimism and light at the end of the tunnel. As a school community, we continue to pray for all those who are affected by the global pandemic.

We are really pleased that the government has now confirmed the full re-opening of schools from Monday 8th March and are fully aware that this must be managed very carefully to ensure that the highest possible safety measures are in place. For this to happen, the support of the whole school community is essential. Below is a detailed plan for when each year group will return to school and the dates for their pre-return Covid-19 tests. **The Covid-19 tests are optional however we would like as many pupils and staff as possible to take a test so that any asymptomatic cases of the virus can be picked up.** We have recently sent out a letter to you asking for you to consent to the test for your child and would be grateful if this could be completed by everyone Wednesday 3rd March at the latest.

Before returning to school for normal lessons, each pupil will be given an appointment date and time for their Covid19 test. Pupils will need to arrive at school on time for that appointment and will be met by a member of staff and directed to our testing station. The whole process will take under an hour and this includes the waiting time for test results. Once a pupil has taken their test and received their result, they will be asked to return home to continue with their online learning. If the test result is positive then we

will call you to discuss the next steps, this will include you booking a PCR test for your child to confirm the positive result. Pupils will not be taught via live lessons on the day of their first test appointment. The table below sets out the programme for the week and an individual letter will be sent from your child's Head of Year, personalising this plan for each year group.

Friday 5th March	Staff testing and training day – no lessons on this day			
	Testing	Home testing	Face to Face lessons in school	Remote learning at home
Monday 8th March	Yr 11 and 13 in school for testing only and by appointment			Yr 11 and 13 set work on class charts All other year's lessons on TEAMS
Tuesday 9th March	Yr 10 and 12 in school for testing only and by appointment		Yr 11 and 13	Yr 10 and 12 set work on class charts Yrs 7 – 9 lessons on TEAMS

Wednesday	Yr 9 in school for testing only and by appointment		Yrs 10, 11, 12 and 13	Yr 9 set work on class charts Yrs 7&8 on TEAMS
Thursday 11th March	Yr 7 in school for testing only and by appointment then Re-test Yr 11 and 13 from lessons (2)		Yrs 9 – 13	Yr 7 set work on class charts Yr 8 lesson on TEAMS

Friday 12th March	Yr 8 in school for testing only and by appointment then Re-test Yr 10 and 12 from lessons (2)		Yrs 7, 9 – 13	Yr 8 set work on class charts
Monday 15th March	Re-test Yr 9 from lessons (2)		All year groups	
Tuesday 16th March	Re-test Yr 7 (2) Re-test 11 and 13 from lessons (3)	Yr 11 and 13 issued home tests		
Wednesday 17th March	Re-test Yrs 8 (2) Re-test 10 and 12 from lessons (3)	Yr 10 and 12 issued home test		
Thursday 18th March	Re-test Yr 9 from lessons (3)	Yr 9 issued home tests		
Friday 19th March	Re-test Yr 7 from lessons (3)	Yr 7 issued home tests		
Monday 22nd March	Re-test Yr 8 from lesson (3)	Yr 8 issued home tests		

The government's aim is that all pupils will be tested 3 times at school with a gap of 3-5 days between each test. The plan above sets out how that will happen. After the initial test, pupils will be withdrawn from lessons on a tight rota system so that they can have their second and third tests without it impacting too much on their lesson time. After the third test, pupils will then be issued with a home testing kit for future use.

Appendix 3 – Year group bubbles - Routes around school, entrances, toilet facilities, social areas

Arriving to school

- Years 7 and 8
 - Main school entrance, straight through foyer, using right hand doors and out to the tennis courts
- Year 9
 - Entrance adjacent to fitness suite, using gate by kitchen and pass by the sports hall through to the basketball court
- Year 10
 - Gate by governors' room and gather outside technology (by Marquee)
- Year 11
 - Usual student entrance, wait in dining hall or pass through the foyer, using left hand doors to colonnade
- Years 12 and 13
 - Walk up through cordoned section of car park to top gate and to AEN

Year group Zones – External

- Year 7 Tennis courts
- Year 8 Tennis courts
- Year 9 Basketball court and field
- Year 10 Outside Technology and science rooms G12, G18
- Year 11 2.5, colonnade and cordoned off area on the field
- 6th Form AEN
- Each year group will have a different coloured lanyard to wear

Year group Zones – Wet breaks

- Year 7 – Hall

- Year 8 – Hall
- Year 9 – Drama studios
- Year 10 – Marquee
- Year 11 – 2.5
- 6th Form – AEN

Year group Zones – Internal

- Year 7 – World Zone rooms: 1.10, 1.11, 1.14 and 1.16
- Year 8 – World Zone rooms: 1.12, 1.13, 1.19 and 1.20
- Year 9 – English Faculty rooms: 1.2, 1.3, 1.4, 1.5, 1.6
- Year 10 – Maths Faculty rooms: G15, G18, G19, G20, G21
- Year 11 – Work Faculty rooms: 2.1, 2.2, 2.3, 2.4, 2.8
- 6th Form – AEN and 1.21, G14, 2.6, VCC, 1.18

Start of form time, p3 and p5

- **Years 7 and 8**
 - Pupils will line up in their **tutor groups in the tennis courts** to be collected by their teacher.
 - **Access classrooms by “end” staircase to world zone floor**
- **Years 9 to 11**
 - At start of Form time pupils will line up in their **tutor groups**
 - Period 3 and period 5, pupils will line up in their **teaching groups**
 - Teachers will collect their class from the **outside year zone**
 - **Year 9 by student services staircase**
 - **Year 10 by external doors**

- **Year 11 by main staircase**

- **Years 12 and 13**

Go straight to form room/teaching room by most direct route

(get to room before rest of school are moving to rooms)

End of period 2 – break time

Individually wrapped snack bars and drinks served in year zones with tills

- **Years 7 and 8** – Outside 1.19
- **Year 9** – Student services
- **Year 10** - Canteen
- **Year 11** – 2.5
- **Years 12 and 13** – To bring in own snacks
- **Staff** – Canteen

End of period 4 – lunch time

Years 7

Go down to Canteen 10 mins early (**1:10pm**). Collect food and sit in area of dining room by pupil entrance. Packed lunches can also be eaten in this area. Once finished make your way to outside social space (tennis courts)

Year 8

Go to canteen at the beginning of lunch **1:20pm**. Collect food and sit in area of dining room by pupil entrance. Packed lunches can also be eaten in this area

Year 9

Go to outside social area (basketball court) at the start of lunch. Go to canteen at **1:30pm** and collect food. Go down Art corridor with food and eat inside end Drama room/outside sports hall. Seating will be set up. Once finished make your way to basketball court.

Year 10

Go to outside social area (outside technology/marquee) at the start of lunch. Go to canteen at **1:40pm**. Collect food and return to outside technology area/marquee to eat.

Year 11

Go to outside social area (colonnade) at the start of lunch. Go to canteen at **1:50pm**. Collect food and return to colonnade or outside 2.5

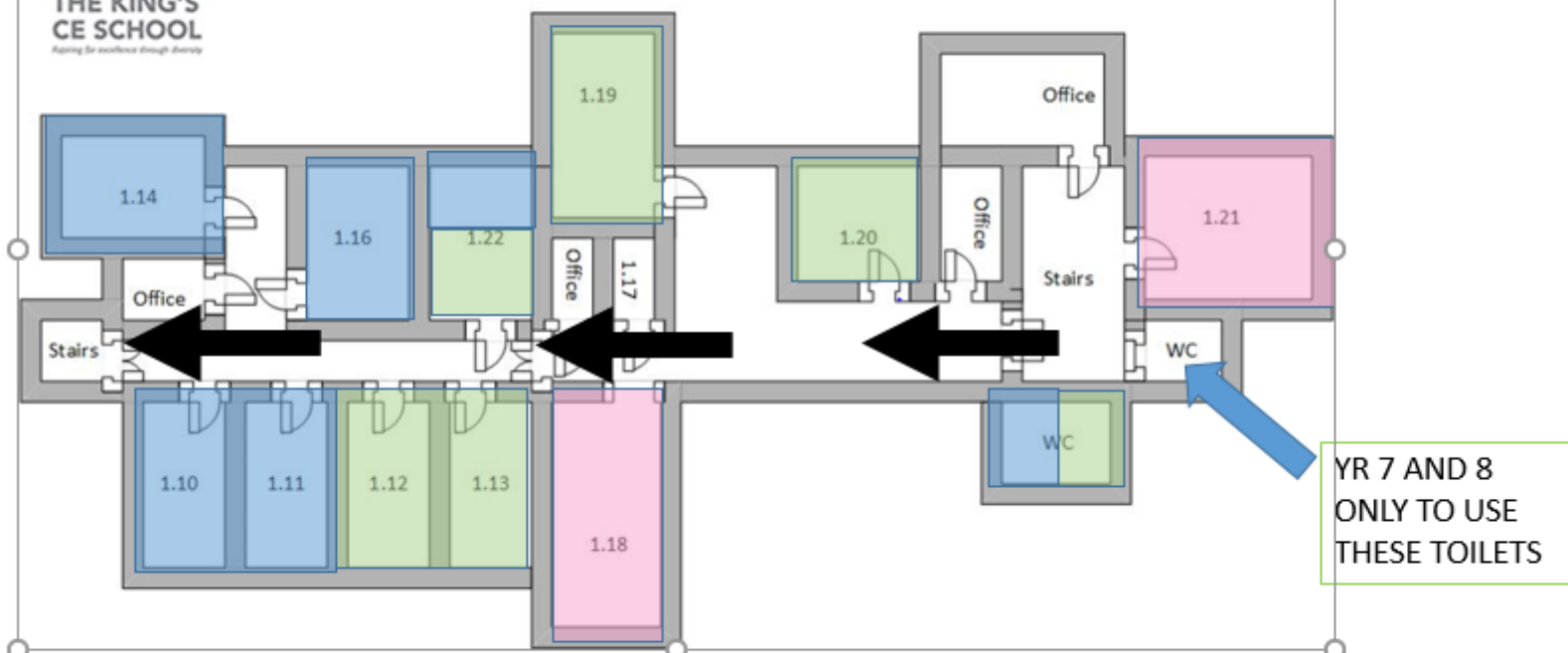
Years 12 and 13

Students can work from home in non contact time but we will be encouraging students to bring in food or go off site for food if they are staying for lunch

End of the Day

- Pupils using buses stay in the classroom
- Pupils making their own way home leave on the bell via the year group entrance
- Years 7 and 8
- Year 9
- Year 10
- Year 11
- Years 12 and 13 – usual practice

World Zone – 1st Floor – Year 7 and 8



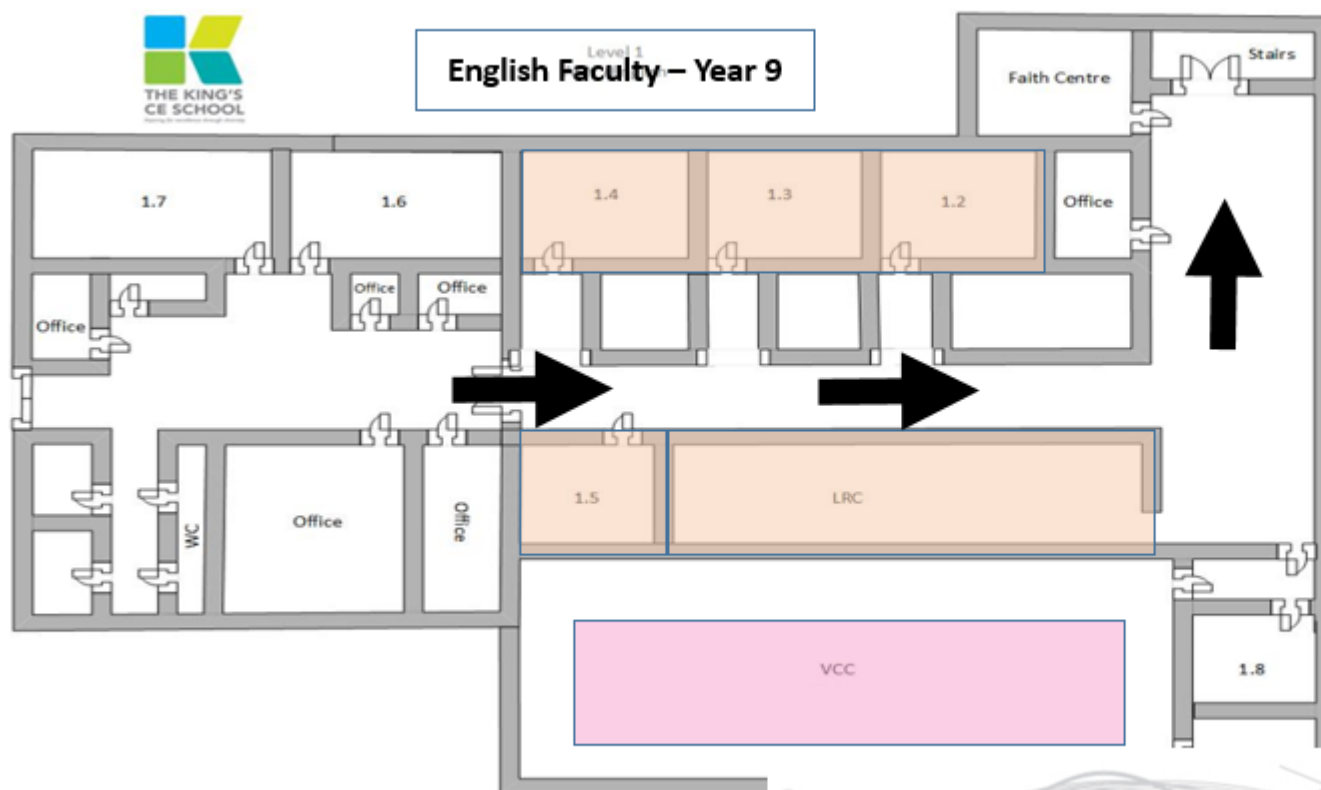
**Year 7 Teaching
Rooms**

**Year 8 Teaching
Rooms**

**6th Form Teaching
Rooms**



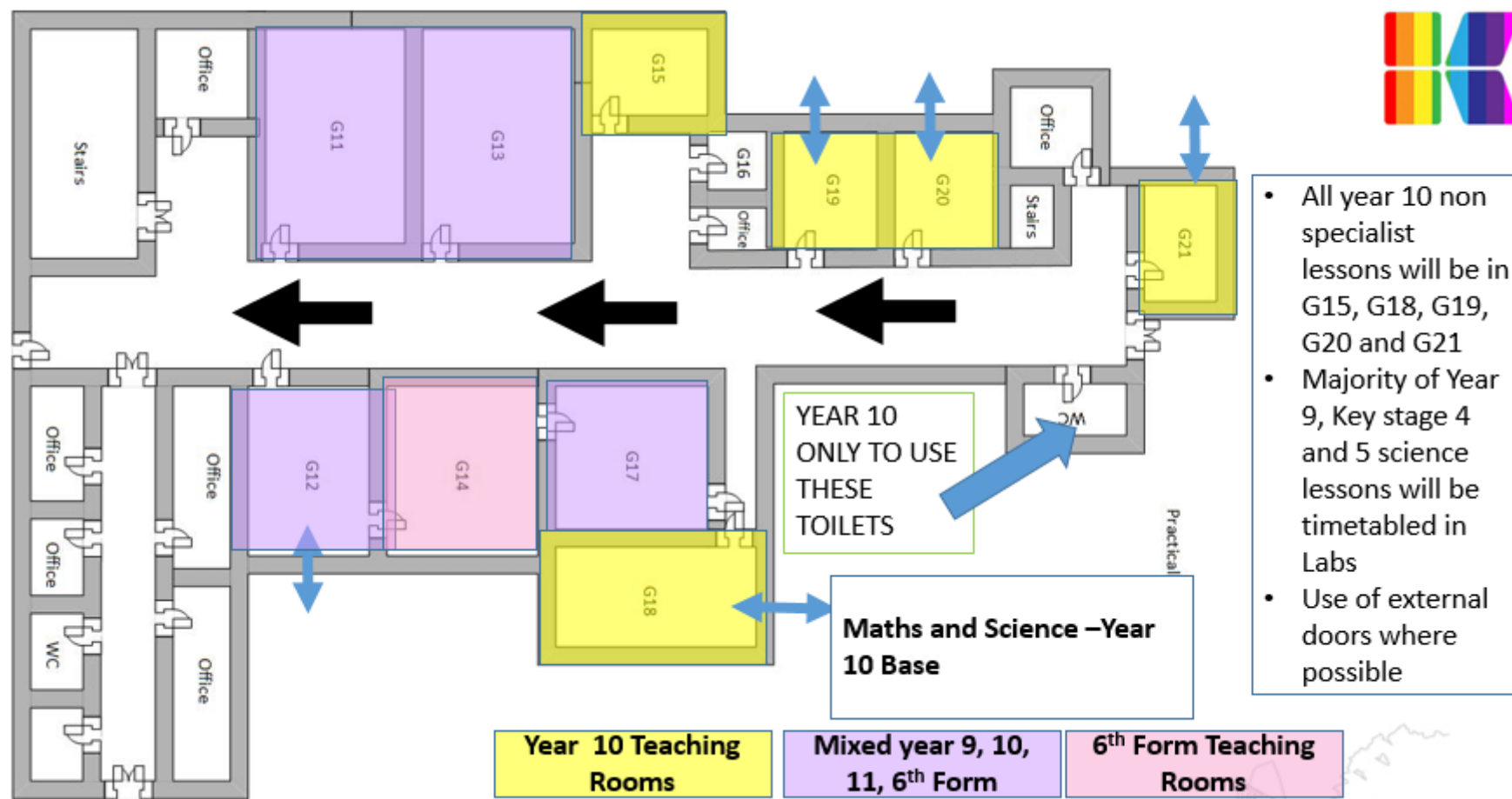
Level 1
English Faculty – Year 9



**Year 9 Teaching
Rooms**

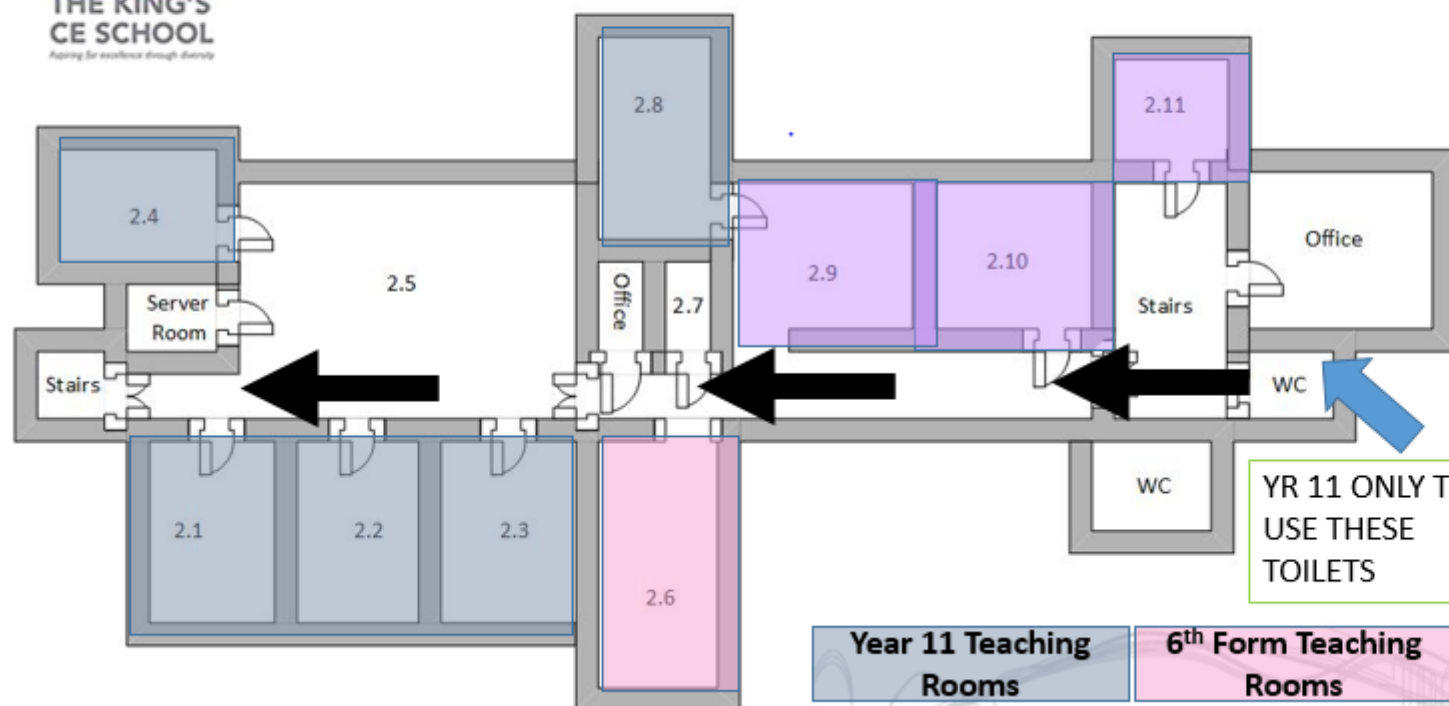
**6th Form Teaching
Rooms**

**YR 9 ONLY TO
USE TOILETS BY
DINING ROOM**



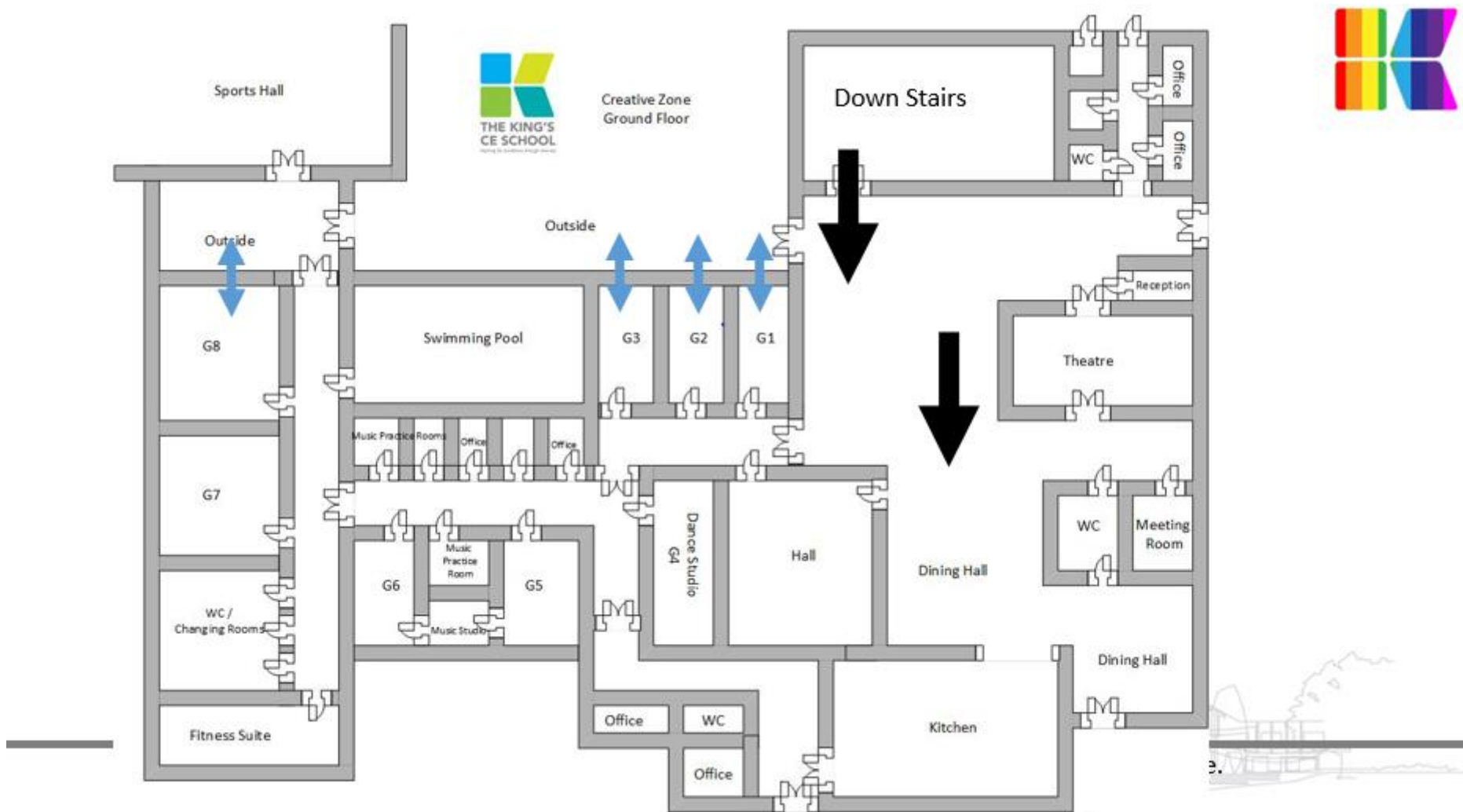
Work Zone – 6th Form – Year 11 Base

Work Zone /Lv2



- All year 11 non specialist lessons will be in 2.1, 2.2, 2.3, 2.4 and 2.8
- 6th Form move to AEN
- KAU's office moves to Head of 6th Form office
- Convert 2.6 (6th form common room) back to teaching room

YR 11 ONLY TO USE THESE TOILETS



I can confirm I have read the information above and will encourage my child to follow the expectations and routines in order to establish a safe return for all pupils and staff to school.

Signed (parent/carer).....Date.....

I can confirm I have read the information above and will follow the expectations and routines in order to establish a safe return for all pupils and staff to school.

Signed (pupil/student).....Date.....