



Aldridge School

**Additional Guidance to Supplement
Mercian Trust Employee Guidance for June and July**

Introduction

This document should be read in conjunction with Opening Schools for More Students in June and July - Employee Briefing and is intended to provide further clarification specific to Aldridge School. This guidance is in **addition to or to clarify the Trust guidance**.

Provision for vulnerable students and students whose parents are key workers

This provision will continue until the end of the summer term. The guidelines in this document relate to everyone on site including these students. Additionally these students spend break and lunchtimes on site. Staff should supervise these students washing hands before break and lunch and ensure that they use sanitiser as they enter the classroom and as they enter Goodsell Hall. They should use the same computer throughout the day and staff should ensure that students are seated at least 2m apart. These students do have an element of free time at break and lunchtime which should be spent outside or in Goodsell Hall, continuing to observe social distancing.

Hand sanitiser

Hand sanitiser is available in every classroom and at the entrance students will use. It is also provided on the wall just inside reception, Goodsell Hall and other staff areas (although these may not yet be open for staff to use).

Reminders for students

All staff conducting sessions for students should remind them of the key messages regarding keeping safe by using the PowerPoint provided at the start of every day.

Social Distancing

- Students will continue to enter the site through the Tynings Lane gate and the internal entrance behind the kitchen. They should remain outside until directed by senior staff to enter the buildings.
- Staff should enter through the main reception and sign in there.
- Only a limited number of classrooms and offices in A block are being used. There will not be access to other parts of the site so please do not enter another area as cleaning is being concentrated on these planned spaces.
- Desks are spaced and seats marked to give 2m distance between students. This allows a maximum of 10 students per classroom. Additional chairs have been removed.
- Year 10 arrival has been staggered with 15 minutes between groups of 10. No movement is required for these students other than entering and leaving the site or going to the toilet. There will be no more than 70 Year 10 students on site at any time.
- Year 12 students do need to move rooms. This has been planned so that they all move in the same direction along the corridor in A block. There will be no more than 40 Year 12 students on site at any time. Rooms will be disinfected after use before being reused. The Department for Education guidance states that *mixing between different groups of pupils should be kept to a minimum. We recognise that the range of subjects taught in secondary schools means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers.* Sixth form students will need to be particularly careful in observing social distancing. The Department for Education advice is that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

- Although the risks in passing in the corridors and on staircases are small, Teachers should arrive at their rooms a few minutes before students are due to arrive and can leave after students have been dismissed therefore enabling them to socially distance from students and avoid them on corridors.

Tea and coffee facilities

- Those who are in school for a full day can use the tea and coffee facilities in the Conference Room. Staff should use their own cups and mugs and should wash them up and take them away or they may use the school mugs and place them in the dishwasher. Nothing should be left in or around sinks or on worktops.
- The Conference Room is also available for staff who have a break between the face to face sessions they are delivering.

Business Dress

- It is understood that suits and jackets are not easy to clean and therefore staff should wear appropriate smart dress which can be cleaned, i.e. not shorts, T-shirts, track suits etc.

Becoming ill during the school day

- If any student develops symptoms compatible with coronavirus during the school day they should be sent to meeting room 2 and a message sent to reception. Reception staff will contact parents.
- Colleagues develops symptoms compatible with coronavirus during the school day should report to reception and go straight home. Reception staff will contact the member of SLT on duty to inform them.

First Aid

- If any student has an accident during the school day they should be sent to reception for First Aid assessment.

Behaviour

- Students will be expected to follow the usual school rules as well as the measures set out in this document and the school risk assessment. At the start of each day, teachers will use a common PowerPoint slide to remind students of the expectations. The power to formally exclude a student remains for serious incidents. Many of the other sanctions are not practical to be used during the summer term. The warning system should continue to be used and members of SLT will visit rooms. If a third warning is used then the student should be sent to reception. Parents will be contacted in about their child's behaviour and they may not be allowed to return to sessions this term. SLT on duty can be contacted through an email to reception.

End of the school day

- Parents should not wait at the school gates and students should not congregate at the gates before or after school. Parents collecting their child should arrange a location away from the school gates and Tynings Lane to do so.
- The Government is discouraging the use of public transport to come to school asking that parents look for alternatives wherever possible.

Fire Evacuation

- The signal and routines for a fire evacuation remain the same. The building should be evacuated as quickly and quietly as possible maintaining social distancing. Students should report to the playground between A Block and Goodsell Hall and form up in lines 2m apart by teaching group to be registered by their teacher.

Visitors

- Visiting the school is discouraged and visitors will not be allowed to enter the school except in exceptional circumstances. Only one person is allowed in reception at a time and the chairs have been removed. Anyone allowed into school will be expected to use the hand sanitiser provided.

Other measures

- Only A block and Goodsell Hall open for use by staff and students. Only necessary rooms used.
- Doors and windows in classrooms should be kept open where possible when rooms are in use.