**TA’s**

June 1st - July 22nd - 3 groups of vulnerable students on site

Teaching Assistants to support these students (3 x sessions per fortnight)

Sessions are either 9am - 12pm or 12pm - 3pm. Please see Staff Rota.

Currently 4 students on site, subject to change

**Teachers**

June 1st - June 22nd - Teachers preparation time

Year 10 pupils will not be on site.

Teachers to liaise with SLT when they wish to come on to site and prepare any resources that are needed for teaching.

You will need to take your own board pens rubbers with you.

Each pupil has a box in the Dining Hall, please put any resources needed in the individuals box (resources can not be shared on the day of teaching.

June 8th - July 16th - 1:1 tutorial for KS4 students attending (2nd floor only)

Teachers to support Year 10 students

5 students on site each day, working 1:1 with teaching staff

Please see Staff Rota

Unless staff are scheduled to come in to school, do not arrive on site. For special circumstances, preparing student work please communicate with SLT.

Please speak to Jacky Cador regarding any staff wellbeing concerns. A member of SLT/DSL is on site each day.

* Please park vehicles in the car park leaving one parking space between all vehicles.
* Upon entering the site, use the antibacterial hand gel and sign in at Reception.
* Use the one way system in place, moving towards Stairs 2. (Entering from Reception walk towards the Dining Hall). Signage provided.
* Please adhere to the 2 meter distancing, there are markers on the floor to aid.
* Signage around the site, displaying exit points and good hygiene practice posters.
* Students will enter the building from the main reception from their individual taxis.
* Students are to be collected and escorted to their teaching room by their first teacher.
* Students to hand in their mobile devices before they sign in. Mobile device to be placed in a sealed plastic bag in a sealed plastic box. Boxes to be secured in the staff room.
* Upon leaving the classroom use Antibacterial gel provided and wipe down surfaces
* Students are provided with their own equipment to use whilst they are on site. They are not to use shared resources (stationary etc).
* Work continued to be uploaded to Google Classroom for all students, to support all learners. Students to be supported as best as possible with blended learning.
* Year 10 students (Supported by Teachers only to use Floor 2)
* Half hour session per GCSE student.
* Student remains in the classroom for the entire morning of their tutorials.
* Staff move between classrooms when required.
* When a member of staff leaves the classroom, wipe down surfaces and use antibacterial hand gel.
* Students are to keep all work/exercise books in their students box that has been allocated. Work is to be placed in the box by teaching staff from June 1st (see Timetable).
* Vulnerable students (Supported by Teaching Assistants only to use Floor 1)
* Activities scheduled throughout the day from 9am to 3pm
* No use of water fountains by students - member of staff to take water in staff/student
* Staff are to refrain from using any physical intervention unless the threat is greater than the risk of contracting Covid 19.
* Quiet Rooms are available to students, but offered space on the playground is preferred. If Quiet Rooms are used, once finished with they need to be locked and cleaned by the caretaker.
* No more than 5 people should be in any room, at any time.
* If students or staff are displaying symptoms, isolate in Meeting Room 2. Students to be collected via Parents/Carers.
* No food to be consumed by Year 10 students on the school site
* Vulnerable/Key Worker students to eat their lunch in their allocated room or outside on the playground.