

# Returning to School

## Student Support Guide

### Daily Procedures

#### ARRIVAL:

Come to school in your uniform and bring your AfL kit, no rucksack or other bag.

You need to arrive on site by 8.20am – lessons will begin promptly at 8.30am (gates close at 8.25am). Ensure you observe social distancing on your journey and on arrival. Where possible avoid public transport.

You will line up 2 metres apart as indicated by line markings on the floor.

Staff will be there to greet you as you arrive and instruct you to line up 2 metres apart whilst also keeping a 2 metre distance from you.

Classes will then be escorted in to the academy one class at a time through the entrance door by the student toilets.

As the class enters the building they will wash their hands for 20 seconds in the student toilets and then use the hand sanitiser.

Staff will then register you and escort you to the classroom along the designated one way route ensuring everyone remains 2 metres apart by following the corridor floor markings.



The entrance gates will be locked, students will not be allowed to enter after 8.25am.

Your parents/carers should not come to the academy reception unless it is an emergency.

They should either telephone 01924 520500—reception will be staffed 8.00am to 12.30pm and then 1.30pm to 3.00pm Monday to Thursday or email [office@castlehall.com](mailto:office@castlehall.com)



#### CLASSROOM LAYOUT:

We are only using English classrooms.

Chairs and tables have been placed in specific areas of each classroom and must not be moved, they have been set out like this to keep students safe. You must only use your desk and your equipment.

Hand sanitisers have been placed at strategic points inside every classroom and there is a hand sanitizer station at the top of the student entrance staircase.



## STUDENT EXPECTATIONS:

The safety of all staff and students is our priority. These expectations must be upheld by all our students:

You are expected to wear school uniform in line with the uniform policy. You must bring your AFL kit but not your rucksack or any other bag, missing equipment will be provided once only.

When you arrive at school you must not arrive in groups, as this will indicate you are not observing social distancing and are putting our community in danger.

You must maintain social distancing at all times and observe a 2m distance from others

When in the classroom you should sit in the same place at all times and not move from this place unless instructed to do so by the teacher.

You can only use your own equipment, you cannot share.

If you need to leave the classroom for any reason, this has to be managed by a member of staff.

Students that do not follow the expectations or pose a health and safety risk will be sent home immediately.



## BREAK TIME:

You will get a short toilet and hand wash break. These will be staggered so that you do not meet other students. You will also be provided with a free drink and a snack.

## LUNCH TIME:

You will get a lunch grab bag to take home with you at 12.30. All litter must be disposed of properly. No hot food will be provided by the school.

## DEPARTURE:

Each class will leave following the one way route which is clearly identified by the floor line markings.

Each class will be dismissed by a member of SLT so it is staggered.

The member of SLT will lead you out of the classroom and the teacher will ensure everyone washes their hands using the hand sanitiser on the way out. You will follow the member of SLT whilst maintaining social distancing measures.

The teacher will be the last person out of the classroom and will also escort you off site supporting 2 metre distancing.

Social distancing guidelines should be maintained until you arrive home.

When you arrive home, please put your uniform straight into the wash, including your blazer/tie. Regular laundry detergent and following fabric-care instructions on the label is more than enough to remove the virus if it happens to be on your clothes. Sanitise your AFL kit.

**Everyone must adhere to 2 metre social distancing  
and follow the one way system.**

