



## Important Information for KS4 Pupils



### **SOCIAL DISTANCING**

Pupils should endeavour strenuously to implement 1 metre social distancing between each other where possible

### **Transport**

Pupils are strongly encouraged to consider alternatives to using public transport, to plan their journey to and from the College and to use active travel methods such as walking or cycling.

It is mandatory for all pupils to wear a face covering on public transport. It is also strongly recommended that all pupils regardless of age should wear a face covering on all buses, trains or taxis for the journey to the College where it is appropriate for you to do so and you are able to handle them as directed.

## Daily Entrance and Exit Procedures

- \* All pupils will attend every day, wear full school uniform and adhere to College **hair regulations**.
- \* We have introduced staggered arrival and departure times for pupils to minimise gatherings in any location. The College will open at 8.40am daily and you are asked to arrive for your designated start time, enter through your assigned entrance and make your way directly to their classroom.
- \* Arrival of pupils in the morning is structured to maintain social distancing of at least 1 metre. Pupils are received into the College by a member of staff, maintaining social distancing protocols.
- \* All pupils should wash their hands before coming to school, before going home, during day and when they get home.
- \* Hand sanitiser will be provided at all entrance and exit points outside each classroom. Anyone accessing the building must use hand sanitiser and before entering each classroom.
- \* We have introduced a one-way system for arrival/ departure and for movement around the College. There will be designated entrances for the arrival of particular year groups. Each Class will be informed of their designated entrance and exit point.
- \* Upon arrival to school all pupils should proceed to their designated classroom.

### KS4 Arrival & Exit Procedures

Year	Start	Finish	Entrance & Exit Point	Venue
Year 11	9.30am	3.05pm	Gates at A1	Period 1
Year 12	9.00am	3.25pm	Main student entrance	Reg Room

#### \* Crumlin bus arrangements \*

On arrival and prior to exit please congregate in the College Hall.

## During the School Day

- \* Please do not enter your classroom until your teacher arrives.
- \* Classrooms etc. have been reorganised to maintain social distancing space. The current recommendation is 1 metre, between seats and tables.
- \* Pupils should wash their hands with soap and water or make use of hand sanitiser regularly throughout the day.
- \* All classrooms will be provided with a basic cleaning kit and stored in appropriate safe location.
- \* Years 11 & 12 will maintain bubbles as much as possible as a year group.
- \* Desks will be cleaned down at regular intervals throughout the school day, using designated cleaning substances which are proven to be effective against the spread of Covid-19. Pupils will be expected to assist with this.
- \* Pupils are expected to have their own equipment and this should not be shared with others.
- \* Pupils will use the same desk within each relevant classroom.
- \* All pupils are required to bring a packed lunch each day. However, a hot meal will be provided daily for those pupils entitled to free school meals.
- \* Pupils may bring a lunch box/bag and a water bottle clearly named and which can be cleaned every day. If possible pupils should avoid the use of multiple school bags or rucksacks. One bag should be used and plastic folders which can be wiped down can be used to transport any learning materials to and from school.

(Continued overleaf)

## During the School Day *(Continued)*

- \* Medication e.g. epipens should be brought into the College on the first day back, these should be kept in the College from that point in a sealed bag in the medical room.
- \* In the event of wet weather, pupils may have to remain indoors.
- \* Pupils are required to wear a face covering in corridors and other communal areas of the College, unless they are exempt from wearing face coverings for medical reasons.
- \* The College may request pupils to wear face masks during some lessons to protect vulnerable pupils and staff. Masks may also be required to facilitate teaching when using computer suites. Therefore, pupils are asked to ensure they bring their own **plain face mask** each day.

## Contact Activities

- \* Equipment which pupils are in regular contact with will be disinfected daily.
- \* Each pupil will be assigned their own desk and equipment which they use. Work-stations will be allocated consistently to the same pupil. Each workstation will be wiped down and disinfected before the next person uses it.
- \* There will be routine cleaning and disinfection of frequently touched objects and surfaces. Desk surfaces, chairs, doors, light switches, banisters, sinks and toilets will be cleaned more regularly.

## Break & Lunch Arrangements / Designated Toilets

Year	Break Time Venue	Lunch Time	Lunch Time Eating Venue	Lunch Time Recreation Venue	Toilets
11	College Hall / outside area of Pitch closest to E Block	12 noon - 12.40pm	Canteen (ABC) Lecture Theatre (DEF)	Outside area of Pitch closest to E Block	Lecture Theatre
12	Canteen	12 noon - 12.40pm	College Hall	Outside area of Pitch closest to the Sports Hall	Quad

## Pupil Behaviour

The College Behaviour Policy has been reviewed to ensure that it covers COVID-19 related incidents, and as a means to prevent flagrant abuse of the COVID -19 risks, makes provision for the College to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

*The above procedures and guidance will be reviewed by the College at the end of September 2020 or following any updated guidance received from the Department of Education.*



## Where to find support

Who can help?	What do they do?	What topics can they help with?	How can they be contacted?
Anna Freud	Supporting children's mental health during periods of disruption	Anxiety Mental Health	<a href="http://www.annafreud.org">www.annafreud.org</a>
Lifeline	Crisis response line for people in distress	Depression Mental health Textphone users (for deaf and hard of hearing):	0808 800 8000  18001 0808 808 8000
Childline	Childline provides support and guidance on multiple topics including:	Bullying You and your body Home and Family Relationships School	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a> 1-2-1 counsellor chat
NSPCC	Advice on safeguarding and child protection issues and somewhere to report concerns  Web support	Safeguarding Child abuse Child protection	0808 800 5000 <a href="http://www.there4me.com">www.there4me.com</a>
The HideOut	Web space to help children and young people understand domestic abuse and how to take positive action of it's happening to you	Domestic Violence	<a href="http://www.thehideout.org.uk">www.thehideout.org.uk</a>
Family Support NI	Website to access support in your area – for a wide range of issues – giving local contact details		<a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a>
School Counselling Service- Familyworks	Provide one to one counselling in the College	Emotional support	<a href="https://familyworksni.com/">https://familyworksni.com/</a> Helpline (028) 9182 0341