

Thomas Telford School

COVID-SAFE

Student Charter

The COVID-SAFE Student Charter is provided to maximise student and staff safety. We will comply with Government guidance and ensure that all safety measures are in place for the duration of the School day.

Students must adhere to the guidelines set out in this charter to help keep everyone safe.

The objective of this Charter is to maximise the safety and well-being of everyone at all times



Student Expectations

This charter is in place to ensure that ALL students and staff are protected as much as possible during this pandemic period. There have been careful and thorough considerations for every aspect of Health and Safety and current legislation. It is expected that everyone follows these guidelines so that we protect ourselves and each other during this time.

In order to keep everyone safe and maintain our progress towards a normal school environment again, ALL students must:

- ◆ Ensure they follow school guidelines and expectations at all times
- ◆ Continue to follow the School's Behaviour Policy both inside and outside the classroom
- ◆ Respect the health and well-being of others by following social distance rules when not in their year group bubble
- ◆ Remain within their year group bubble at all times during the day– **students will not be permitted to wander round the school building/site**
- ◆ Ensure that hands are washed on a regular and timely basis, including appropriate drying
- ◆ Behave in a manner that meets our standards and expectations
- ◆ Consider the feelings and emotions of fellow students when discussing the COVID-19 pandemic
- ◆ Continue to respect the teaching staff of Thomas Telford School at all times, especially when asked to follow guidelines and safety measures
- ◆ Enter and exit the School site in a calm manner, following all instructions given by duty staff

Student Well-being

As a school we need to ensure that students feel safe and cared for at all times. Student well-being is, and has always been, considered carefully. Your return to school will hopefully restore a sense of normality and routine back into your daily lives. Not everyone will adjust right away and support will be in place to ensure that all students can re-adapt back into school life.

Students who are finding things difficult or need to talk about their feelings will have full support from the Safeguarding and Well-being team. So, when we return, if you are feeling.....

- ◆ Anxious about work
- ◆ Overwhelmed by the new guidelines and routine
- ◆ Nervous about the future
- ◆ Upset following the COVID-19 period due to a negative experience

.....Then you have the support of all staff, the Safeguarding and Well-being team and your Head of Key Stage. Together the pastoral support in school will ensure you can share your concerns, receive help and guidance and have a plan for your well-being for that term in school.

By following this charter and the guidelines within school, we can reduce the risk of further disruption to teaching and learning and protect our wider community.

Prior to re-opening, the

School will:

-Conduct a **deep clean of all school indoor environments** including; classrooms, the Restaurant, toilet facilities and any communal spaces.

-**Support COVID-19 testing** wherever possible

-**Evaluate and adapt any medical procedures to ensure compliance** with the recommendations of public health bodies.

-Ensure that staff **do not work (or have contact with students) if they have symptoms, have tested positive** or have been contacted via the Government Track and Trace system.

-Provide a **suitable isolation area to care for students who show symptoms of COVID-19.**

-Advise parents and carers of the School's new policies and risk assessments.

-Advise parents about the **changes to Session 3 arrangements** including sports, clubs, music lessons, trips and external fixtures.

Before departure from home

-The School will have contacted each student and their family to explain arrangements for re-opening the school in September and answer any questions parents and carers may have.

-School will have provided written information on arrival procedures, including restrictions on parents and visitors entering the buildings, cloakroom arrangements and instructions for the new school day.

-Students should ensure that they are fit and well before leaving home. If they display any signs of COVID-19 symptoms, the child should remain at home and seek to get tested, communicating the test results with the School.

-Student must ensure they have the correct equipment for the School day and be prepared for lunchboxes and pencil cases to be sanitised.

- Students will come to school in full school P.E kit on the days that they have a P.E lesson. No changing facilities will be provided in school.

Pupils arrival at school

-All students to arrive at school as normal and **enter through designated entrances. Students travelling via coach are to wear a face covering and ensure they are sat in a designated zone on the coach.**

-**Students will be directed to their new cloakroom areas.** Students should drop belongings off promptly in specified cloak rooms and follow instructions given by duty staff.

-**Students will then move promptly to their designated bubble areas.**

- **Students will remain in these bubble areas for the duration of the day other than break and lunchtime or when moving to specialist subject areas such as Art or Technology.**

-Staff will ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to pupils, with full induction for any pupils new to the school.

-The pastoral team in school **will ensure that each student has an opportunity to discuss their fears, worries or concerns with a trusted adult.**

Student Well-being

-**Students will be provided with full support upon their return to school.** Personal Tutors will provide the first level of provision within our pastoral care system and speak via telephone with parents.

-**The Safeguarding and Well-being team will be fully prepared to support any student who is worried, anxious or overwhelmed by the changes to school.**

-**Students will be given time to adjust and settle into the new routines.**

-**Students will be given the opportunity to share any concerns and talk openly with their Personal Tutor.** All students will have access to our pastoral care system. A full well-being programme will be put in place to monitor student mental health.

At school

-The School will promote appropriate social distancing in all areas.

-The School will guarantee availability of soap and disposable paper towels in all washing areas.

-Regular hand washing by pupils and staff will be strongly advised.

-The School will provide hand sanitiser stations at key points.

-The School will provide pupils and staff with the opportunity to raise any concerns.

-The School will ensure appropriate PPE for any staff performing roles which will require it such as within the Medical Room.

-We will implement enhanced daily cleaning procedures within the School including within classrooms and the Restaurant after each sitting.

-We will display clear notices explaining new procedures and guidance.

-We will ensure safe occupancy levels of all facilities and areas, including classrooms, toilets and the Restaurant.

-We will ensure equipment is not shared between pupils, other than when appropriate cleaning has taken place.

-Allocation of appropriate recreation areas outside for use by students during lunchtime will be provided.

- The School will be very clear that any bullying related to the pandemic will not be tolerated.

- We will insist that any student sent home from school takes the COVID-19 test. Results of the test to be reported to school before the student returns or is advised to isolate.



Student Charter Guidance for the New School Day

Year 7 and 8 Protocol

- ◆ Arrive at school from 7.45am onwards and **not before**.
- ◆ Proceed straight to your designated cloakroom, you will then go straight to your classroom.
- ◆ **Year 7 will use cloakroom by entrance D. Year 8 will use cloakroom by entrance A.**
- ◆ Once in your classroom you **MUST** remain there until instructed otherwise. **See plan on next page for learning bubbles.**
- ◆ If you have a **P.E** lesson you need to come to school in your full P.E kit and you will remain in this kit for the duration of the day. A school tracksuit should be worn over Dance clothing.
- ◆ Stationery and packed lunch boxes will be wiped and sanitised upon arrival at either your learning bubble venue or at the Restaurant during lunchtime. Please avoid using plastic lunch boxes if possible.
- ◆ Breakfast and lunchtime will run as normal but students will stay in their year group bubbles for both. This is to limit contact and interaction with other year groups.
- ◆ Specialist subjects such as Art, Technology and P.E will take place within the relevant subject areas and will comply with current Government guidelines for the safe use of equipment and resources.
- ◆ Our end of day routine will be staggered to ensure that students leave school safely and remain within their year group bubbles.
- ◆ Assemblies will take place weekly as normal, but will be in the form of our weekly broadcast.
- ◆ Personal Tutor time will not be taking place during the first half term. Students will remain in their PT groups and contact will be made with parents via telephone in the first two weeks of the autumn term.
- ◆ **There will be no Session 3 for the first half term.**

Years 9 to 11 Protocol

These students will follow the same format and guidance as listed above plus:

- ◆ **Year 9 will use the Sports Hall for their cloakroom.**
- ◆ **Year 10 will use the PE changing rooms as their cloakroom.**
- ◆ **Year 11 will use the Sports Hall as their cloakroom.**
- ◆ Students must wear full P.E kit on the days that they have practical **P.E and Dance lessons**.

Year 12 and 13 (Sixth Form) Protocol

- ◆ Arrive on time and ensure you check your session 1 learning venue.
- ◆ Parking is limited outside school– please allow enough time to park (if you drive to school).
- ◆ **Year 12 will use the cloakroom in the new Reynolds Building.**
- ◆ **Year 13 will use the Sports Hall for their cloakroom.**
- ◆ Sixth Form sessions will take place within learning bubbles– specialist subjects that require equipment/other materials will take place in an appropriate teaching venue.
- ◆ Sixth Form students who are leaving site following morning sessions will do so after Session 1 when released.
- ◆ When leaving site, students need to ensure they do so promptly.