

SYTS - BE SAFE

September 2020

Dear Parents, Guardians and Host Parents,

Coronavirus Health and Safety Measures

We are taking what steps are practicable by following government guidelines and adopting best practice.

Working together, keeping lines of communication open, raising a concern if we have one and keeping to these guidelines at all times is the best way to ensure we keep infection rates low.

We want all students to have a black school belt bag or across body bag that they keep with them at all times. In it they'll have their mask, hand sanitiser, water bottle and a plastic bag to put used masks and tissues in.

Please make sure your child has one with them at all times.

Please go through your child's Be Safe information with them to ensure they have understood what they are being asked to do.

Please contact a member of the management team by email at any time if you have any questions or concerns.



DROPPING OFF AND COLLECTING YOUR CHILDREN

We would ask you, please, to keep well away from the school door, the covered area at the entrance and any adjoining pavement areas, so that staff and students can move freely. Please ensure that you are socially distancing from staff and students other than your own child.



WHEN YOU ARRIVE IN RECEPTION

- Social distancing remains a priority.
- Please keep your distance at all times.
- Please use hand sanitiser on arrival.
- Please use the hand sanitisers outside the school building before you enter.



IMPORTANT

You **must** use the hand sanitisers outside the school entrance before entering the building.

THERMAL CAMERA PROCEDURES

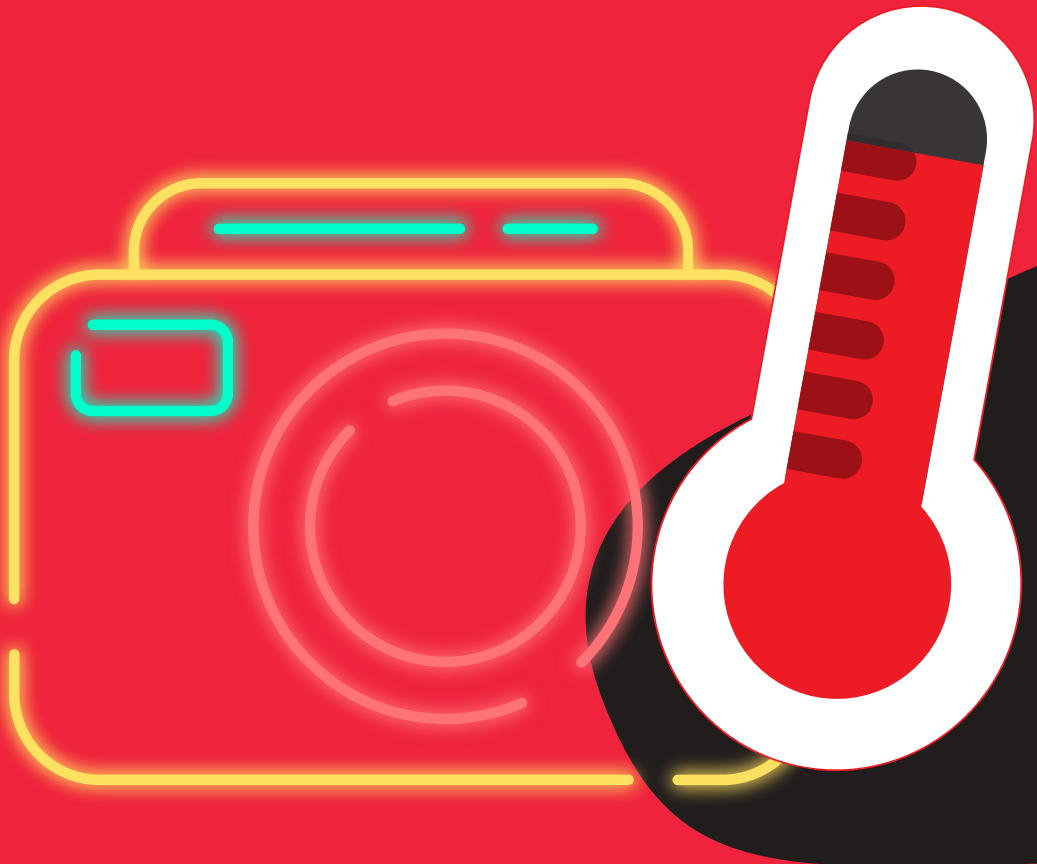
When you arrive at the school your temperature will be checked by the thermal camera.

If the camera indicates that you have a temperature then your temperature will be taken for a second time to confirm the reading.

If it is confirmed you have a temperature, you will be asked to wait away from others.

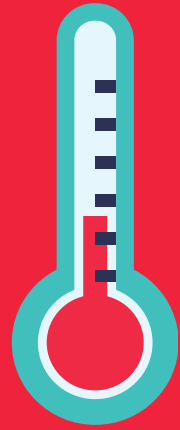
You will need to make arrangements to leave the building.

You will be asked who you have had recent contact with.



SIGNING IN

If you or a member of your household has had any symptoms that suggest a possible case of Covid-19 within fourteen days before your planned visit to the school premises you **MUST** not come in.



All visitors will be asked to wear masks.

Visitors are asked to observe social distancing by taking note of floor markings.

Visitors will be given a disposable visitor's badge.

Full time school parents are asked not to come into the school building except where absolutely necessary.

On arrival visitors will be signed in by reception staff.

If your child is unable to attend please telephone the school before 10am.

Attendance is compulsory.

In order to preserve social distancing, please **do not come into the vocational office**. Please wait at the door for an arrangement to be made to see you.



WELFARE ARRANGEMENTS

Visitors are asked to use the disabled toilet in the first aid room. If the first aid room is occupied visitors will be escorted to the second floor toilets.

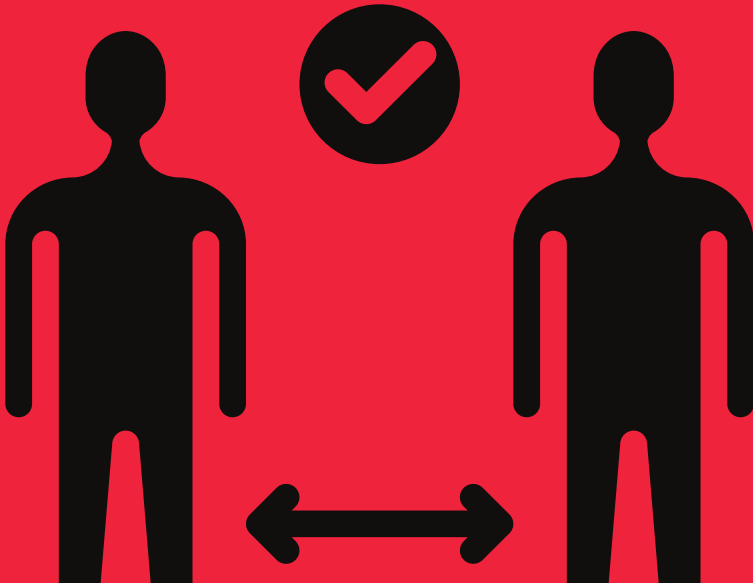
Please use hand sanitiser before and after touching the cubicle toilet seat.

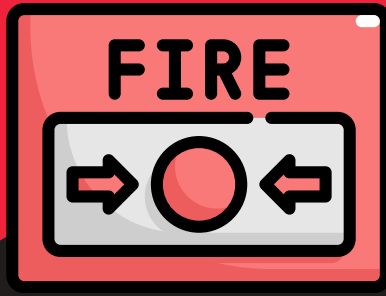
Please follow the advice about sneezing or coughing into a tissue.

Please dispose of your used tissue carefully by disposing of it in the pedal bin at reception.

Unfortunately we will not be able to provide you with any catering arrangements at this time.

The building will be cleaned regularly with particular attention to areas of specific concern such as toilets, taps, bannisters, door handles, light switches, keyboards, desk tops, telephones, table tops and chair backs.





FIRE SAFETY

Please familiarise yourself with our fire procedures which are available at reception.

In the event of a fire we aim to get everyone out of the building in as short a time as possible.

Once out of the building social distancing can be maintained.

Only one person at a time may travel in the lift.

A visitor with mobility issues will have been issued with a PEEPS (Personal Emergency Evacuation Plan). Please wait at the Refugewatch station nearest to you.

Please note that the lift will not work if there is a fire. If you are using the lift please wipe the lift button with the wipes provided.



INFORMATION ABOUT CORONAVIRUS

If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started.

Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least **10 days**.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the household became ill.

Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.

If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period.

Staff and students for whom it is advisable to put in place a risk assessment because they are more vulnerable to infection should contact charlotte.baxter@syts.co.uk and maggie.melville@syts.co.uk.



INFORMATION IF YOU FEEL UNWELL

If you feel unwell at school, tell a member of staff who will be able to help you.

Please go straight to the first aid room, without stopping to talk to others, where your temperature will be taken.

If you have a temperature you will be asked to wait away from others.

You will need to make arrangements to leave the building.

You will be asked who you have had contact with.

If you are very unwell you will be taken to hospital.



SYTS - BE SAFE

TRACKING THE VIRUS - INITIAL ADVICE IS AS FOLLOWS:

Should we be instructed to close the school you will be informed by email and on the website.

FIRST AID ROOM INFORMATION GIVEN TO STUDENTS

To maintain social distancing a maximum of two students will be allowed in the first aid room at any one time.

The first aid room will be cleaned between visits from students from alternative 'bubbles'.

If you wish to see the school nurse you will be given a ten minute appointment.

Appointments will be from 8.45 am to 3.45 pm with preference given to breaks and lunchtimes. In an emergency please go straight to the first aid room where you will be assessed.

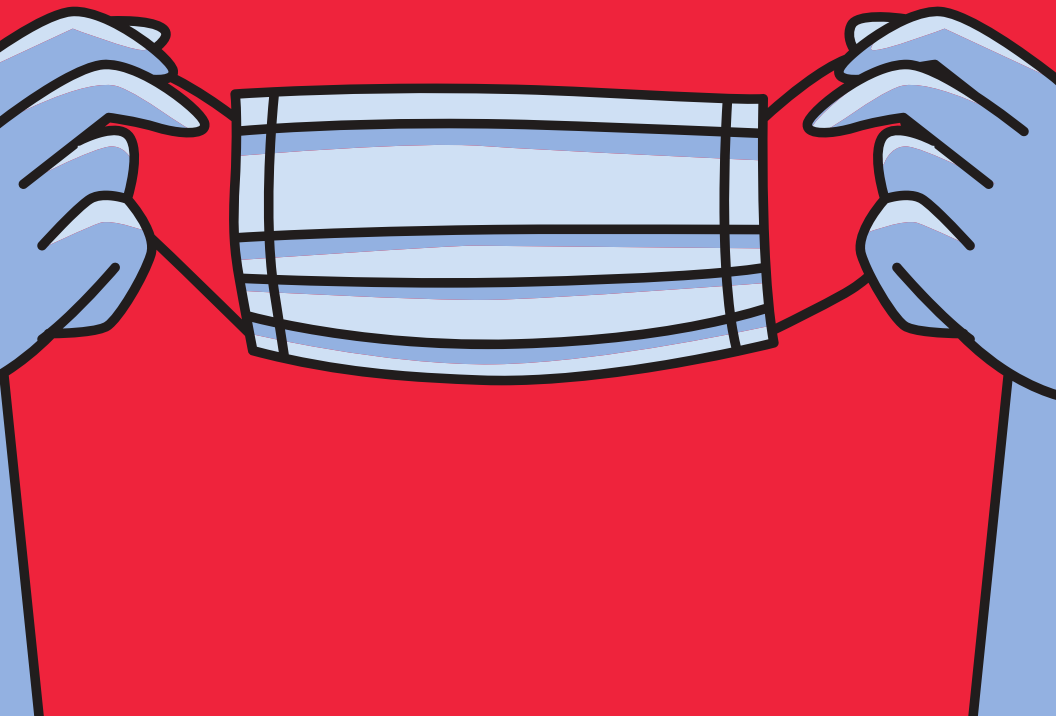
Once you have been assessed you may be given an appointment for a review later in the day.

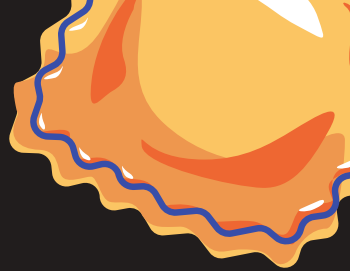


MASKS

Everyone is asked to wear a mask in the corridors and stairs, going from one class to another and when going to and from the canteen.

The World Health Organisation advises against the use of masks when exercising, for example in a dance class. However, should a student wish to wear a mask in class they are free to do so.





CATERING ARRANGEMENTS - STUDENTS

- There is a catering service available for full time students.
- Students order online for lunch.
- Students are asked to pay for any additional purchases using a bank card.
- The cafeteria will open at 10.00 am.
- There will be no breakfast service.
- Please use sanitiser before touching the tap.
- Students should sit and wait till they are called to queue.
- Students will be served class by class, for example starting with Year 6 students and so on.
- Students who bring in a packed lunch (for pre-agreed allergy conditions etc.) will sit together in the cafeteria and if possible are asked to take home their own rubbish to avoid cross contamination.
- Students should sit and wait till they are called to queue. Students will be served class by class, for example starting with Year 6 students and so on.
- There is a vending machine. Students must use hand sanitiser before and after use.





UNIFORM

Winter academic uniform should be worn, as is usual for the Autumn Term, including ties and blazers

Jumpers are optional until the end of September, as the weather can still be warm.

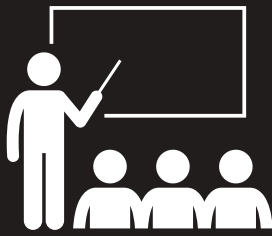
Information from the DfE - 'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

'Lost property will be collected at the end of each day, bagged and dated and put out for students to collect on the fourth day.

Lost property will be disposed of if it's not claimed.

Lost property that is named will be returned to the student's lockers after three days.

Please do not leave uniform on top of or behind lockers.



STUDIOS, CLASSROOMS AND TEACHING

The teacher's desk area will be clearly marked so that social distancing can be maintained.

Students are asked to keep a safe distance of two metres from their teachers.

Students in the same bubble are asked, where possible, to keep a safe distance from each other, especially when queuing to come into the building, when moving around the school or when waiting to be served in the canteen.

Each classroom will have a disinfecting kit, a box of gloves, some antiseptic wipes and a box of tissues.

There will be a pedal bin in each classroom for wipes, tissues etc.

This will be emptied daily and the contents disposed of safely.

Timetabling will take movement around the building into consideration where possible.

Staff will need to supervise student movement.

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STUDIOS, CLASSROOMS AND TEACHING

We will not be offering library books for lending or for reading in school.

Students are asked to keep any valuables in their lockers.

Students may be asked to print off music and scripts for singing and drama from google docs.

Students are asked not to share these items.

Teachers are asked to have spare copies to issue to a student for them to keep, in case they have been unable to print at home.

There will be no facilities for a student to print at school.

Students will not be doing experiments in science lessons. The teacher will give a demonstration.

If there is a change of 'bubble' between classes, staff will ask students to use wipes on keyboards, tables, backs of chairs etc. before the next group comes in.

At the end of each class students and teachers should use the hand sanitiser before leaving the classroom.

If students are not able to come into school, teachers will be asked to set work for them to do at home.

UK TRAVEL QUARANTINE RULES

www.gov.uk/uk-border-control

It is very important that all members of the school community follow these travel guidelines.

Please check the government website for the list of countries that currently require returning travellers to quarantine.

Staff or students who have visited these countries and have arrived back to the UK less than 14 days before the 7th September will be asked not to return to school until they have completed the quarantine period.

TRAVEL INFORMATION

Please regularly check tfl.gov.uk/reopeningeducation for the latest information on services and safer travel guidance





WASH
YOUR
HANDS
OFTEN

★ SOCIAL DISTANCING ★

2 METERS

