



# Summerfield Education Centre

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## Student protocol, Updated January, 2021. Incorporating government and LA guidance

We expect all students to follow all of the rules set out in this document, to keep themselves and the rest of our school community safe. Consequences of failing to do so are outlined in our 'Behaviour policy – coronavirus addendum' and in LA guidance.

### **School transport**

If students use LA provided transport, they must adhere to measures in place by the transport company for 'minimising the risk' on the journeys to and from school. Face coverings must be worn.

### **Dress code**

The normal Summerfield Education Centre dress code applies:

- White polo or cotton shirt, without logos or patterns.
- Black trousers or skirt of appropriate length
- Black sweatshirt, without logos or patterns
- Please note that pupils might be asked to remove accessories or items that potentially pose a health and safety risk

Please note it is important that clothes are washed following a day in an educational setting.

### **Students' arrival at school**

- Students will hand in their phones by dropping them in their individually allocated 'plastic bag'. ARMs will check that students have complied with this rule. If we have reason to believe this expectation has not been followed, we will obviously take action as per our Restorative Policy. This includes the statutory power staff have to search students and their possessions
- In order to reduce transmission in school pupils are requested to wear face masks in pupil areas of the school and respect social distancing rules at all times, especially in the dining room when masks are removed for eating. (masks are available from school)
- As soon as students enter the building, they must wash/sanitise their hands

### **Hygiene**

Students will:

- Wash their hands on arrival at school, before and after eating, after sneezing or coughing and at other regular intervals throughout the day. This involves using soap and water for 20 seconds and drying thoroughly
  - Make every attempt to not to touch their mouth, eyes and nose
  - Use a tissue or elbow to cough or sneeze and use bins for tissue waste - '*catch it, bin it, kill it*'
- Student groups**
- Students will be taught in their teaching groups, but must follow teachers' instructions re social distancing
  - Students must sit at their allocated desks as determined by the teacher's seating plan

### **Students moving around the school**

- In order to access learning in subject-specific environments, students will move from one classroom to another, wearing a face mask, without delay and observing social distancing
- On entry to a classroom, the teacher will supervise the use of hand sanitiser

### **Break/lunchtime for students**

- 11.30am-12 noon
- Students will have designated areas and seats to remain in while eating.
- Toilets – one student allowed in at a time before/after school and during breaks and must be accompanied by a member of staff
- Masks to be worn in public areas or not eating

### **At the end of the school day**

- Students must wait to be dismissed from their lesson. We are operating staggered starts and finishes
- Students should exit without delay
- Students must be mindful of social distancing
- Students should not wait for friends outside school and proceed home promptly