

Guidelines for staff supervising vulnerable students and children of key workers

School Day

For these students the school day is as follows:

9.00	Arrival
9.00-11.00	Session 1
10.50-11.20	Break
11.20-12.50	Session 2
12.50-13.35	Lunch
13.35-15.00	Session 3
15.00	Depart

Staff on duty together during the day should decide on a rota for them to have breaks in lesson times so that they are not all on a break together at break and lunch and therefore able to supervise students at all times.

Arrival

Students should not arrive on site before 8.50 and should wait outside on the playground behind Goodsell Hall until staff allow them into the building.

Sessions 1, 2 and 3

These are sessions in rooms 29 and 30 (31 if needed) during which students use the computers and complete work set by their teachers. The computers available for use are spaced appropriately and this allows 10 or 11 students in each room. Staff should allocate students a room and a computer. Students should use hand sanitiser each time they enter the room and should be reminded regularly about the importance of social distancing.

Break and lunchtime

Students should be escorted to the toilets and supervised washing their hands at the start of break and lunchtime. They should then proceed to Goodsell Hall. Hand sanitiser is also available as they enter the hall. They should queue for food observing social distancing and then sit at one of the tables to eat and drink. On Monday to Thursday students must remain in Goodsell Hall at break to avoid crossing over with other students in school. On Friday break and at lunchtimes they should either remain in Goodsell Hall or in the playground area outside between A block and Goodsell Hall (not on the field or going behind the Tower or Sports Hall) only. Staff will need to supervise these two areas. They should return to their classroom at the end of break/lunchtime, use sanitiser on entry and use the same computer for the whole day.

Departure

Students should leave the site straight away after dismissal.

Staff on duty together during the day should decide on a rota for them to have breaks in lesson times so that they are not all on a break together at break and lunch and therefore able to supervise students at all times?