

PARKLANDS HIGH SCHOOL



COVID – 19

KEY WORKER/STAFF/PUPIL INSTRUCTIONS
FOR PARTIAL RETURN OF YEAR 10S
Week Commencing 29th June 2020

Key Worker Pupils/Staff w/c 29th June 2020

Entrance via the main school office

- Register taken at reception and food order placed.
- Directed to wash hands in the accessible toilet opposite the school office.
- Pupil directed to A21: Use the door to the right at the top of the stairwell for entry and exit.

Working in A21 and the school library.

Lunch from 12.30pm in the dining room, seating adjacent to A21 – please ensure social distancing remains in place.

Toilet for pupils – Accessible toilet opposite the school office.

Toilet for staff – Staff toilets on the admin corridor.

Social area - the hall will be setup from 1.30pm to allow for film viewing.

Muster point in case of fire: Main staff car park adjacent to the dining room.

Hand sanitiser and tissues available in A21 and the library.

Year 10's will be in the school from 10am – 12noon. Key worker pupils should be supervised at all times. Staff members should remain with the group of pupils in attendance throughout the day.

Year 10 Pupils w/c 29th June 2020
(No more than 40 pupils in attendance each day)

PUPILS MUST MAINTAIN A 2M SAFE DISTANCE FROM EACH OTHER AND STAFF AT ALL TIMES. APPROPRIATE SIGNAGE IS IN PLACE THROUGHOUT THE SCHOOL AND GROUNDS.

Entry is via the main school car park gate from 9.45am – A member of staff will be on duty directing pupils to the school dining room. The car park has social distancing markers throughout.

On entry to the school dining room pupils will have their temperature taken using a non-contact infrared thermometer. Pupils must use the hand sanitiser available at the sanitising station. Gloves and masks will be available on request. If a pupil has a temperature outside the advised range they will be immediately taken to the meeting room by a qualified first aider and they will phone home to arrange evacuation as per our sickness policy.

Pupils will be directed to the hand wash station following the 2 meter signage on the floor.

Pupils wash their hands for a minimum of 20 seconds, dry hands on paper towels and dispose of the paper towel in the bin provided. Pupils then use the hand sanitiser. A member of staff will be on duty in this area to maintain social distancing rules and sanitise the unit.

Pupils will be directed to a seat in the hall. The seats are in form order.

Pupils remain seated at all times during the assembly.

After the assembly pupils will have the opportunity to have a 1:1 with their form tutor and/or house leader. The form tutors will be seated behind a 2m desk at the back of the hall and the house leader will be situated in the dining room.

A member of SLT will also be available upon request.

Pupils will be directed to take their chair to the front of the form tutors desk to use during their 1:1. Once the meeting has taken place the pupil must stack

their chair at the side of the desk and make their way to the back dining room fire door, throw all rubbish including any used PPE in the bin provided and leave via the main staff car park gates.

When visiting your house leader please take a chair from the available stack in the dining room and place it in front of the house leader's desk. Once the meeting is over please stack the chair at the side of the desk and leave via the dining room exit.

Toilets are available in the dining area. There will be a member of staff stationed there who will ensure social distancing. The area will be sanitised after each use so there will be a waiting time. The member of staff will direct pupils to enter once the area has been cleaned.

Pupils will collect a Year 11 transition booklet as they leave.

Tissues are available on each of the form tutors desks at the back of the hall.

No drinking water is available, please bring your own container with drinking water and ensure you take it away with you on leaving.

If a pupil shows any signs of anti-social behaviour they will be asked to leave immediately.

Muster point in case of fire: Main staff car park adjacent to the dining room.

Staff – Year 10 Review Day Information

STAFF MUST MAINTAIN A 2M SAFE DISTANCE FROM EACH OTHER AND PUPILS AT ALL TIMES. APPROPRIATE SIGNAGE IS IN PLACE THROUGHOUT THE SCHOOL AND GROUNDS.

Parking is available on the top play court only.

Entry is via the pupil entrance no earlier than 9am. Two meter signage is visible as you approach the main door and along the concourse leading to the hall.

On entry to the school staff temperatures will be taken using a non-contact infrared thermometer. Staff must use the hand sanitiser available at the sanitising station. Packs including gloves, a mask and sanitising gel will be available for collection at the entrance. If a member of staff has a temperature outside the advised range they will be asked to leave immediately.

Staff should make their way to the staff room and wash their hands in the sink for a minimum of 20 seconds. Paper towels should be used to dry your hands and these should be disposed of in the bin provided. Hand Sanitiser should be re applied. Please note the space in the staff room to wash hands is minimal therefore a maximum of 2 staff should be stood in the staff room at any one time and wait until previous occupants are sat. Distancing measures must remain in place.

Following the meeting please leave the staff room and make your way to the hall. Form tutors should sit at their desk at the back of the hall. Remaining members of staff should be seated to the left hand side of the hall.

Staff should remain seated at all times during the assembly with the exception of the presenter. Presenters should wear gloves at all times.

After the assembly pupils will have the opportunity to have a 1:1 with their form tutor and/or house leader. The form tutors will be seated behind a 2m desk at the back of the hall and the house leader will be situated in the dining room.

For information: Pupils will be directed to take their chair to the front of the form tutors desk to use during their 1:1. Once the meeting has taken place the pupil must stack their chair at the side of the desk and make their way to the

back dining room fire door, throw all rubbish including any used PPE in the bin provided and leave via the main staff car park gates.

House leaders should ensure that should a queue form within the dining area pupils continue to socially distance. Please ensure pupils stack their chairs at the side of your desk after your meeting and ask the pupil to leave via the top dining room door (closest to the kitchen).

Staff Toilets are available on the admin corridor. Please ensure you do not use the accessible use one opposite the office, this is reserved for key worker pupils. Sanitising products will be available for use. Please ensure you wash your hands for a minimum of 20 seconds and use the sanitiser available.

Tissues are available on each of the form tutors desks at the back of the hall.

No drinking water is available, please bring your own container with drinking water and ensure you take it away with you on leaving.

Please note:

All other areas of the school are not accessible at this time.

Staff are asked to leave the school grounds by 12.30 at the latest to allow for the key worker pupils to enter these areas and the cleaning process to commence.

Staff that are not working with the key worker pupils must not enter A21 or the library at any time.

Muster point in case of fire: Main staff car park adjacent to the dining room.