

# SYTS - BE SAFE

Dear Students,

**How to help us to help you - Here are a few guidelines for you to follow when you're in school.**

You are going to be working and moving around the school in a 'bubble'. This means that you will always be with the same student group and you will not mix with students from the other group.

**The division will be..**

**Lower School** - Years 6, 7 and 8  
and

**Upper School** - Years 9, 10 and 11

## UPPER SCHOOL

Upper school students' lockers will be in the basement and upper school students will use the Girls' and Boys' toilets in the basement.

**Upper school students will use the front staircase at all times.**

## LOWER SCHOOL

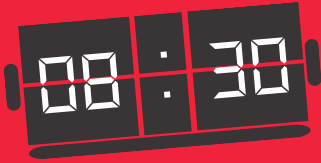
Lower school lockers will be on the first floor and lower school students will use the toilets at the back of the cafeteria (staff will now only use staff toilets on the second floor).

**Lower school students will use the rear staircase at all times.**



## BLACK BELT BAG / SHOULDER BAG

It is compulsory that **ALL** students purchase a black belt bag or across the shoulder bag that you keep with you all the time **clearly marked with your name**. In it you'll have your mask, your own hand sanitiser, a plastic bag to put used masks, your water bottle and tissues in.



## ARRIVAL AT SCHOOL

The doors are open at **8.00am** for those students who wish to arrive early.

Please aim to arrive at school by **8.30am** to allow for any delays and queues.



## IMPORTANT

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

# THEMAL CAMERA PROCEDURES

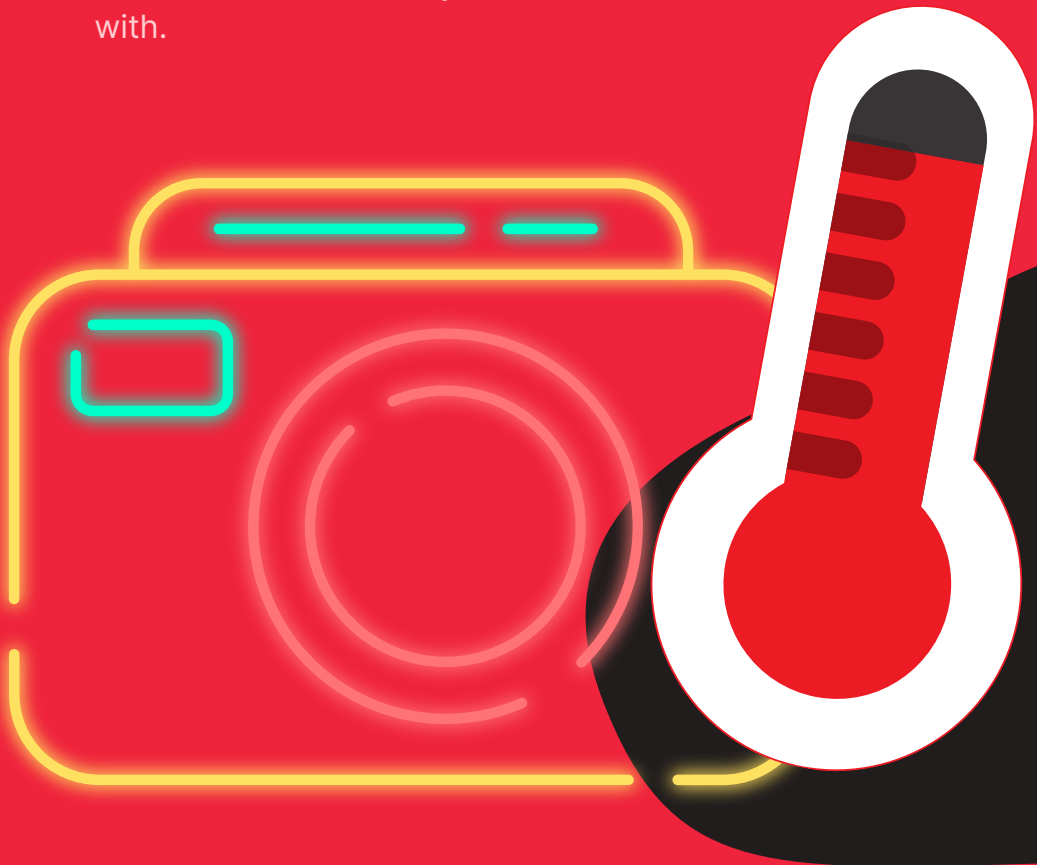
When you arrive at the school your temperature will be checked by the thermal camera.

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 other students.

Your parents will be asked to come and collect you.

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



# THERMAL CAMERA PROCEDURES

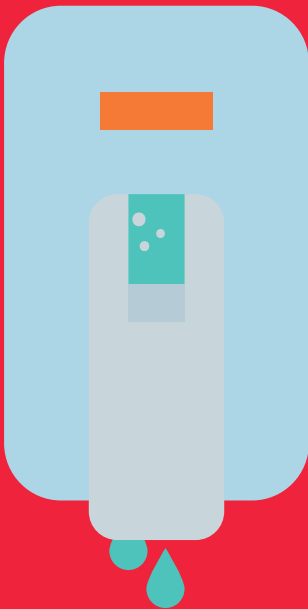
When your temperature has been assessed and you are ready to continue:

Please remember to wear your mask whenever you are moving around the school, then put your mask in your plastic bag in your belt bag. If you need to dispose of a mask please do so in the bin provided at reception.

Please do not throw your mask away in any other bin other than a black or grey **PEDAL BIN** as it is potentially hazardous waste and has to be disposed of with care.

Please use hand sanitiser very thoroughly as if you are washing your hands. Rub your hands for 20 seconds.

There are **52 hand sanitisers** around the school but we are also asking you to bring in your own hand sanitiser so that you can avoid queuing at busy times.



# UK TRAVEL QUARANTINE RULES

[www.gov.uk/uk-border-control](http://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](http://tfl.gov.uk/reopeningeducation) for the latest information on services and safer travel guidance



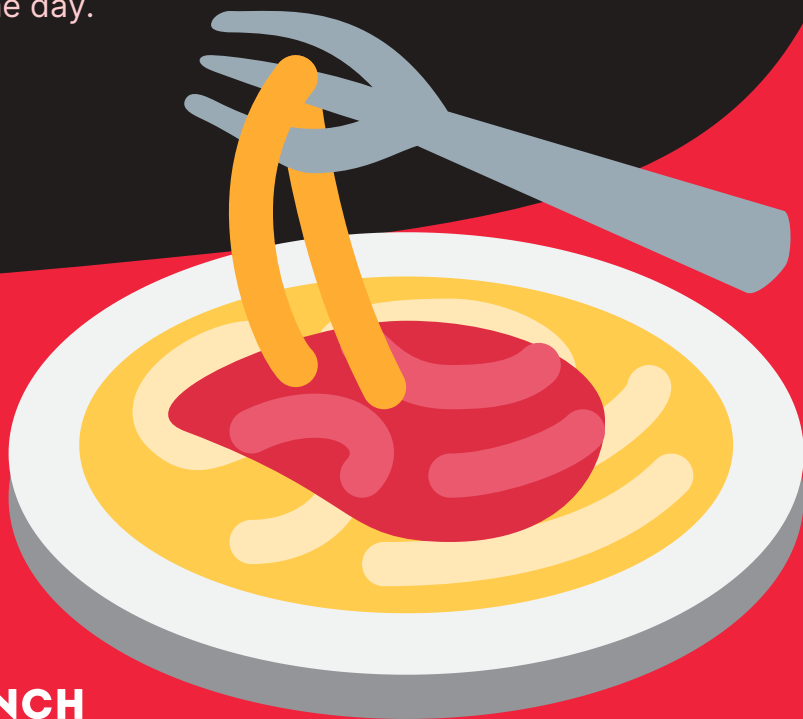
# SYTS - BE SAFE

## VOCATIONAL OFFICE

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.

## REGISTRATION

Staff will take school registers during your first class of the day.



## LUNCH

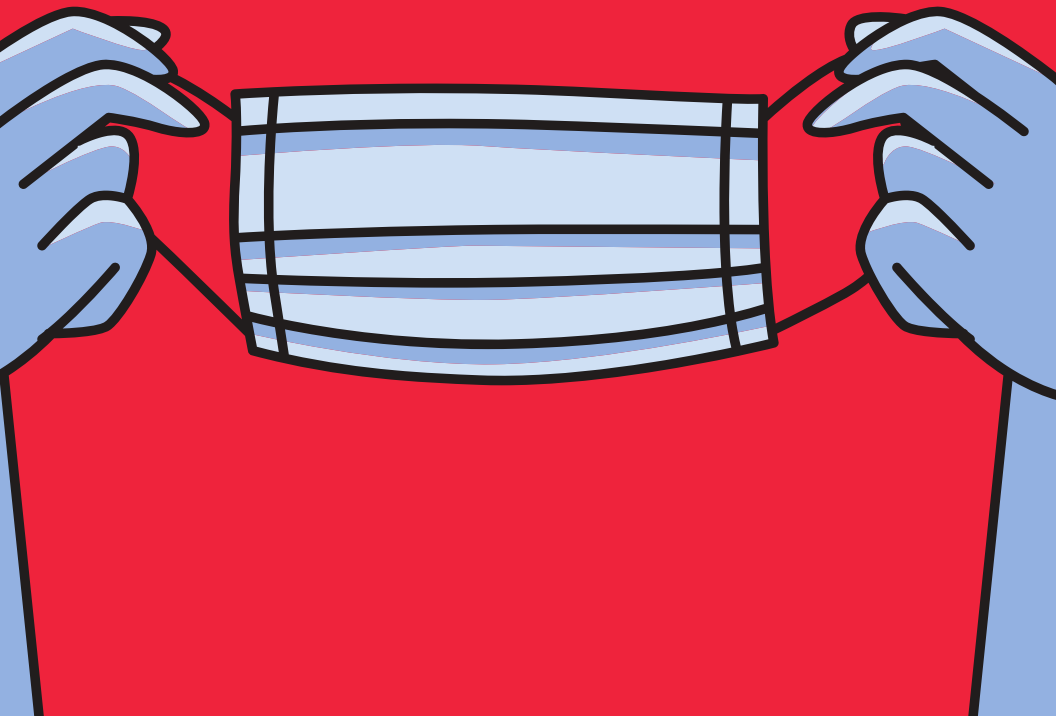
Students will have a Google Form link with which they can order their lunch each day.

**This must be done before arrival at school.**

# MASKS

All students are 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.



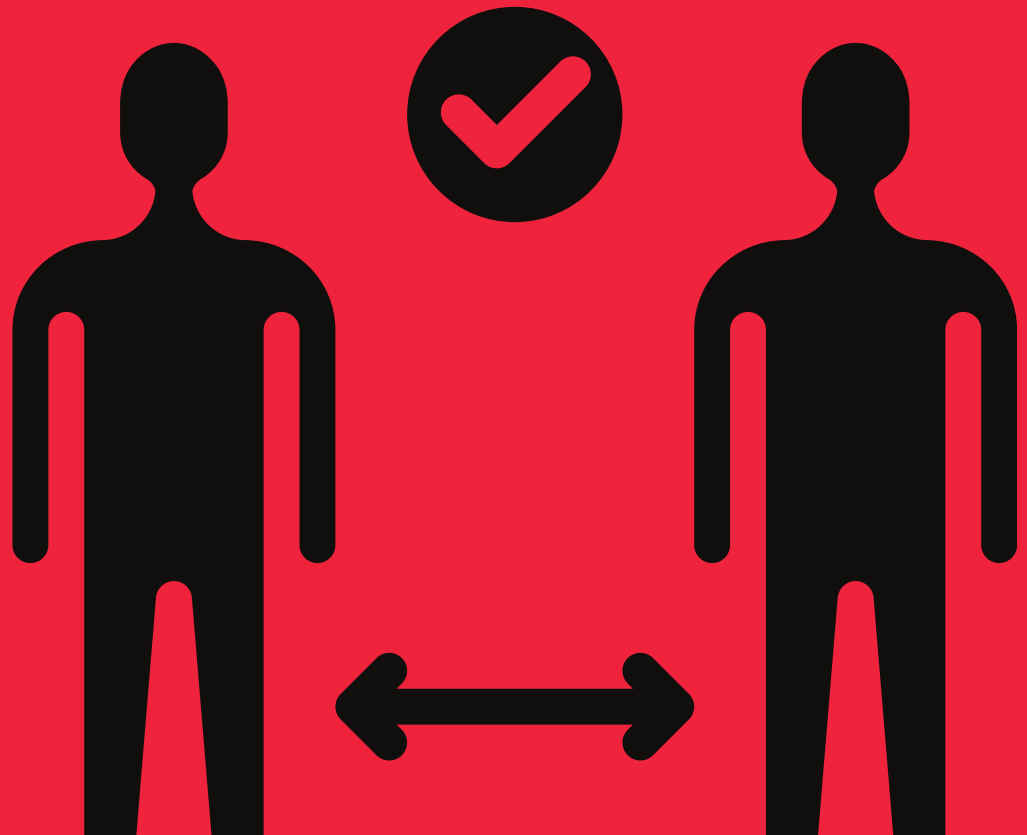
## CLASS

Please go to class at 8.45. If you arrive earlier there will be allocated tables in the cafeteria for bubble groups.

All classes will begin at the normal time. However, school will finish ten minutes earlier for lower school students at the end of the school day.

## SOCIAL DISTANCING

Please keep a safe distance of two metres from your teachers. Where possible please 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.





# ARRANGEMENTS FOR THE YARDS

## Full Time School Only

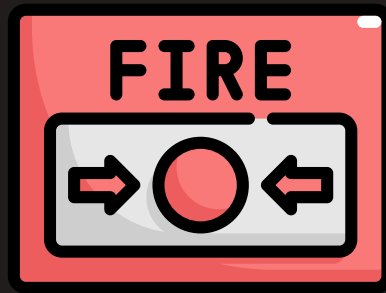
- Brown Street yard is for lower school only
- Seymour Street yard for upper school only

Both yards are quiet yards, an opportunity to get some fresh air.



## PEEPS

- If a student has been issued with a **Personal Emergency Evacuation Plan** to allow them to travel in the lift because of mobility problems, they must travel with a lift buddy from their own bubble group.
- If you are using the lift, please use the wipes provided on the lift buttons.
- Please note in the event of a fire the lifts will not be working. Please wait at the nearest Refugewatch Station and press the call button.

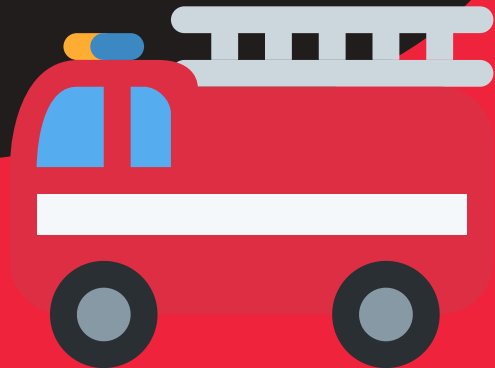


## **FIRE SAFETY**

Normally we hold termly fire drills but under coronavirus restrictions this would not be considered a valid risk because in a practice evacuation social distancing would not be possible.

Students and staff will go through evacuation procedures in form.

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.





## CATERING ARRANGEMENTS

- There will be a catering service available.
- Students will be in their bubbles for breaks and lunch.
- Order your lunch using the Google Form / QR code link.
- Please use a bank card for any purchases.
- The cafeteria will open at 10.00 am.
- There will be no breakfast service.
- Please fill your water bottle from the drinking water tap in the canteen.
- 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.
- Please do not bring in any food unless you have permission to bring in a packed lunch because of the risk of cross contamination.
- If you use the vending machine please use sanitiser before and after





## **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 is not claimed.

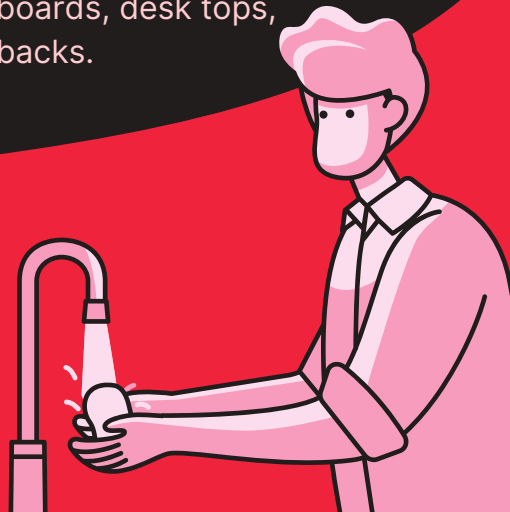
Lost property that is named will be returned to the student's lockers after three days.

## WELFARE ARRANGEMENTS

- Please use hand sanitiser before and after using the toilet cubicle.
- Please put the lid down before you flush the toilet.
- Please take particular care to wash your hands thoroughly.
- Please put your used paper hand towel in the bin and be careful not to leave any paper hand towel in the sink.
- Please do not put any hand towels in the toilet.
- Please bring your own tissues and follow the advice about sneezing or coughing into a tissue.
- Please dispose of your used tissue by putting it in the plastic bag you have brought to school so that you can take away your used tissues and dispose of them at home.

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.

**Wash  
YOUR  
Hands**





## FIRST AID ROOM

- 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 8.45am to 3.45pm 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.



## WHAT TO DO IF YOU DON'T FEEL WELL

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 other students.

Your parents will be asked to come and collect you.

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

If you feel unwell at home and have any symptoms, please **do not** come in to school.





WASH  
YOUR  
HANDS  
OFTEN

★ SOCIAL ★  
DISTANCING

2 METERS

