








**Stay Safe  
Follow  
V.O.W.S**

**Ventilation**  
**One-way system**  
**Well**  
**Sanitisation & Self-Sufficiency**

- Windows will stay open for ventilation
- Follow the one-way system – avoid congestion and unnecessary face to face contact
- Only come in if you are physically well, tell us immediately if becoming unwell
- Clean your hands often & thoroughly; “Catch it, Bin it, Kill it” routine for coughs and sneezes

When	What	Extra details
<p><b>Before leaving home</b></p> 	<p>All equipment needed for the day; Physically well to attend school; Facial covering for transport; Full uniform/PE uniform on specific days; Simple watch [ phone not suitable]</p>	<p>Pens, pencils, ruler, calculator etc. Books, exercise books, folders etc. Tissues, water, facial coverings, hand sanitiser; Packed lunch if applicable; Oyster card; Well - you do not have Covid-19 symptoms &amp; no-one in your family has.</p>
<p><b>Travelling to and from school</b></p> 	<p>Walk or cycle where possible; On public transport use facial covering; Keep distance where possible.</p>	<p>Carry your Oyster card</p> 
<p><b>Arrival at school</b></p> 	<p>Sanitise hands; Remove facial covering - keep or dispose as necessary; Purchase food for break if necessary; Go direct to Period 1; Keep your distance from others No physical contact; Follow the one-way system.</p>	<p>Wash hands with water and soap for at least 20 seconds / use hand sanitiser as you would the soap - advice is displayed on posters.</p>
<p><b>During lessons</b></p> 	<p>Sanitise hands on entry; Windows will stay open for ventilation; Stay in your allocated seat unless directed by teacher; Use your equipment- do not lend it / do not ask others for equipment. “Catch it, Bin it, Kill it” if you sneeze or cough;</p>	<p>Rooms are regularly sprayed with a long acting antibacterial &amp; antiviral protection.</p>



## Student Safety – Autumn 2020

	<p>Work to the best of your ability and enjoy your learning;          Be patient and kind towards others;          Protect yourself and others by following our VOWS;          Pack away on your teacher's instruction;          When leaving sanitise hands;          One-way system to move to next lesson.</p>	
<p><b>During break</b></p>	<p>Stay in your period 2 lesson;          Apply all VOWs protective steps;          Classroom door stays open;          Seating only on chairs;          Use your watch to move to period 3 @ 11:00;          When arriving to period 3 follow VOWS and protective steps for lessons.</p>	<p>Class Monitors will oversee tidiness of rooms before you move towards period 3.</p>
<p><b>During lunch</b></p>	<p>When your teacher dismisses you from period 4 sanitise your hands &amp; follow the one-way system - lunch halls are also one-way system;          Go to your allocated playground area;          When it is your Year group's time for lunch queue in the allocated place;          Be patient and kind towards others;          Protect yourself and others by following VOWS;          Use your watch to move to period 5 @ 13:30;          When arriving to period 5 follow VOWS and protective steps for lessons.</p>	<p>Year 7 are allocated part of the playground between the library and the hall;          Year 8 have part of the playground between the science block and the languages classrooms;          Year 9 have the netball courts;          On the lower site, a janitor will clean the tables and benches in-between students using them;          Respect our janitors and give them the time necessary to complete this protective task.           Year 10 have use of the tennis court and main dining hall;          Year 11 have the grass at the front and the marquee;          Year 12 &amp; 13 have the outdoor area in front of the common room.</p>
<p><b>End of school day</b></p>	<p>Sanitise hands before leaving the site;          Go straight home.</p>	
<p><b>Arriving home</b></p>	<p>Clean your hands on arrival with soap and water;           Complete and submit your homework as per teachers' instructions.</p>	<p>Have some relaxing time;           Help with home chores;           Prepare your bag and uniform for the following day.</p>