

Torpoint Community College Partial Reopening June 2020

Expectations for the Safety of our Community

As at 7th June 2020

Expectations from Parents

- Children must only be sent to school if they or a member of their household do not have COVID-19 related symptoms
- If your child starts to develop COVID-19 related symptoms, having returned to school, please follow the advice and guidance at www.nhs.uk and notify the College as soon as possible
- If dropping off or collecting your child, please do so at the times specified by the College and do not congregate with other parents
- Avoid entering the College premises unless you have been invited to do so. If it's for an exceptional reason, such as collecting your child because they are unwell, plans will be made for their collection outside the main reception area. Please maintain social distancing if you enter the College and use the hand sanitiser that is located near the entrance
- Explain to your child / children the importance of maintaining social distance at all times, in particular if they are using public transport to get to and from school, to strictly follow the hygiene arrangements in place, to avoid all physical contact with other students and not to share any equipment, stationery or objects with others
- To collect their child / children as soon as possible if the College has informed them that they are displaying COVID-19 symptoms
- If your child / children has serious concerns about returning to school, please contact their tutor or House Leader via e-mail so we can provide the best support we can

School transport

- Students using public transport (e.g. CityBus) should sit individually on each seat (leaving an empty seat next to them) and comply with the compulsory requirement to wear a face covering with effect from 15th June 2020
- The Bus Company will take responsibility for wiping down seats and railings regularly
- Where possible, students should walk or cycle to school or be dropped off and collected by their parents / carers.

Student expectations

Students must only attend College if they or a member of their household do not have COVID-19 related symptoms.

When attending College, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our College and the wider community:

- Arrive at College and leave to go home at the designated time. Do not congregate in College at the end of the day. Maintain social distancing at all times, including on public transport if used
- Wash hands with soap and water on arrival at the College in the designated area. Use a hand sanitiser to disinfect hands at the start and end of each lesson. Wash hands with soap and water regularly during the day. The latest guidance and video on hand washing can be found here:
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Avoid physical contact at all times. No hugs, shaking hands etc
- Avoid touching of the face
- All non-essential movement around the College it to be avoided
- Respect and adhere to all signage that has been put up in the College for the health, safety and wellbeing of all site users
- In the classroom, sit in the same place at all times. Do not move the table or chair
- Maintain a safe distance from others between and during lessons
- During break times, go outside (weather permitting) or to a designated venue (if the weather is poor). You must not use social spaces in the College. Maintain a safe distance from others during break times
- Do not share belongings (stationery, food, phones etc) with others
- Use the toilet designated for your class. Only enter the toilets if social distancing can be maintained. Only one person should be in the toilets at any one time
- If using computers, wipe the keyboard and mouse at the start of the lesson with the anti-bacterial wipes provided.

If you feel unwell and are displaying the following COVID-19 symptoms:

- ***A high temperature***
- ***A new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)***
- ***A loss or change to your sense of smell or taste***

you must inform your teacher or member of staff immediately, maintaining your social distance, after which you will be isolated and arrangements made for you to be collected by your parent / carer.

Expectations in the classroom

- Students and staff will use hand sanitiser on entering each lesson within the day
- Teachers should wipe the keyboard and mouse at the start of each lesson
- In ICT rooms, students should wipe their keyboard and mouse at the start of each lesson
- All classrooms will be organised to meet social distancing requirements. Students must sit in the same place at all times. Desks / tables and chairs must not be moved from their location
- To maximise social distancing, teachers should avoid movement during lessons
- Windows should be left open during the lesson unless it disrupts the learning

- Group activities and any close contact between individuals should be avoided
- Stationery and equipment / objects should not be shared.
- If social distancing is not possible in the general classroom, the teacher should support their designated student(s) by withdrawing them to an appropriate room as agreed prior to the students' return to the College
- If a student requires close medical or intimate care, PPE will be worn.

Break time plan

- Groups will have separate designated areas that may use during a break time
- Students will go outside for breaks, where possible, and maintain social distancing
- During breaks, students will be supervised by their teacher / a member of staff
- Students are not permitted to use the Dining Hall as it will be closed
- Students will need to bring their own refreshments, both food and water, for the duration that they are in College. Water can be topped up using the designated water fountain.

Toilets

- During lessons, students must use the nearest toilet which their teacher will identify at the start of the lesson
- When given permission during lesson time, teachers should indicate which toilet should be used
- During break times, students must use their designated toilet
- Social distancing must always be maintained when using the toilet facilities. Only one person should be in the toilets at any one time.

Staff rooms, Prep Rooms and Offices

- Staff should only use Staff Rooms, Prep Rooms or offices if they are able to socially distance themselves from each other
- The main Staff Room must not be used for meetings unless social distancing is possible. The main hall will be used as an alternative venue for whole Staff Meetings; there several other rooms that can be used subject to the specific need and requirement
- In Staff Rooms, Prep Rooms and offices, hot desking on computers should be avoided where possible. Staff should only use the computer if it is designated to them. Alternatively, if the sharing of computers is unavoidable, staff should wipe down the keyboard and mouse before using
- Staff should use a hand sanitiser when entering and leaving the Staff Room, Prep Rooms and or offices.

Actions if a student or staff member shows COVID-19 symptoms

- Students are to be sent to the Seminar Room (the designated quarantine room) where they will be asked to wait until arrangements for their collection / return home have been made

- If a student requires close medical or intimate care, PPE should be worn
- Staff are to be sent home immediately. They will be replaced by another member of staff
- Both staff and students are to be advised to self-isolate for 7 days
- Household members should self-isolate for 14 days
- Encourage the staff member / student to get tested. Advice and guidance can be found at www.nhs.uk

Actions if there is a confirmed case of COVID-19 in the College

- Staff or student member tests positive for COVID-19
- Individual receives medical advice and / or treatment
- Class or group sent home and told to self-isolate for 14days
- If other cases are detected within the College, it will be reported to Public Health England who will investigate and advise. A deep clean of the College will be completed in line with the advice given by Public Health England.