

Location	Procedure
Arrival/Departure	<p>Y7/Y8/Y10 Through main gates, along fence line to the rear of the school. Gym entrance.</p> <p>Y11/Y9 Through the main entrance at the front of school</p> <ul style="list-style-type: none"> • Pupils must arrive at their allocated time. • You must then wash hands in the sinks provided. • You will then be directed to your allocated waiting area by a member of staff. • Hands must be washed before departing school through the entrance you arrived.
Reception	<p>No admittance. If you're late to school you should:</p> <ul style="list-style-type: none"> • Y7/Y8/Y10 ring the bell outside of the gym and a member of the pastoral team will register your arrival. • Y11/Y9 ring the bell at the front of school and a member of the pastoral team will register your arrival.
Toilets	<ul style="list-style-type: none"> • No more than 2 pupils at once using 1 left cubicle and 1 right cubicle. • Use paper towels to dry hands and dispose of them in the bin provided.
Corridors	<p>Safe movement around school:</p> <ul style="list-style-type: none"> • All to follow arrows to destinations. • All to keep a safe distance. • Hand sanitisers at various points around school and in all classrooms.
Classrooms	<ul style="list-style-type: none"> • You must sanitise hands on entry and exit of classrooms. • You must sit in the seating plan given to you by each subject teacher.
Break/Lunchtimes	<p>Staggered breaks and lunchtimes:</p> <ul style="list-style-type: none"> • You will be allocated an area for your year group. • You will order a packed lunch during form time. Lunches will then be left in your allocated area.
Offsite	<ul style="list-style-type: none"> • When you leave please continue to follow the guidelines and make your way home safely, socially distancing if you see our neighbours and others in our community • Face masks may be worn to and from school (and are mandatory on public transport) but should be removed on entering site.

