

## *Inspire, Empower to Shape the Future*

Returning to school in a COVID environment. (Summer Term 2020/21)  
Guidance for Parents and Students for returning to school.

At Borlase we have been running the Key Worker School since Lockdown began. We have clear rules and routines set up and a safe and welcoming environment for children to work quietly under supervision. Students have been bringing their own devices which is our preference, but if a child needs to use a school computer this is possible and one would be designated as theirs. We do not have catering on site, so students bring packed-lunches. Drinking water is available, but we do advise students to bring a drink with them.

During breaks and lunch time, students can go out and take fresh air or individual exercise on the field or sit socially distanced in the Cloister.

Although guidance is still to encourage secondary school students to work at home where they can, we are now extending the invitation beyond Key Worker children where the support of school is needed. If parents need their child to attend school to sit assessments, or to have a quiet learning environment or to access the required technology please read and sign to acknowledge you understand and agree to follow the protocols below.

- 1) If you wish your child to work on the school site, please contact Miss Rhian Williams, Assistant Head Safeguarding and SEND in the week before the return via [parents@swbgs.com](mailto:parents@swbgs.com). Please label **Return to School**.
- 2) Do **not** send your child to school if they feel at all unwell or have any of the COVID 19 symptoms - a higher than normal temperature, a new cough, loss of taste/smell. If your child feels unwell at school you will be contacted to collect them as soon as possible.
- 3) We only recommend visiting the site if your child can do this without using public transport. Students can be dropped off in the car park opposite the school and enter the school via the archway.
- 4) School starts at 8.40 a.m. therefore students need to sign in at Old Reception by 8.30 a.m. We are open from 8.00 a.m. They will be met at 8.30 and shown where they will be working. School finishes at 2.15 p.m. (or when an assessment is due to finish; some Year 10/12 assessments are later) and if students are able to leave at that time we recommend this. However, school can be open until 3.30 p.m.
- 5) Entry to the school site is via the Archway on West Street. Students need to sign in and out of school in Old Reception; there is hand-sanitizer in reception but we also recommend carrying a personal bottle.
- 6) On arrival students will be designated a work area where there is sanitizer available and told which toilets and wash hand basins they have access to.
- 7) Students need to work in their designated area maintaining the clear social distancing protocols.
- 8) Where one- way systems are in place, students need to follow these.

- 9) Students need to observe strict Social Distancing rules at all times. (Stand at least 2M away from any other student or staff member on site; stand back rather than cross if stepping into corridors)
- 10) Masks can be worn. We recommend this for corridors.
- 11) Students should not use shared equipment such as pens, books, devices etc;
- 12) At breaks and lunch, again, strictly observe Social Distancing Rules. Taking individual exercise on the field is welcomed but wear appropriate clothing to avoid needing changing rooms.
- 13) We require students not to leave litter but to use the bins provided.
- 14) Students must ensure they sign out when they leave the site at the end of the school day.
- 15) Other school rules on positive behaviour apply as usual.

The school is being regularly cleaned and we are now using an antiviral disinfectant in all areas which is recommended for managing COVID 19.

There is soap and paper towels in the toilets. There are hand sanitizer dispensers in key areas.

Despite the school taking measures to make the environment as safe as possible, there is still, as there is anywhere, risk. Students therefore need to **BE ALERT** and take their own personal measures to support hygiene. I recommend carrying a small bottle of hand sanitizer and tissues or a small towel, which you might want to use to dry hands.

**Please do not come on to the school site if you have any COVID symptoms or if you feel unwell or if anyone in your family falls into the vulnerable “shielded group”.**

**Name of Student**.....

**Year and Form Group**.....

**I have read and understood the guidelines on returning to school and will follow the agreed protocols.**

**Parent/ Carer’s Name** .....

**Signed**.....

**Student’s Name** .....

**Signed** .....

**Date** .....

Please complete this form and return to Miss Williams via [parents@swbgs.com](mailto:parents@swbgs.com).