

GUIDELINES FOR PHYSICAL SCHOOL RESUMPTION (COLLEGE)

This guidelines cover the following:

1. Drop off procedures
2. Pick-up off procedures
3. Assembly
4. Sitting arrangement/hygiene procedure/lunch and toilet breaks
5. School bus
6. Playtime
7. Swimming
8. P.E lessons
9. Uniforms
10. Attendance Schedule

DROP OFF PROCEDURE

- Parents are to wear their face masks when coming into the school premises to access the designated waiting areas.
- Parents and visitors to the school may not enter the main building until further notice.
- Drop off time @ 7.00 am for exam classes (Year 10, 11, 12 and OCT/NOV IGCSE).
- Drop off time @ 8.00 am for the other year groups (Years 7-9).
- Venue of drop off is the back entrance.
- Minimum of 4 teachers will be on duty will be stationed at the back entrance to ensure students have their safety kits.
- Active checking of the use of face masks
- Ensure students do not have their face masks on their chin
- Students will have their temperature checked upon arrival at school.
- Students will wash their hands before entering the building
- Students will be reminded about maintaining physical distancing.
- Students will go upstairs to their classroom to read a book, or attend intervention lessons.

PICK-UP

- Parents are to wear their face masks when coming into the school premises to access the designated waiting areas.
- Parents and visitors to the school may not enter the main building until further notice.
- Teachers on duty will go downstairs at 3.10 pm to start getting forms filled for pick up.
- This will be used to communicate with teachers/tutors to inform the students that are to be picked up.
- Teachers will use the walking talkie to send messages to class teachers, teachers on duty to get students ready for pickup.
- This process should last for an hour.
- Students are moved in a single file at 2 meters apart to the turf at 4.00 pm.
- Teachers on duty should be at the turf by 3.50 pm to receive the remaining students.
- They will check FIC before releasing students.
- Window for pick up is 3.15 – 4.00 pm daily.
- There is no arrangement for late pick-up

LESSONS

- Lessons will start at 7.00 am for examination classes (Years 10, 11, Year 12 and OCT/NOV IGCSE).
- Lessons will start by 8.00 am for the other year groups (Years 7-9).
- Ten minutes will be allotted after every lesson to give students break for fresh air outside the classroom.
- Lessons will be both physical & remote using our learning platform (Microsoft Teams)
- Physical attendance will alternate for the H&M arms with all exam classes present.
- Form tutors will be split into the main room and sub-rooms to further increase space between students.
- Lessons will be in class and outdoors.
- We will limit students' movement, i.e. teachers will go to students in their classes except for practical subjects.
- Lessons will end by 3.15 pm daily

ACADEMIC PLAN FOR PHYSICAL ATTENDANCE EASTER TERM											
WK	DATE	CLASSES									
1	06-08/01/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
2	11-15/01/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
3	18-22/01/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
4	25-29/01/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
5	1-5/02/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
6	8-12/02/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
7	15-19/02/2021	MID TERM BREAK									
8	22-26/02/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
9	1-5/03/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
10	8-12/03/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
11	15-19/03/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
12	22-26/03/2021	YEAR 7H	YEAR 7C GRP 2	YEAR 8H	YEAR 8C GRP 2	YEAR 9H	YEAR 10H	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL
13	29-31/03/2021	YEAR 7M	YEAR 7C GRP 1	YEAR 8M	YEAR 8C GRP 1	YEAR 9M	YEAR 10M	YEAR 11M	YEAR 11H	YEAR 12	PHYSICAL

- Our students have been grouped into two (H & M) the 'C' arm of the classes in Years 7 and 8 have been divided into group 1 and 2. The group 1 will come in with the 'M' group, while group 2 will come in with the 'H' group.
- They will come into the physical school on the weeks indicated on this schedule.

SCHEDULED WASH HAND PROCEDURE

- Before the first lesson in sets of 2
- During snack break in sets of 2
- Between periods 4-5 in sets of 2

SCHOOL BUS

- A designated teacher on duty will monitor students registered for the school bus.
- School buses will be sanitised before any child gets on it.
- Teachers will check the temperature of the students and ensure they use sanitisers or wash their hands before they get on the bus.
- Windows will be closed for safety.

ASSEMBLIES

- Will hold on Mondays and Fridays
- Assemblies will be virtual
- Assemblies will last for 10 minutes only.

CLEANING

- Classes will be cleaned after every lesson – table tops, cubicle area and doorknobs.
- Toilet seats will be cleaned hourly.

FOOD/LUNCH

- Will be taken in classrooms.
- Students should bring their bowl and cutlery in for lunch
- These items should be labelled and packed in a sealable/lunch bag.
- Students should take bowl and cutlery home after school daily.
- Tables will be cleaned before and after meals.

REQUIREMENTS

- 2 'cotton' face masks
- 1 face shield
- 1 hand sanitiser
- Lunch bowl
- Lunch bag

PLAYTIME

- Students will have scheduled playtime to reduce the number of students outside at the same time.
- No rigorous physical activities in our P.E lessons

UNIFORMS

- Students should wear their uniforms without using their blazers and ties.