

## Guidance for using the main school site years 7-11

### Before School

Students should not enter the site before 8:50 unless they arrive on school/public transport. Students to enter the site via their designated routes and at their designated start times. Students attending the sixth form will not be able to enter the main school site and their provision will all be in the BL6 building. We ask parents and carers not to enter the site to drop off students

8:50 Year 7 via BL6 gate

8:50 Year 11 via sports hall yard gate

8:55 Year 10 via sports hall yard gate

8:55 Year 9 via BL6 gate

9:00 Year 8 via main school entrance Y half and sports hall gate Z half

Students go direct to the classroom that is timetabled for their period 1 lesson using their designated route in to their year half zone. They are not to wait for friends, delay in corridors or enter into a different zone or take an alternative route. Any student that does this will be in breach of the school behaviour policy and puts themselves and others at risk.

Those coming on the buses are to go straight to their designated zones and will be supervised by members of the pastoral team.

### Lesson change over

There is limited movement of pupils to within year half zones for all lower school classes (years 7-9). There is some more flexibility for upper school with option subjects to allow the effective delivery of these. Teachers will be moving around the building to their next lesson and we require pupils to maintain high standards of behaviour at this time.

Expectations for changeover

- In years 7-9 students should stay within their zones during changeover and move directly to their next lesson.
- Year 10 and 11 students must move directly to their next timetabled lesson under teacher instruction and not hesitate or wait for friends or go to other parts of the school that are not on their designated route.
- Students to sit down at their designated desk as soon as they enter the classroom or must wait calmly sat at their desk for the lesson to begin and not move unnecessarily around the classroom between lessons
- Students to maintain a 2 metre distance from school staff and visitors

### Break Times

Break time is 15 minutes long and at break time each year group will have their own designated break zone, route to their zone and toilets to use

- Students to leave the classroom when the teacher dismisses them and follow their designated route to their break space, without delay.
- Once at their break space they may use the toilets designated for their year group.
- Students are not to leave their designated zones at any times and if they need any assistance or feel unwell they are to see the staff on duty in their zone.
- Keep the school tidy and use the bins provided

- Look after each other, show kindness, look after the safety of themselves and others, show respect to their peer group and staff at all times
- Students to maintain a 2 metre distance from school staff
- At the end of break to return to their classroom via their designated route without delay

Any pupil who does not adhere to these expectations will be in breach of the school behaviour policy

### **Lunch Times**

At lunch each year group will have their own designated break zone and eating area. Lunch is 50 minutes long and students will spend 25 minutes in their eating area and 25 minutes in their break space. They will have designated routes to these zones and designated toilets to use. Hot and cold food will be available to purchase in each of the eating zones. Year 11 pupils will not be able to leave the site at lunchtime unlike previous years and will need to remain on the school site.

- Students to leave the classroom when the teacher dismisses them and follow their designated route to their break/eating area, without delay.
- Once at their break space they may use the toilets designated for their year group.
- Students are not to leave their designated zones at any times and if they need any assistance or feel unwell they are to see the staff on duty in their zone.
- Keep the school tidy and use the bins provided
- Look after each other, show kindness, look after the safety of themselves and others, show respect to their peer group and staff at all times
- Students to maintain a 2 metre distance from school staff
- At the end of break to return to their classroom via their designated route

Any pupil who does not adhere to these expectations will be in breach of the school behaviour policy

### **School Toilets**

Students should use these at break and lunchtimes. They must use the toilets designated to their year group. To not use them as social spaces or wait for friends while using them. Students should take care to wash their hands thoroughly and keep them clean and tidy using the bins provided

### **At the end of the school day**

Pupils to leave the site through the routes that they enter at their designated time

3:10 Year 7 via BL6 gate

3:10 Year 11 via sports hall yard gate

3:15 Year 10 via sports hall yard gate

3:05 Year 9 via BL6 gate

3:15 Year 8 via main school entrance (Y half) and sports hall gate (Z half)

Those students taking buses must go straight to their bus without delay. Those walking home or being collected must leave the school site immediately without delay and are not to gather in groups by the exits. Parents and carers are not enter the school site to collect students.

### **Hand sanitiser**

We have sanitiser stations around the site and in every room. Students will be expected to sanitise on entry to each room and before eating and they must wash their hands for 20 seconds after using the toilet