

Day to Day Procedures for Students

Respect for our School and our Community – Personal Responsibility – Co-operation

Entering a Room

- If you are moving to a new room, you must follow the one way system to that room
- On arriving at the room, you should socially distance queue outside the door if necessary
- Those leaving the room have right of way (No one can go into the room until everyone else has left)
- You must sanitise your hands on entering the room
- You must wipe down the desk and chair you are using
- You must sit in your assigned seat for the duration of the class
- You must wear a mask if 2 metre distance cannot be maintained

Leaving a Room

- All belongings must be removed from your desk
- All rubbish placed in the bin
- You must sanitise your desk and chair
- Make sure sanitising sprays and blue roll are in basket
- Check desk to make sure it is in correct position
- Push in your chair
- Sanitise your hands on leaving room and move promptly using one way system to next room

PPE

- All students have a pack containing 2 disposable masks, personal sanitizer and anti-bacterial wipes.
- Label your bags immediately and keep with you at all times. All PPE bags / PPE found around school will be dumped
- This starter pack is a once off and will not be replaced.
- We will provide masks if a student forgets or loses one during the day. However, any students who fails to take personal responsibility and abuses this system, will be charged for replacement masks.
- If you can't find your masks or have forgotten it, tell a teacher immediately and they will give you a note to go to the office and get one. You must have a note and cannot go to office without one

Using bathrooms

- You can only use bathrooms at break time and during class with a teacher's permission
- You cannot go to the bathroom between classes
- All bathrooms have a limit on the number of people who can be in there. This is written on the door and must be adhered to at all times
- If the bathroom is full, you must socially distanced queue outside
- Please sanitize your hands on entering bathroom and wash your hands thoroughly before you leave
- Please make every effort to keep bathrooms tidy
- Bathrooms will be cleaned regularly and will be checked for soap

Using Locker

- Must wear a mask when using locker
- Try not to use if the area is busy
- Do not linger at your locker or talk to another student whilst using it
- If you are not using your locker, you should not be standing in the area
- Use in morning, at break time and lunch time and after school
- Do not use lockers in between classes
- Use of lockers under review – if it is deemed unsafe, we will remove access

Location of Lockers

- 1st year lockers in classrooms
- 2A lockers in canteen
- 2B in base room
- 2C in base room
- 3rd year lockers in canteen
- 5th year lockers in canteen
- 6th year lockers in 6th year area

Moving around the school

- Must use the one way system which is marked on floor
- Those leaving a classroom have right of way
- Those coming downstairs have right of way
- Must wear a mask at all times
- Must physically distance – maintain a 2 metre distance from those around you where possible

Breaktimes / Lunchtimes

- Must use designated areas
- Maintain a 2 metre distance whenever possible
- Students who are sitting 2 metres apart responsibly do not need to wear masks. This is encouraged.
- Students who are moving must wear mask
- Students can remove mask when eating / drinking
- Please clean hands before and after eating
- All students can use outdoor space so long as they maintain a physical distance

Designated Areas

- 1st Years: PE hall
- 2nd Years: PE hall
- 3rd Years: Canteen
- TYs: Sailing Centre
- 5th Years: Canteen
- 6th Years: 6th year area

Canteen

- Food for 11.00 can be order before 8.55 in the canteen
- Food for 13.20 can be order before 8.55 or at 11.00
- Students must queue in a socially distanced manner
- Please pay for and collect food promptly
- Please place rubbish in appropriate bin
- You cannot refill water at school whilst we are operating under Covid restrictions. Remember to bring enough water for the day.

Arriving / Leaving school

Prior to 9.00

- All student must enter through the Colla Road Entrance prior to 9.00 in a socially distanced manner
- 6th years then turn right to their area
- 1st and 2nd years turn left to enter through their entrance
- 3rd, 4th and 5th continue straight to the canteen

9.00-15.55

- All student must use designated entrance / exit for their year group

- 1st Years: Staff entrance
- 2nd years: Room 6 entrance
- 3rd years: Courtyard entrance
- Transitions years: Room 6 entrance
- 5th Year: Courtyard Entrance
- 6th Year Courtyard Entrance

At 15.55

- All student must exit through the Colla Road in a socially distanced manner

Attendance

The main symptoms of Covid 19 are:

- A high temperature
- A cough
- Shortness of breath
- Loss of change to your sense of smell or taste

You must not come to school if you are experiencing symptoms. Stay at home, phone your GP and wait for their advice. You must also phone the school and let us know you are staying at home.

- If you have been out of the country, you cannot come to school until 14 days have passed

If you feel sick during the school day tell a teacher

If you have Covid 19 Symptoms, the following will happen:

- The teacher will send another student to get Ms. Buckley or Mr. Drinan
- Ms. Buckley/Mr. Drinan will bring you to an isolation room where there will be a chair, water and tissues
- The school will call your parents/guardian
- You will wait in the room until your parents/guardian arrive
- Ms. Buckley/Mr. Drinan will bring you to your parents/guardian's car
- If a parent/guardian cannot collect you, alternative arrangements will be made
- You will need to go directly home and self-isolate
- You should contact your GP immediately and follow their advice
- Your parents should update the school

If you are sick but you don't have Covid 19 symptoms, the following will happen:

- Your teacher will send you to Mr. Drinan/Ms. Buckley's office

- If we are not available, you can go to the main office
- Your parents will be called to come and collect you
- You will wait in the hall outside Ms. Buckley/Mr. Drinan's office to be collected.

Attendance at school is vital if you are to reach your academic potential. You should avoid being absent unless you are sick.

If you are late to school:

- Sign in at the main office
- Get your journal stamped
- Go directly to class using the one way system

Using the Office

- You should only go to office if you have been directed to do so by a teacher or if you need to contact home
- Knock and Wait. You must not enter without permission

The Staffroom

- You should only go to the staffroom if you have been directed to do so by a teacher or if there is an emergency
- Knock and Wait. You must not enter without permission
- If you need to speak directly to a teacher outside of class, you should email them and explain this and they will organize a time to meet with you or answer your query via email

Student Email & Teams

- You should check these daily
- Please remember that teachers are not available 24/7. You can contact them via email outside of school hours but they may not get back to you until the following school day.

Worries / Concerns / Suggestions

There are lots of people in the school who want to support you. If you have any worries/concerns/suggestions about our Covid 19 Response Plan consider talking to:

Tutor / Year Head / Teacher / Guidance Counsellor / Chaplain / Student Council Member / Ms. Buckley / Mr. Drinan