



# DOMINICAN COLLEGE

## Important Information for pupils/parents/carers March 2021

**If a pupil appears unwell or displays any symptoms of Covid-19, they should not be sent to school.**

Symptoms of Covid-19 include:

<b>High temperature</b>	this means you feel hot to touch on your chest or back
<b>New continuous cough</b>	this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual)
<b>Anosmia</b>	this means the loss or a change in your normal sense of smell (it can also affect your sense of taste)

*Pupils who develop these symptoms while in school will be sent home. (Parents will be contacted)*

### Social Distancing

Pupils should maintain 1 metre social distancing where possible.

- Government guidance states that “**social distancing of 2 metres (2m) will remain in place between adults** and as far as possible between adults and pupils”. It is essential that every member of staff and pupil take responsibility for ensuring that they maintain this distancing at all times and in all areas of the school.
- A one-way system for movement around the school has been developed. This should be strictly adhered to by pupils.
- Specific doors have been designated for entry to and exit from the school as part of the one-way system.
- Directional signage is displayed throughout the school to provide guidance on the one-way system and ensure social distancing.
- There will be no assemblies until further notice
- Pupils should spend time outdoors at break and lunch if the weather is dry.
- The school day will start at 9.00am (our pupils naturally arrive at staggered times due to different arrival times of buses)
- Ideally, pupils should not arrive before 8.30am. Pupils who, due to travel requirements, need to arrive before then should proceed to Siena restaurant. No pupil may arrive before 8.00am.
- Pupils arriving before 8.30am, should proceed to Siena restaurant, otherwise they should proceed to their classroom
- Years 8 – 10 will start each morning at 9.00am and leave school at 3.20pm.
- Years 11 & 12 will start each morning at 9.00am and may leave school after Period 6 at 3.10pm.
- Years 13 & 14 will start each morning at 9.00am and may leave school after their final timetabled class of the day. This will be by arrangement with their Head of Year.

## **Hygiene/Sanitising**

- Pupils and staff must sanitise their hands on arrival at school and either wash or sanitise their hands at regular intervals throughout the day (emollient cream should be applied regularly to protect skin)
- There are foot-pump sanitising stations at the 4 arrival points as well as entrances to Siena Restaurant and Bistro entrances. There is an automatic sensor sanitiser at the additional staff entrance at the rear of the Science rooms.
- There are hand sanitisers on the wall in every classroom.
- Sanitising spray is available on every teacher's desk.
- Senior pupils (who will need to move rooms throughout the day) have access to paper roll to clean their desks before leaving the room between classes (teacher controls use of spray).
- Good natural ventilation will be maintained by opening windows and ensuring all internal doors are kept open.
- Contact with all surfaces should be kept to a minimum and to this end, all internal doors will be kept open where possible
- All pupils should, practise regular hand washing and observe high standards of individual respiratory hygiene i.e. Catch it, bin it, kill it. Staff will insist on pupils also observing these practices.
- Pupils should avoid touching their eyes, face, nose and mouth.
- There will be daily enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.

## **Face coverings (in line with DENI Education Restart Guidance 5<sup>th</sup> March 2021)**

*In light of the latest scientific advice from the World Health Organisation, and from the Chief Medical Officer and Chief Scientific Officer, the advice on the use of face coverings within education settings, unless a [reasonable excuse](#) applies under public health guidance is as follows:*

- *It is compulsory for post primary pupils to wear face coverings in school and at drop off pick up areas unless an exemption applies.*
- *Face coverings must be worn by adults and are compulsory for pupils/young people in post-primary schools (including independent and grant aided schools) in classrooms and when moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain.*
- *In line with the current arrangements for public transport, it is mandatory for all pupils of post primary age to wear a face covering on public transport or school transport unless they have a reasonable excuse not to. Examples of reasonable excuses include physical or mental impairment or disability, and causing severe distress.*
- *Outside of classrooms, face coverings must be worn by adults and pupils where they cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people; and, by all adults visiting the school site.*
- *Face coverings must be worn for activities that entail large numbers of staff or pupils within an enclosed space where social distancing is not possible.*
- *Pupils must use face coverings during the routine school day, it is considered best practice for teachers and support staff to wear them*

## **Face Covering Exemption**

Any pupil who is exempt from wearing a face covering, should, in the first instance liaise with the Vice-Principal, Miss Chambers. Classroom teachers will allocate a seat to any pupil not wearing a mask in a specific location in the class, to minimise risks to the pupil concerned and others in the classroom.

## **Uniform**

- Pupils should wear their normal school uniform. The usual high standards of personal hygiene and laundering should be observed.
- Pupils may not change clothing in school, and therefore, should wear their **Dominican College PE kit** to school on days that they have timetabled PE classes. Pupils are not permitted to wear other sports wear to or from school. Only approved items of PE kit should be worn.

## **Classrooms & Teaching**

- Following guidance (DENI) Year 8, 9 & 10 pupils have been given designated classrooms/zones and teachers will move to these classrooms. (Year 8 & 9 on the C corridor, Year 10 on the B corridor)
- Year 8 – 10 will be taught all subjects, however practical lessons are currently suspended.
- Year 11 – 14 pupils will move to various locations. As far as possible, single desks have been put in classrooms where larger groups are to be taught.
- Desks in classrooms have been rearranged to ensure that all pupils face forward as this has been shown to reduce the risk of virus transmission
- Pupils will be assigned particular desks as far as possible

## **Equipment/Resources**

- Pupils should only use their own equipment and resources, and should carry their belongings with them at all times. No belongings should be shared or left on any surfaces.
- Pupils should bring a school bag with all their equipment, food and refreshments. All belongings should be clearly labelled.
- Where possible, work-stations will be allocated consistently to the same pupils rather than having spaces that are shared. Each workstation should be wiped down and disinfected before the next person uses it. Pupils will assist with this process between classes.
- Where possible, the sharing of resources should be avoided. When this is not possible, shared equipment should be cleaned down prior to use. Pupils will assist with this process between classes.

## **Transport to and from school & parental access to school**

- Guidance from DENI is that pupils should avoid travelling to and from school on public transport.
- Those travelling on public transport must comply with the requirement to wear a mask while travelling.
- Parents/carers/visitors must not enter the school without a prior appointment and should wear a mask while in the building.
- Parents should not drive onto the school site, with the exception of the morning drop-off which will be at the Sports Hall entrance. This entrance cannot be used after school as it is reserved for buses.
- In the interests of pupil safety, parents will not be permitted to drive onto the site at the end of the school day at all.
- Parents of pupils with complex needs or disabilities, who normally drop their children off within the school building, should contact the school to make arrangements.

## **Canteen**

The school canteen will be operational from 22<sup>nd</sup> March at Break and Lunch time each day. A limited service will be provided. Senior pupils bringing packed lunches, should take lunch in their Period 4 classroom or outside. Break should be taken in their Period 3 classroom or outside.

## **Pupil Toilets**

- Main toilets at atrium (Year 8, 9 & 10)
- Accessible toilet at Atrium (vulnerable pupils)
- Sports Hall toilets (Year 11 & 12)
- Sixth-form centre toilets (Year 13 & 14)
- Sixth-form common room toilets (Year 13 & 14)

Staff will monitor numbers of pupils and pupils must observe orderly, distanced queues outside.

## **Arrival at school in the morning - Pupil Entrances**

- 1 Atrium doors - cleaning stations (sanitisers)
- 2 Sports Hall door - cleaning station (sanitisers)
- 3 Somerton Road door - (sanitisers)
- 4 Brown doors at St Mary's/Siena (sanitisers in hall way)

## **Leaving school in the afternoon - Pupil Exits**

- 1 Exit at middle staircase door
- 2 Exit at back staircase door
- 3 Exit door at Mr Hughes' Office door
- 4 Exit at back Science door (facing library corridor)
- 5 Exit at Technology door for pupils leaving from A1-A9
- 6 Exit at fire door in the Atrium for pupils leaving from A1-A9

## **Leaving school building at break and lunch to go to Siena**

- 1 Exit at Mr Hughes' Office
- 2 Exit at fire door in the Atrium and turn left towards ramp
- 3 Exit at fire exit (stone steps) on Library corridor
- 4 Exit at fire exit in sixth-form study

## **Evacuation Procedures (Green & White Signage)**

In the event of evacuation being necessary (e.g. in the event of a fire or other incident), pupils and staff should leave the building by the nearest available exit. Follow the green and white exit signs. This will override the One-Way system.

## **Pupil Behaviour**

The school's pupil behaviour policy has been reviewed to ensure that it covers COVID-19 related incidents, and as a means to prevent flagrant abuse of the COVID -19 risks, makes provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk

## **Contingency**

In the event of a further national or local outbreak of the virus resulting in school closure, learning will continue as before through Microsoft Teams. Pupils will continue to use Teams even while attending school which will ensure continuing development of skills needed for effective Online learning.

*This guidance will be kept under review and will reflect updated guidance from DENI, EA or PHA.*