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|  | **Covid-19 Lockdown Protocol 2020**  **Year 10 Face to Face Engagement Meeting (June 2020)** | C:\Users\stgr05.DENTON.000\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\DCC Motto.png |

The following information is aimed at providing a consistent approach to the operating of DCC during the Covid-19 lockdown. This document aims to clarify our expectations of Year 10 students when accessing face to face engagement sessions with members of staff at DCC during lockdown.

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| **LOCKDOWN PROVISION** |
| Please note that all conditions set out in this section must be agreed to by a parent or carer for a student to access their allocated Face-to-Face Engagement Meeting at Denton Community College during the period of lockdown. |
| **YOUR INVITE** |
| During the week beginning 8th June 2020 you will receive an invite letter/email to a Face-to-Face Engagement Meeting with a member of staff at Denton Community College. This meeting will be a one-to-one session and will take no longer than 45 minutes. If you are unable to attend the meeting please inform the College via email or telephone so that we can arrange a telephone or video conference with you during your allotted time slot.  To ensure the health and safety of all stakeholders, we have set out some clear instructions and expectations for your visit. This will help you maintain social distancing whilst on the College site as well allowing us to maintain the recommended levels of hygiene and cleanliness within the building. |
| **EXPECTATIONS OF STUDENTS - Upon arrival** |
| * Please arrive at the College main entrance no earlier than five minutes before your allocated time slot. * Upon arrival please stand in one of the clearly marked and social distanced squares until invited into the reception area (one student per square). * You will be met by a member of staff and escorted through reception into the drama corridor. * A register of attendance will be taken when you enter reception. * Whilst in reception we ask you to use the hand sanitiser station. * Whilst in reception you will have the opportunity to go to the toilet. If you do use the toilet please inform a member of staff so that it can be appropriately cleaned before the next occupier. * Please note that there will be clear 2 metre guidance marked out on the floor to help you socially distance. |
| **EXPECTATIONS OF STUDENTS – Transition through the building** |
| * The member of staff will escort you to the science area. * As you move through the building you are expected to maintain social distance using the 2 metre guides clearly marked on the floor. * Upon arrival at the science area you be asked to wait in the clearly marked socially distanced square outside your pre-allocated classroom. * Please wait in this square until asked to enter the classroom by the member of staff with whom you have your meeting. * Please note that you have travelled through the building in one direction, you are asked to follow the instructions given to you and note reverse your journey at any point. |
| **EXPECTATIONS OF STUDENTS – In your meeting** |
| * When invited into the classroom you will be directed to a clearly identified desk which will be at least 2 metres from the teacher’s desk. * Upon sitting down please use the hand sanitiser provided on the desk. * Tissues will be provided for you on the desk. If used tissues should be placed in the bin (with a lid) positioned next to your desk. * On your desk will be any items such as letters or bespoke instructions from your teachers that we wish you to take with you. * During your meeting please do not get up from your desk or move around the room unless directed to do so. * During your meeting if you feel the need to cough or sneeze please turn away from the teacher and do so into your hand or a tissue. Dispose of the tissue into the bin and use the hand sanitiser provided. Failure to do so may mean that your meeting is cut short as the room will have to be cleared and cleaned prior to further use. * During your meeting the teacher will follow a pre-determined script that will focus on your progress and engagement during lockdown as well as supporting your wellbeing. * Instructions on how to prepare for your meeting will be shared in your invite letter/email. |
| **EXPECTATIONS OF STUDENTS – Leaving your meeting** |
| * At the end of your meeting you will be asked to leave via the fire doors from the classroom into the staff car park. * Please do not leave the classroom via the main doorway. * When leaving the room you will be invited to again use the hand sanitiser or to wash your hands in the clearly marked sink. * Please take all your belongings with you. * You will be supervised as you walk through the car park to the exit gate where you will then be able to leave the College site. * Please do not try to re-enter the building via the front doors. * Please do not socialise with students that may be waiting at the main entrance for their allocated slot. |
| **KEEPING THE BUILDING CLEAN** |
| * If you use the toilet please inform a member of staff so that it can be cleaned before the next occupier. * As students move from the reception area a member of our site team will clean down the toilets and surfaces such as door handles. * You will only be allowed to use the toilet in the main reception area. * As students exit the classroom at the end of their session a member of the site team will clean down the door handles, surface, table and chair that the students has come into contact with prior to the arrival of the next student. * A spare classroom will be set up for meetings so that in the event of a student or staff member coughing and sneezing, the next meeting can be accommodated whilst the room receives a deeper clean. |
| **PLEASE** |
| * Arrive at your allotted time slot * Follow all instructions that are given to you. * Take notice of floor markings and warning posters. * Only use the toilet that is in the reception area. * Use the hand sanitisers that are available to you. * Minimise touching surfaces as you move through the building. * Always maintain a social distance of at least 2 metres. * Only move in one direction through the school building. * Wait until you are invited into the classroom. * Turn away and cover your mouth and nose if you are about to cough or sneeze. * Use tissues and dispose of them correctly. * Exit the science rooms via the fire doors. * Leave the College site as soon as possible after your meeting. * Act responsibly and respectfully at all times. * Stay safe and healthy. |

Please Note – These expectations and the guidance set out in this document is aimed at ensuring the health and safety of stakeholders (students and staff) is maintained at all times. If your actions at any time contradict the expectations and instructions set out in this document, they will be considered a deliberate breach of health and safety. You will be asked to leave the premises immediately and you will receive a fixed-term exclusion. Further learning opportunities will be restricted to our remote learning platform for the remainder of the academic year.