



## Covid-19 Lockdown Protocol 2020

### Option Days (July 2020)



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 option day sessions with members of staff at DCC during lockdown.

#### 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 option day sessions at Denton Community College during the period of lockdown. Each option day will host tutorials from option subjects as follows:

- Monday 6<sup>th</sup> July 2020 - art, photography & geography
- Wednesday 8<sup>th</sup> July 2020 - dance, drama, French, music, product design, textiles, hospitality & catering
- Friday 10<sup>th</sup> July 2020 - business studies, child development, computing & PE
- Tuesday 14<sup>th</sup> July 2020 - history & PE

#### YOUR INVITE

During the week beginning 29<sup>th</sup> June 2020, you will receive an invite email to a series of sessions based around the core subjects of English, mathematics and science as well as option subject tutorials. Each session will be delivered by subject specialists and your option subject tutorial by your class teacher. If you are unable to attend these sessions, please inform the College via email or telephone prior to your allocated session.

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.

Please ensure you bring a pen, pencil, ruler etc. with you each day. You may also wish to bring a school (or carrier) bag with you each visit. This will enable you to transfer any books / materials home that are of use in completing the work that will be set for you over the summer.

Please note that you are not required to wear school uniform on your visit. We do, however, expect your clothing and footwear to be sensible and appropriate for a school environment.

#### THE ROOMS

- Tutorials for business studies, child development, French, geography, history & photography will take place in classrooms in the Years 7 & 8 Homebases.
- Tutorials for computing will take place in the ICT suite.
- Tutorials for PE will take place in the PE theory room.
- Tutorials for art will take place in Art 1 & Art 2.
- Tutorials for product design will take place in MM1 & Art 1.
- Tutorials for textiles will take place in the textiles room.
- Tutorials for hospitality & catering will take place in the food technology room.
- Tutorials for drama will take place in Drama 1 and dance will take place in SC7.
- Tutorials for music will take place in MU1 & MU2.
- Please do not eat and only drink water you have brought with you from home when in the room.
- If you are required to wait in College between tutorial sessions, you should use the identified socially distanced waiting area on the boulevard between the Year 8 and Year 9 Homebases.
- You will not be able to access the water fountains when in the building.

#### EXPECTATIONS OF STUDENTS - Upon arrival

- Please arrive at the College via the Taylor Lane gates not the Crown Point North entrance.
- Please arrive no earlier than five minutes before your allocated time slot.
- Please wait in the area outside the main entrance at the front of school until you are invited to enter the building.

- Please keep a social distance of at least 1metre from your peers whilst waiting.
- Please do not share food or drinks with your peers whilst you are waiting.
- Please do not attempt to enter the building via any entrance until you are met by a member of staff.
- A member of staff will come outside, call your name and inform you of your classroom.
- Please use the hand sanitisers which are available as you enter the building.
- Please remain at a social distance of at least 1 metre moving through the building to your room.
- Please do not touch any other student whilst waiting, or in transit to your room.

#### **EXPECTATIONS OF STUDENTS – Moving through the building**

- Please remain at a social distance of at least 1metre moving through the building to your room.
- Please do not touch any other student whilst waiting or in transit to your room.
- Please follow all signage and directions given to you by members of staff. There will be different signage in operation each day depending on the rooms being used for the tutorials. These signs will indicate the one way systems in place to ensure student pathways do not cross.
- Please note that staircases on option days will operate in one direction:
  - Dance / Music (up)
  - Year 7 Servery / Explore Exit (up)
  - Drama / Art (down)
  - All staircases within the Homebases (down)
  - PE/Technology staircase (down)
- If you find yourself on a staircase or in a corridor with students coming the other way, don't panic! Step to one side and let them pass.

#### **EXPECTATIONS OF STUDENTS – In the sessions**

- Upon arrival at your classroom you will be asked to wait outside.
- Please maintain a social distance of at least 1 metre whilst waiting.
- You will be invited into the classroom one at a time and allocated a seat by the teacher. This seat will be your seat for the remainder of the session.
- Once seated you are not permitted to stand or move about the classroom.
- Any materials you need will be provided for you.
- Please do not share pens, pencils etc.
- Please do not eat whilst in the room.
- The maximum period you will be in the classroom is 45 minutes. We recommend that you visit the toilet before the start of the tutorial so that you don't miss any information.
- If you do require the toilet, please put your hand up and wait. Another member of staff will be contacted to escort you.
- Please do not leave the room without permission.
- Hand sanitiser will be available in each classroom.
- DO NOT disrupt the lesson or the learning of other students.

#### **EXPECTATIONS OF STUDENTS – Break / Free Session**

A break has been built into each session between tutorial 2 and 3. In addition, you may find yourself attending tutorial 1 & 3 of a session. If this is the case, you may remain on site during tutorial 2. During the periods when you are not in a tutorial:

- Maintain a social distance of 1metre at all times.
- During break you may stand outside of the Homebase.
- If you are required to wait in College between tutorial sessions, you should use the identified socially distanced waiting area on the boulevard between the Year 8 and Year 9 Homebases. Do not wait in the Homebase breakout area or any other part of the building.
- Please use this as an opportunity to stretch your legs and visit the toilet.
- Where possible, please use the toilets on the same floor as your classroom.
- Please consider each block of toilets in the Years 7 & 8 Homebases as gender neutral.
- Please wash your hands thoroughly after use.
- If sitting in the Homebase breakout area, please note that the chairs around each table have been socially

distanced. Please do not move chairs to other tables in the Homebase.

- If you are eating food, please dispose of your litter in the bins provided.
- Please note the canteen serveries will not be serving food during the period of time you are in the building.
- There will be no guaranteed warning bells between each session or at the end of break. You will be expected to be outside of your classroom at the start of each tutorial.

#### **EXPECTATIONS OF STUDENTS – Exiting the building**

- At the end of your tutorial you will be dismissed from the classroom.
- If you have no further tutorials that day please leave the building immediately so that the rooms and Homebase can be cleaned prior to the next session.
- After your tutorial you should leave via the Community Entrance near to PE. Here you will be able to sign out and exit the car park via the pedestrian gate.
- You will not have access to the Crown Point North exit.
- Your exit from the building and College site will be monitored to ensure social distancing of 1metre is maintained.

#### **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 toilets in the Years 7 & 8 Homebase.
- 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 1 metre.
- Wait until you are invited into the classroom.
- Sit where you are invited and remain in your seat.
- Do not move around the classroom.
- Do not make physical contact with any other person whilst in classroom or on the College site.
- 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 routes identified in this document.
- 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. This includes the disruption of the lesson or the learning of others.