



Community Education Programme (Autumn 2021)

PROTOCOLS FOR STUDENTS

Please follow these protocols at all times.

On the first evening, all students will enter via the main Reception Doors, from then on, students may be asked to arrive/park in certain areas, entering the school through different doors, depending on the location of the class. This will help reduce the flow of students on the corridors and congestion in the car parks.

Classrooms and teacher's desks will have been cleaned after school, prior to Community Education attendees arriving.

Although social distancing is not required, we have capped the numbers in classes to allow for approximately one student per table in classes which are laid out with desks.

While we are not asking students to socially distance in class, please sit with consideration for other class users (for example, 4 students who wish to can sit together, but please bear in mind that this may mean that other students who would prefer to be further away from other attendees may need to move).

As a result of the reduction in numbers of enrollees in some classes, the overall number of students attending on any given evening is greatly reduced.

We ask that tutors and students act with consideration for other attendees, who may not have attended any group activities over the last 18 months.

Hygiene/Cleaning/Handwashing

This is particularly important after going to the toilet, touching faces, coughing, sneezing or working outside, before and after eating and whenever changing classrooms / work areas. There is hand sanitiser available in school, but you may wish to bring your own small bottle.

Please sanitise your hands

- On arrival
- On leaving
- BEFORE and AFTER passing resources to each other or touching any equipment which belongs to your fellow students or tutors
- Students are asked to bring their own tissues and equipment/pens/paper to classes.

Face Coverings

Students and tutors have an option to wear a face covering when:

- Moving around the school, such as on corridors
- In enclosed and crowded communal areas, such as waiting outside of classrooms or in Henry's Diner
- Evening class tutors and students may wear a face covering in the classroom, as they prefer. See Close Contact below for further information.

Ventilation

- Tutors will take responsibility for maximising ventilation in the room / space they are using.
- Maximising ventilation is key, so **you may need to bring additional clothing** to wear to keep yourself comfortable in the classrooms.

Close Contact

- Although the concept of 'social distancing' no longer forms part of the updated government guidance, tutors are encouraged to avoid unnecessary close contact with students for prolonged periods.
- If your tutor needs to spend some time close to a student (for example, showing you how to thread a sewing machine in a practical lesson), they may ask you to wear a face covering.

In the classroom

- For individual and very frequently used equipment, such as pencils and pens, tutors and students should have their own items that are not shared, wherever possible.

Coffee Breaks/Henry's Diner

- We will still be offering the facility to go to Henry's Diner to have a coffee break. Please support this to enable us to continue to provide this service.
- We appreciate that some students and tutors may not wish to join the coffee break in Henry's Diner initially, but we would ask that you do not bring drinks back to the classroom.
- Tutors and students should wear a face covering on the corridors and in the queue to purchase their drink.
- Please support our Sixth Form students and your tutor by taking a coffee break of no more than 15 minutes and leaving promptly, to facilitate the flow of people in Henry's Diner and allow the Sixth Form students to clear up.

After the first week

- In order to reduce congestion, we have relocated some classes to alternative areas of school. On the first week, your tutor will provide advice regarding the most sensible place to arrive for, and leave after, your class.

Students displaying symptoms or required to self-isolate

- Students who are displaying symptoms of Coronavirus **must not come into school** and should follow government guidance on self-isolating including test and trace.
- Students whose household members are displaying symptoms of Coronavirus must follow government guidance regarding self-isolating including test and trace.
- Students who develop Coronavirus symptoms (however mild) in between attendance times, or whilst on site, should follow government guidance regarding self-isolating including test and trace.
- Students who are on site when they develop symptoms should go home as soon as possible.
- Students returning to England from abroad must follow the current government guidance regarding testing and self-isolation.

Lateral Flow Testing

While it is not a requirement to take a lateral flow test before attending your course each week, you may wish to do so. Lateral Flow tests are available free of charge from many pharmacies or can be ordered from the NHS [here](#). There is no need to report the result to school. If you should record a positive lateral flow test, please follow the government guidance regarding self-isolation and test and trace.