

Summary Procedures for Students on their Return to School

Typical day at school:

Key points:

- ✓ **Arrival**
- ✓ **Corridors**
- ✓ **Lockers**
- ✓ **Uniforms**
- ✓ **Classroom Sanitization Procedures for all students in all classrooms**
- ✓ **Students who begin to feel unwell during the school (does not go to tutor now which was our usual procedure-see below for more details)**
- ✓ **Mobile Phone Policy**
- ✓ **Toilets**
- ✓ **Small Break Arrangements**
- ✓ **Big Break Arrangements**
- ✓ **Exiting the School procedures**

A) On Arrival

- ✓ -Put on face mask before entering the building
- ✓ -You can enter through 3 doors (1st years: Tutors will show you these doors)
- ✓ Student entrance
- ✓ Back door beside A biology Lab
- ✓ Back door from yard
- ✓ -Sanitise when you come inside the door
- ✓ If you are here before 8:30 am then you go straight to the canteen or the yard (we will have seats in there but not at the moment)
- ✓ From 8:30am all student's need to make their way to their tutor rooms. This is to avoid congestion on the corridor. SANITIZE your desk when you reach your tutors room, then take your seat.

B)Corridors:

- ✓ **Two way system** in operation. Follow the arrows. Stay left!
- ✓ **One way system** for B8 (Ms. Collopy)/B9 (Mr. Kelly) classrooms. When you are exiting these classrooms turn right onto black stairs.

C) Lockers

- ✓ No lockers for 1st/2nd years. 9 soft back copies or pukka pad, possibly some workbooks required
- ✓ A lot of your work from the book will be done in class where the teacher will display on the screen the e book
- ✓ 3rd,5th & 6th years will have lockers. Keys allocated on 1st day back-NB not to forget your locker key-**NO SHARING**

D)UNIFORMS

- ✓ Uniform is one of our most basic rules.
- ✓ Very strict policy on uniform including the wearing of appropriate shoes. If you are not wearing full uniform at tutor time, you will be sent to Deputy Principal, and home will be contacted.
- ✓ Clean uniform. If it is soiled or visibly dirty it has to be washed.

E)Classroom Sanitization

- Teacher Based Classrooms are in operation, so you, the students will be moving around from class to class.
- On arrival at a new classroom you follow the same steps every time. You are in charge of clearing your own desk. **Do not sit at a desk unless YOU have firstly cleaned it down.**
- ✓ *Take a wipe from the teacher's desk (these are large, industrial sized, anti -bacterial wipes)*
- ✓ *Use the wipe to clean and sanitize their work station (i.e. their desk, chair)*
- ✓ *Place the used wipe in the bin*
- ✓ *Sanitize their hands*
- ✓ *Take their seat*
- Once class has finished, students will sanitize when leaving the classroom and move along the corridor to the next class. The above cleaning and sanitizing of their desks and chairs will be **performed in every class that students go into.**

F) Students who begin to feel unwell during the School Day

- ✓ Advice to all students: If you are sick-PLEASE STAY AT HOME
- ✓ If you begin to feel unwell during the school day, report to the teacher who is teaching you. That teacher will send you to either Principal/ Deputy Principal-NOT THE ADMIN OFFICE. Students should not approach admin office at any time unless you have spoken to Principal/ Deputy Principal. We will make contact with home if needs be.

G) Mobile Phone Policy

- ✓ More use of phone as a learning device:
- ✓ Students will have full permission to use their phones in class, only when the teacher is present and instructs them to do so.
- ✓ **NOT SEEN, NOT HEARD, NOT CONFISCATED** still remains

H) Toilets

- ✓ We have 2 main toilet blocks. Going forward all toilets will be available to all students- no distinction between Junior & Senior.
- ✓ Students should use the toilet facilities at break times
- ✓ If you need to use the toilet during class, raise your hand and ask the teacher's permission.
- ✓ Teacher will not be signing any journal and if you are granted permission you won't be taking any journal to the toilet.
- ✓ Less time spent in toilets the better
- ✓ Wash your hands after using the toilets and dry your hands with paper towels provided
- ✓ Place the paper towel in the pedal bin
- ✓ Sanitize on your way out

I) Small Break

- ✓ No Vending machines
- ✓ No canteen facilities
- ✓ Automated water fountains
- ✓ 10:45-11:45am- Toilet break for 1st & 2nd years ONLY
- ✓ 1st & 2nd years who need to use the bathroom make their way there at 10:45am. You need to be fast as 1st & 2nd years need to be back in class **BY** 10:55am when 3rd, TY, 5th & 6th years will be on break

- ✓ 1st & 2nd years remain in the classroom that they were in 3rd class with their teacher and start to move at 11:05am to their next class.
- ✓ 3rd/TY/5th/6th years all on small break at 10:55am. Yard, Canteen, Assembly Hall available to have their lunch

J) Big Lunch

- ✓ 4 days of big lunch excluding Wednesday
- ✓ Monday/ Tuesday/ Thursday/ Friday
- ✓ **1st/2nd/3rd years on lunch at 12:25pm** to 1:05pm. (the class on your timetable at 12:25pm will now take place at 1:05pm)
- ✓ A bell will ring at 1pm to tell you that you need to start moving to your next class.
- ✓ Yard, Assembly, Canteen available

- ✓ **1:05 pm TY, 5th and 6th years on lunch.** Again yard, canteen, assembly hall available to students.
- ✓ At 1:35pm bell will ring to alert students to make their way to class.

K) Exiting the school

- ✓ 1st years will finish 10 minutes early EVERY day.
- ✓ Please leave the school building as quickly as possible
- ✓ 3 exits available. (Student exit, A Biol exit or back door leading into yard).
- ✓ Sanitize before you leave.

