



St Albans Girls' School

Activity & Controls - Management of movement around the school

Movement around the school - Circulation plans have been reviewed and revised:

- A one-way system is in operation across the school with arrows defining direction of flow
- Corridors have been divided where feasible with the exception of the main foyer and Science square, where two-way movement is in operation – arrows and tape clearly delineate movement of flow
- Appropriate signage is in place to clarify circulation routes
- The main period of movement of students around the school is between periods 1 and 2 and 3 to 4. In line with most recent guidance, students passing on a corridor does not increase risk of transmission and as such means that students can access specialist subject rooms and appropriate resources
- Movement around the external environment of the classrooms is encouraged to move from one venue to another
- No access to lockers to avoid groups of students clustering in close proximity
- Students are regularly briefed regarding observing social distancing guidance
- Appropriate levels of supervision and guidance are in place
- Students and staff will receive guidance on this and strict measures will follow if it is not adhered to
- A specific movement plan is available for each classroom individually – see movement plan
- MOVEMENT = MASKS for all

Management of social distancing in reception area

- No visitors are allowed on site without a pre-arranged appointment
- As far as possible, parents/carers/visitors will be contacted via telephone but if a meeting is required, it will be held in the leadership centre which will be cleaned by the cleaning team as the parent/carer/visitor leaves
- Guidelines for on-site protocols and behaviours will be shared whilst on the school premises
- Social distancing points are clearly demarked using floor markings
- Social distancing expectations are clearly displayed
- Requirements for Hygiene and hand sanitisation are clearly displayed

Start of the school day – arrival

- School is opened at 7am – staff and students can gain access to the site from 7am, wearing a mask when moving into the building and until reaching the form room or destination
- All available entrance points are available to enter and leave the school building and reduce the volume at any one location. Students should enter by the pre-agreed entrance and exit points:
 - Year 7 – main reception
 - Year 8 & 9 – restaurant
 - Year 10 – student support
 - Year 11, 12 & 13 – Student Reception
- Students must then go directly to their form rooms
- Additional staff will be on duty to ensure that students follow these guidelines
- Parents have clear information about drop off, pick up procedures whether on foot or driving with clear signage in place
- The car park via technology will be used by school staff so parents can park in the overflow car park

- A clear traffic management system is in place that allows safe parking of vehicles monitored at the school gate by staff on duty and the site team

End of the school day - departure

- The end of the school day is staggered for year groups:
 - 3.00pm - Year 7 and 8 end of the school day and leave via their identified exit
 - 3.10pm – Years 9 & 10 end of the school day and leave via identified exit
 - 3.20pm – Years 11, 12 & 13 end of the school day and leave via their identified exit
- Social distancing guidance are reinforced at all entrance and exit points through signage and floor/ground markings
- Weekly messages through Stagslink of reminders of social distancing and movement in the wider school community
- Students can remain on the school site at the end of the day to await pick up. They can only wait in the restaurant or canopies, in pre-agreed locations, which are clearly demarked in the two venues, wearing a mask. Students MUST be collected from school by 17.00 at the latest. There is no specific supervision in these venues. Students must leave these venues via the Restaurant.

Management of movement in corridors

- Movement = Masks
- Circulation plans have been reviewed and amended
- One-way systems are in operation where feasible across the school
- Corridors are divided where feasible
- Circulation routes are clearly marked with appropriate signage
- Any pinch points/ bottle necks are identified and managed by additional supervision
- Staff meet and greet students from their classroom locations and to ensure corridor movement
- Students move through designated external areas as well as internal corridors to minimise the crossover of 'two-way' movement
- Students are reminded regularly to observe social distancing guidance whilst circulating, supported by signage
- If there is a double lesson timetabled, then students must remain in the classroom during the 5 minute movement period if they are remaining in the same classroom for the second lesson
- Appropriate supervision levels are in place
- In addition to the teacher supervision rota, there will be an additional before school rota between 8.00-8.20; also there will be additional lunch duties 13.25-14.15

Access to outdoor space by year groups at break and lunch

All students are encouraged to move outside during break and lunch and have specific areas for each year group to access:

Year Group	Location	Inclement weather
7	Quad and canopies	Students will move from Lesson 4 to their form rooms and remain there for the lunch break.
8	Sensory garden area between Languages and History	
9	Main field to the left of the footpath	
10	Sports hall field area – to the right of the footpath	
11	Sports hall field area – to the right of the footpath	
12 & 13	Outdoor seating area adjacent to the sixth form common room	

Students will collect pre-ordered lunches as per the rota.

Once at their venue, students and colleagues can remove their masks

Management of social distancing at break times

- Students have outside areas identified within year groups
- Students can remain in classrooms for period 2 at break
- Students can access the restaurant facilities once per week as per the timetable below:

Year Group	Break snack in the restaurant	Break snack at Grab and Go
7 Monday	A, B, C, F	H, J, P, S
8 Tuesday	A, B, C, F	H, J, P, S
9 Wednesday	A, B, C, F	H, J, S
10 Thursday	A, B, C, F	H, J, S
11 Friday	A, B, C, F	H, J, S
12 & 13 each day	Off site or limited pre-order in sixth form centre	

- Students are encouraged to bring a snack for break on other days
- Students should bring a water bottle to school

Management of social distancing at lunch times

- Lunch times are staggered
- Students are reminded about social distancing as lunch times begin
- Students wash their hands using the 20 second routine before and after eating or use the hand sanitiser stations in the restaurant and classrooms
- The restaurant is not in use for seating
- Floor markings denote queuing arrangements
- Students can bring packed lunches to be eaten in the designated areas outside or the classroom
- Students have outside access and can pre-order lunches on a weekly basis, the rota is as follows:

Year Group	Time to access restaurant for pre-ordered lunch
7	13.00 If students are not collecting a pre-ordered lunch, they remain in period 4 until 13.25

8	13.15 If students are note collecting a pre-ordered lunch, they remain in period 4 until 13.25
9	13.30
10	13.45
11	14.00
12 & 13	Pre-order will be delivered to the Common Room to be collecting during lunch

Management of social distancing and hygiene in the toilets

- Queuing zones for toilets and hand washing have been established
- Students are encouraged to access the toilet during the class/ throughout the day to avoid queues
- Toilets are frequently cleaned with the additional daytime janitors
- Monitoring ensures a constant supply o soap and hand sanitiser
- Bins are regularly emptied
- Students are reminded regularly of hand washing and use of sanitiser with signage in place
- Students must use year group specific allocated toilets:

Year Group	Location
7	Upstairs English block
8	Verulam toilets – history corridor
9	Mandeville toilets – geography corridor, next to DOLS offices
10	Downstairs English block
11	Salisbury toilets next to SSO
12 & 13	Sixth form Centre
Emergency capacity	Medical room Performing Arts toilets

Safety arrangements for the use of the medical room

- Social distancing provisions are in place for the medical room
- Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged
- Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets
- Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff

Library, Clubs and extracurricular activities

- There will be no clubs or extracurricular activities in the first few weeks of term and will be reviewed
- There will be no access to loaning books from the library

- There will be no use of changing room facilities

School uniform and professional attire

- Students will wear full school uniform as usual, unless there is a timetabled PE/sports lesson for which the school PE kit should be worn
- All staff should wear their usual professional attire

Cleaning

- There will be an increase in the levels of cleaning throughout the day. Additional cleaners will be on site to ensure disinfectants and cleaning with antibacterial cleaning equipment
- Full detailed Method statements and risk assessments are in addition to these Control instructions
- Bins for disposal of cleaning materials will be in addition to the usual classroom bins to ensure separation and appropriate disposal of materials

This will be reviewed weekly and amended accordingly.

MCN

August 2020