



Caerleon Comprehensive School Ysgol Gyfun Caerllion

Maximising Potential | Sicrhewch Ragoriaeth

Covid-19 Safety Protocols for Post 16 Students

Our 6th form students are our oldest students and are therefore our most independent students. We are implementing separate rules for these students to mitigate risks associated with Covid-19. This policy will be continually updated as protocols for Covid-19 change.

General

- Agree to adhere to the whole school Covid-19 protocols in place such as social distancing and regular hand washing and sanitising. (These will be communicated separately)
- Agree to enter and exit the school at set times and set locations.

Attendance to lessons and use of study (free) lessons

- Students only come into school when they have scheduled lessons or they have been given an appointment with their mentor.
- If a student has study periods lesson 1 and 2 they should come to school around 11:15 and not at the start of break. They should go straight to their teaching room. This will limit the crowding in the common room area.
- If a student has lessons periods 1 and 2 they should attempt to arrive between 8:45 am and 8:55am ready to go to lessons at 9am.
- If a student has no further lessons after periods 1 and 2 they should leave the site at 11am and study from home if they are able to do so.
- If a student has no further lessons after periods 3 and 4. They must then leave the school site and study from home.
- If a student cannot leave school after their lessons for that day has been completed due to transport issues then they will be allocated safe study spaces to work until their transport is available to them. (A list of these students will be collected).
- If a student uses public transport they should catch the earliest bus available when their lessons for the day are completed and continue to study from home.
- All sixth form students who are awaiting school transport (if running) must leave the site by 2:55 to ease congestion when younger pupils are leaving.
- No mass socialising in the common room is allowed during free periods until further notice. Free periods must be used to study in allocated safe spaces. This will be constantly monitored and reviewed.
- Students who have a lesson scheduled during period 5 or have transport issues that the school is aware of will be allocated a room in E block for lunch.
- During lunch and break please observe social distancing protocols to the best of your abilities. Do not mix with students in lower years under any circumstances.
- Students who have genuine issues working from home (eg poor internet connection) will be given safe study spaces to work if needed. You **MUST** request this and adhere to the locations allocated.
- The common room has been split into two sections to keep year 12 and year 13 apart. Year 13 have access to the library annex for quiet study, year 12 have access to empty E block classrooms.

Lunchtime Protocols for 6th form students

- Until further notice the common room will be closed to **6th form students** at 1:15 everyday. This is to accommodate a safe space for year 11 to have lunch.
- Only 6th form students can leave the site during the day and during lunchtime. Year 10 and 11 are remaining on site and that is why we need the common room space.
- The only reasons to be onsite during lunchtime are:
 - You have a scheduled lesson during period 5 (very few students have these)
 - You have a meeting scheduled with your mentor or the pastoral team
 - You are using period 5 to study as you are waiting for transport at the end of the day
 - You have requested to stay in school to study because of internet and IT issues at home
 - You have requested to stay in school to study for a different reason and this has been cleared by one of the 6th form team
- There will be classrooms allocated for 6th form students to eat lunch that they have brought in themselves or purchased from the village.

Social Distancing Protocols and Routines

- Care must be taken to maintain social distancing when accessing the 6th form toilets as it is a narrow corridor.
- The main door to the 6th form will now be an **entrance** only door. You **MUST** not exit from this location even if it is quiet.
- The fire exit door at the back of the common room will be wedged open and will be an entrance and exit only for Year 13 students.
- The doors to the common room must be wedged open to maintain adequate ventilation and students must not close these.
- Chromebooks will not be available on an **AdHoc** basis due to the need for cleaning and it is recommended that if you intend to study in school and not at home that you bring a device to connect to the school network. If this is not possible please speak to Mr Meredith.
- The Common Room will be set up for social distancing study - you must not move tables around. They are to be left where they are located. Chairs can be removed by students from the stacks on the side and left out for cleaning at the end of the day.
- If you need to speak to a member of staff in the sixth form team (Mr Meredith, Miss Clement, Madame Moses, Mr Hunter, Mrs Cumner or your mentor), you **MUST** request to see them **via an email** and not turn up unannounced at E1 (tutors office). This does not apply if it is an emergency situation and you require immediate assistance.
- To mitigate risk wherever possible the sixth form team will be providing support via **Google Meet** as well as face to face - you must be prepared to use this medium if needed.
- I understand that deliberately breaking the Covid19 protocols that are in place to mitigate risk and keep our school community safe will result in severe sanctions being implemented.

Covid-19 Blended Learning & Distance Learning

- Understand that there is a risk of further lockdowns and that you must be prepared for such an eventuality.
- If there is a further lockdown you agree to fully committing to working in a blended learning and distance learning environment and will make every effort to follow the schedules given to you by your teachers.
- Recognise that if you have issues with working from home you contact us to discuss those issues so that we can assist you. E.g. Access to devices and suitable internet.
- Recognise that you must remain in contact with your teachers via email and the Google Classroom to ensure you understand what is expected of you.

- To recognise that you will have significant responsibility for your own learning through motivating yourself and working from home in a disciplined, organised manner.
- To work hard and to the best of your abilities in all lessons including tests and mocks and not leave everything to the last minute. We cannot take into account the reason I always work harder for my exams.