



Phase 3 – Parent and Pupil Guidance Information

Following the latest [government guidance](#), updated on the 1st June 2020, Reading School have now moved into Phase 3 working towards the wider reopening. Below is key information to help returning pupils.

Pupils must follow the rules and expectations outlined in this document. This will help to maintain the health and wellbeing of everyone in our school and the wider community.

Net capacity and organisation of teaching spaces

A risk assessment has been completed to review the safest way to increase numbers of returning pupils and staff whilst maintaining social distancing. The John Kendrick Building (JKB) has been identified along with the continued use of the Learning Resource Centre (LRC).

- There is a max class size of **8** for each classroom in the JKB with **1** teacher.
- The LRC will be used exclusively by pupils who are vulnerable or children of keyworkers. No other pupils will be allowed to use or congregate in the LRC.

Pupil expectations

To help reduce the risk of cross contamination, and to maintain social distancing we please ask that all pupils;

- must only attend school if they or a member of their household do not have COVID-19 related symptoms.
- arrive to school and leave to go home at the designated time, and do not congregate in school at the end of the day.
- use a sanitiser to disinfect hands on entering and leaving the school and each time you enter your classroom. Wash hands with soap regularly during the day.
- avoid physical contact at all times. No hugs, shaking hands etc.
- in the classroom, sit in the same place at all times. Do not move the table or chair as they have been set to maintain social distancing (2m).
- maintain a safe distance from others between and during lessons.
- at break, go outside (if weather is good) or designated venue (if weather is poor). Pupils must not use the social spaces in school and must maintain a safe distance from others at break.
- Do not share belongings (stationery, food etc) with others.
- Use the toilet designated. Only enter the toilets if they are free – further guidance will be in place at the toilets.

Arrival to and departure from school

On entering:

- Parents are asked to drop pupils off outside the main gates on **Erleigh Road**.
- Unless their child has a medical need or other vulnerability, parents are asked to avoid coming onsite or to the school reception. In the event of a parent needing to do this they must follow the social distancing procedures in place.
- Pupils in Year 10 should arrive no earlier than 13.00 in order to start sessions at 13.15
- Pupils in Year 12 should arrive no earlier than 13.30 in order to start sessions at 13.45
- Pupils should head straight to the JKB
- Pupils who cycle in should secure their bikes in the bike sheds, maintaining social distancing at all times.
- Where possible please avoid using public transport. Where pupils use public transport, please can you email Mrs Ayres layres@reading-school.co.uk so we can trace. The government have provided [further guidance on safe travel](#).
- Upon entering school, pupils will be asked to use a hand sanitiser.

On Leaving:

- At the end of the school day, pupils are asked to use hand sanitiser before leaving their final lesson.
- Pupils in Year 10 will finish their sessions at 15.15 and should leave the school site at this time.
- Pupils in Year 12 will finish their sessions at 15.45 and should leave the school site at this time.
- Pupils should leave the school and not congregate in any of the outside areas, or move about other areas of the school.
- Parents are asked to pick pupils up outside the main gates on **Craven Road**
- **At all times pupils and staff will maintain social distancing**

Entering and Exiting the JKB

Until further notice a one-way system has been implemented to reduce the risk of cross contamination and aid social distancing.

- Pupils and staff are asked to use the **Right-hand** door to enter the building and to follow the directional signage to their classroom.
- Pupils and staff should only exit using the **Left-hand** door (right if facing from inside).
- Please ensure at no points do you disregard the one-way system in place (even when moving to and from toilets).
- Pupils and staff will use hand sanitiser on entering JKB, and each classroom.

Entering and Exiting the LRC

As we cannot easily implement a one-way system, to reduce the risk of cross contamination and aid social distancing staff and pupils should remain 2m apart at all times.

- Staff and pupils are to enter and exit via the main door only. Signage is in place to remind all

- When moving to and from toilets staff and pupils will adhere to the one-way system in place in the JKB.
- Pupils and staff will use hand sanitiser on entering and exiting the LRC, and on returning from the toilet.

Toilets

The only toilets accessible will be those in the JKB.

- All staff and pupils will follow the one-way system when moving to and from the classroom/LRC and toilets.
- There will be a one in one out system for all toilets, please check before entering and maintain social distancing at all times
- On returning to the classroom/LRC pupils and staff will use the hand sanitiser before entering.

Bells

Bells will be adjusted in line with the revised school day.

Cleaning

Both the JKB and LRC will be cleaned at the end of each day. An additional cleaning schedule has been implemented.

Temporary Fire Procedures

Fire Doors

- Auto release fire door retainers have been fitted to all corridor doors. These allow the doors to remain open, reducing the risk of cross contamination, but will automatically close if the fire alarm sounds.
- To reduce cross contamination, classroom doors are to be kept open until all pupils are in. They can then be shut by staff. Guidance recommends where possible keeping windows and doors open to aid ventilation although this will not be a requirement and will be up to the staff members to decide. Risk assessments have been adjusted accordingly for this.

Fire Assembly Point

As the current Fire Assembly Point is out of bounds due to the placement of the NHS accommodation, the Fire assembly point has been moved.

- Until further notice all staff and pupils will use the sixth form fire assembly point.
- In the event of a fire, or the alarms sounding, please follow standard procedure for exiting the building and making your way to the assembly point. At all times staff and pupils need to ensure social distancing measures are being followed. Temporary signage will be in place to direct to the new assembly point.