



Parent and Pupil Guidance Information

Reading School has been and is working with external specialists in response to COVID-19 and we are following the latest [government guidance](#), updated on the 1st June 2020. Reading School have now moved into a Phase 3 working towards the wider reopening and the Yr 6 induction mornings have been included within this planning. Apart from a small number of vulnerable or children of keyworkers who will be in a separate part of the school, there will be minimal students on site during the induction mornings. Our Yr 10 and Yr 12 students will be hosted in a part of the school which is not used for the induction and have been invited in for the afternoon after Yr 6 will have departed.

Below is key information to help visiting pupils.

Pupils must follow the rules and expectations outlined in this document. Please also be assured that there will be verbal reminders during the induction day and signage to support these instructions. This will help to maintain the health and wellbeing of everyone in our school and the wider community.

Change of published arrangements for uniform and refreshments following COVID review

- Pupils are asked to wear suitable home clothes for the induction morning. Note there will be some practical activities so trainers are recommended.
- Please can each pupil bring their own water bottle and snack for the morning break.

Net capacity and organisation of teaching spaces

We have planned to use outdoor spaces whenever possible and have only invited one tutor group on separate days. The only time the whole tutor group will be inside together is in the refectory which has the capacity to host and allow effective social distancing. Each tutor group will be split into smaller groups to aid social distancing and allows all planned activities to run in the event of poor weather.

- There is a maximum class size of **6** for 5 induction activities.

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 of 8:20 and 12.20.
- 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 morning.
- 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.
- Do not share belongings (stationery, food etc) with others.
- Use the toilet designated. Only enter the toilets if there are free.

Arrival to and departure from school

On entering (8:20):

- Parents are asked to drop pupils off by the cross roads at the end of the main school drive. Entrance is only through the main gates on **Erleigh Road**.
- Parents are asked to remain in their car when dropping off their son.
- Should your son have a medical need or other vulnerability, parents can come 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 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 Mr McGall dmcgall@reading-school.co.uk so we can trace. The government have provided [further guidance on safe travel](#).
- Upon arrival at the cross road at the end of the main school drive, pupils will be escorted to the refectory and asked to use a hand sanitiser.
- No parking is permitted on the school site and there is a one way system turning right at the school cross roads to exit via the main gates on **Craven Road**.

On Leaving(12.20):

- At the end of the induction morning, pupils will be dismissed from the front field.
- Pupils leaving by car will be sent to the cross roads as they can identify their parent's car arriving along the main drive.
- Pupils leaving by foot will be walked to the Craven road exit and dismissed once their parents arrive outside the main gates on **Craven Road**.
- Parents are asked to pick pupils up outside the main gates on **Craven Road**.

Entering and Exiting the refectory

Until further notice a one-way system has been implemented in school 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 instructions about where to sit in the allocated seat in the refectory.
- Pupils and staff should only exit using the **Left-hand** door (right if facing from inside).
- Pupils and staff will use hand sanitiser on entering the refectory, and each classroom.

Toilets

The only toilets accessible will be those in the refectory.

- All staff and pupils will follow the one-way system when moving to and from the refectory 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/refectory pupils and staff will use the hand sanitiser before entering.

Cleaning

Rooms will be cleaned at the end of each day.

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. Staff will wipe down the handles upon leaving the classroom. 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. Staff will direct the pupils to the sixth form fire assembly point on the field.

- 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 remain calm and the follow instructions from lead teacher. 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.