

SEND educational offer over lockdown:

If your child is SEND, they are entitled to pick-up a laptop from school and complete online learning, or they are welcome to join us at school in community classrooms.

If you want to get in touch to discuss their options, please email ania.chawluk@evelyngraceacademy.org

Guide for Students in Community Classrooms

What to wear: You should wear full school uniform. You must wear a mask at all times in community classrooms (please bring your own). All jewellery and make-up expectations are the same as a normal school day. You should bring trainers for the sports activity in the afternoon. Feel free to bring your own Art equipment for the Art activity.

What to bring: School bag, planner, pencil case, exercise books (if you have them at home). You should also bring headphones (ones with wires so they plug into the computers). You should bring your phone to support with registering for tests, however, this must be off and away when not in the testing centre.

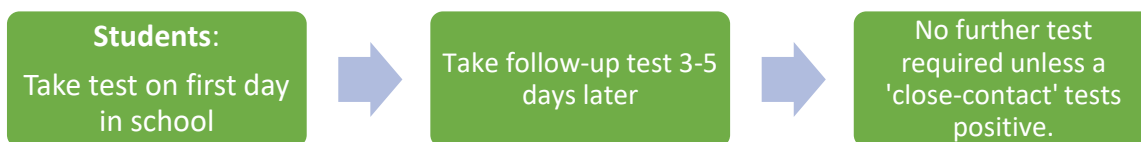
Arriving at school: You should arrive for 8:00. If you arrive earlier than 8am, you will need to wait until 8:00am. When you arrive, buzz the gate and go directly to the Library.

Lateness: If you arrive later than 9:00am, your parent will be contacted and you will be required to explain your lateness to your DOL.

Daily schedule:

TIME	ACTIVITY
08:00	Arrival and Testing
08:30	Breakfast
08:45	Online assembly
09:00	Online lesson 1
09:50	Online lesson 2
10:40	Break and snacks
10:50	Online lesson 3
11:40	Online lesson 4
12:30	Lunch
13:00	SMHW assignments and submissions
14:00	Sports/Arts/Reading
15:00	Dismissal

The testing process is outlined below:



Hands – Face – Space in Community Classrooms:

Hands: Always wash your hands when you go to the bathroom. Use the hand sanitiser regularly. Wash your hands again when you get home. If you need to cough or sneeze do this into a tissue or your elbow.

Face: You must **always wear a face covering** in community classrooms (please bring your own).

Space: Think about how close you are to others. You must keep **2m apart**. Use your own equipment so you don't have to share with others. Only sit in the seat that you are allocated.

Entrance and exit from the Library: You will be in the Library for most of the day. Only leave the Library with the teacher's permission e.g. to use the toilet in Reception.

Toilet access and use: You may **ONLY** use the toilets in Reception. Use the visitor toilets, not the staff ones. Remember to wash your hands for at least 20 seconds with soap and water.

Supervised break time expectations for staff and students: At break and lunch time, after eating, go to the Table Tennis area to get some fresh air. Always follow the social-distancing rules.

First Aid: If you feel unwell we can provide First Aid as usual. First aiders will wear a mask and gloves, so you feel safe.

Covid symptoms: If you develop a cough or temperature at school, tell your teacher so you can go to a room on your own until you can be collected to go home. If you develop symptoms at home, do not come to school and inform the school. You must self-isolate and request a test. If this is positive, you will receive guidance on self-isolation.

Behaviour: It is expected that every student will always follow all instructions, so that learning is uninterrupted, and everyone is kept safe. Any student who does not, will be seen by a Senior Member of Staff.

End of the day: You will leave the Library one by one and use the Loughborough Park gate to exit. Please do **not** wait for friends on site. Once off site, remember to keep 2m apart from everyone else on the way home.