



ST MARY'S SCHOOL ASCOT

Safety Measures for Meetings with Lower Sixth Pupils Wednesday 8 July and Thursday 9 July 2020

Members of the Lower Sixth will visit school for face to face meetings with school staff on the 8 and 9 July 2020. Following a detailed risk assessment, the following measures are to be observed to provide a safe environment for staff and pupils.

General.

- Staff and pupils are **not** to attend if:
 - They are exhibiting any of the symptoms of Coronavirus:
 - a new continuous cough or
 - a high temperature (+100.4°F or +38°C) or
 - a loss of, or change in, their normal sense of taste or smell (anosmia).
 - They have been in contact with anyone in the last 14 days who has been diagnosed with COVID-19 or who has had symptoms which suggest they may have the virus.
 - They are part of a household that is currently self-isolating.
 - They are clinically extremely vulnerable or shielding.
- Whilst on the school site strict social distancing measures will be enforced in accordance with the latest government guidance.
- Pupils are to remain in the meeting room throughout their visit other than for comfort breaks and lunch which will take place in designated House areas. There will be no access to other areas of the school site such as the library and Mary Ward Courtyard.
- The school will provide ample hand sanitiser and tissues for use by staff and pupils. Additional hand basins are available for frequent hand washing.

Arrival.

- Pupils to arrive by car at St Mary's by way of St Mary's Road.
- Follow signage to the drop off point at the staff car park.
- Parents/driver to remain in the car whilst pupil disembarks.
- Should a parent need to use the bathroom, they will be directed to the toilet at Reception.
- Parents/driver to depart following Exit signs by way of Horse Gate Ride.

Reception.

- Pupils to follow signs as directed to their House Reception Point where they must wash their hands prior to registering with their Head of House.
- In line with Government guidance (*'routine testing of an individual's temperature is not a reliable method for identifying coronavirus (COVID-19)'*), temperatures will not be taken on arrival.

Meetings.

- Meetings with staff will be stage managed to ensure appropriate social distancing between pupils and between pupils and staff in the meeting room.

Refreshments and Lunch.

- In each meeting room there will be a selection of refreshments available for the pupils and staff throughout the day. These will all be sealed items such as packets of individual biscuits and small orange juice bottles.
- A picnic lunch will be provided which pupils may eat outside, weather permitting, in specific areas designated for their House group. Pupils will need to remain socially distanced from one another and must remain with their own House.

Bathrooms.

- Each House will have a designated bathroom close to their meeting room. This will be sanitised before the start of the event and periodically throughout the day.

PPE.

- The school follows the Government's guidance with regard to PPE in a school environment.
Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.
- Staff and pupils are welcome to use face masks if they wish but it is not expected or required.

Falling Ill. Should a pupil or member of staff feel unwell whilst on the school site they should alert a senior member of staff. If they have any COVID-19 symptoms then the protocol will be as follows:

- Member of staff or pupil is sent to the dedicated 'holding room' which for this event is the athletics control hut.
- Once at the holding room, the individual is invited to don a mask and minimise touching of surfaces.
- Parents will be informed and invited to return to the school site as soon as possible.
- A member of staff who will wear a mask will remain with the individual, remaining outside of the 'holding room', to provide support until the pick-up is organised. Should a toilet be required the Orchard Centre disabled toilet will be allocated for the individual's sole use. The support member of staff will escort the individual with symptoms to the toilet.
- Once the individual has left site, the 'holding room' and other rooms and spaces the room where the individual has been will be sanitised.

Should a pupil develop symptoms of COVID-19 within 14 days of their visit to school, they should contact their Head of House immediately.

Collection.

- Parents/drivers are asked to collect the pupil from the staff car park (enter by St Mary's Road and exit through Horse Gate Ride) strictly in accordance with the timings in the letter.