



**Student Supervision during Covid-19 closure**  
**January 2021**  
**Student Protocol**

These arrangements are in place to support the health and safety of all students and staff during the school closure due to Covid-19.

For the first half of the Spring Term, Lady Margaret School will be open for a small number of students. The majority of students in Years 7-13 will learn remotely and staff will set work and teach via Show My Homework and via Google Classroom.

The students who will attend school during this week will be children of key workers, vulnerable students working with children's services and students selected by the pastoral team.

Staff will be allocated to supervision of year group bubbles within school.

The arrangements will be as follows:

- Staff currently working on site will continue to work as normal.
- Any contractors in school will be supervised by the site team with appropriate safety measures in place.
- Each day there will be two members of teaching staff in school for each year group bubble. They will keep 2m apart from each other and from other staff and any students on site at all times.
- The Headteacher will arrange a rota of staff on duty on each day.
- Staff should arrive at school by 8.45am and enter via the archway.
- Student(s) attending school should arrive at Reception by 9am. Latecomers will not be admitted. They should be in full school uniform and should have all their work and resources with them as well as a packed lunch. They will be met by members of teaching staff, standing 2m away at all times.
- If students who are due to attend school are not present at 9am the member of staff should contact the Head of Year and LS immediately. LS and Head of Year will then contact parent/carer to confirm whether the student will be arriving on that day. It is essential that parents and carers provide contact details to school and that it is easy to contact them during the school day.
- On arrival students will sanitise their hands.
- Students will then go to the designated classroom to begin work. Students may bring their own devices to access work as we cannot guarantee access to school IT facilities for all students.
- Staff supervising will confirm times for morning break and for lunch with the students. Students will not be allowed off site at any point during the day and will remain in their classroom for break and lunch.
- Staff will email LS and appropriate Head of Year to confirm attendance.
- Staff and students will stay socially distanced at all times during the day.
- Students showing any symptoms of Covid-19 will be sent home immediately and parents notified of this.
- Students will work independently using a laptop and their resources, as they would do if they were working at home. Staff will be there to supervise and will not be able to give individual support to students. Social distancing must be observed at all times.
- At 3pm the student will wash their hands prior to departure and be dismissed to go home and staff will be free to leave.

Parents and carers must sign to say that they agree to these arrangements before their daughter attends school.

Elisabeth Stevenson  
Headteacher