

Bishop Wordsworth's School
Evening Classes from September 2020



The arrangements below will be in place for the Autumn Term of the 2020-2021 academic year and will be reviewed half termly.

1. In line with direction and guidance with which we have become familiar during the pandemic, the School is operating the combined principles of cleanliness and social distancing. Classrooms will have been cleaned at the end of the school day and before any use for an adult evening class. This cleaning routine will include toilets, desk surfaces and potential contact points such as door handles. The classrooms will be cleaned again before the start of the next school day.
2. The following precautions are to be observed by those attending the evening classes:
 - a. On arrival, tutors and students are to proceed straight to the classroom and avoid all other areas of the school.
 - b. Wall-mounted hand sanitisers are available at various locations throughout the site. These are to be used on entry to the classroom.
 - c. Face coverings are not mandated though can be worn by choice.
 - d. The numbers attending each class is sufficiently low to ensure that correct social distancing is maintained. Class tutors are to ensure that desk spaces are allocated accordingly.
 - e. Students are to be facing all the same way. Tutors addressing the class are to do so from a safe distance and are to remind students to maintain social distancing.
 - f. Tutors are to record and retain a register of who is sat at each desk, in the event of any subsequent track and trace requirements. Students are to sit at one desk only during the lesson.
 - g. There is to be no sharing of equipment. Each student is to provide their own books and stationery.
 - h. Materials required by tutors for distribution to students must be submitted to the School by Thursday of the previous week for printing. Printed copies will then be “quarantined” in a central location for distribution on the appropriate evening. Disposable gloves are to be worn when handing out quarantined items.
 - i. Bringing personal property to the school site (bags, coats etc) is to be minimised. Any items left at the site will be disposed of.
 - j. Students are to bring whatever snacks and refreshments they require and take any rubbish away at the end of the lesson.
 - k. Normal toilet facilities will be available, designated to each classroom or group of classrooms.
 - l. Depending on the weather, tutors are encouraged to keep doors and windows open. However, they are to be closed at the end of the lesson or in the event of an evacuation.
 - m. Sprays and cloths are available in each room for additional use by tutors and students if required.

- n. In the event of consecutive sessions with different students in the same evening, outgoing students are to be asked to spray and wipe their desks and contact points before they leave. Materials will be provided.
 - o. The incoming students are to be directed to different desks by the tutor.
 - p. On completion of the lesson, students and tutors are to leave the school site directly.
3. In the event of further lockdown that prohibits classroom teaching, classes will continue remotely as far as practically possible.