



**7 HILLS**  
INTERNATIONAL  
SCHOOL  
ADVENTURE IN LEARNING

# Return to School Manual

TERM 2 2021/2022

Version 3.0 (January 2022)

# Introduction from the Head of School

7Hills has a strong online program but students benefit, both academically and socially, from learning in school. In the current situation learning in person means that we have to follow a set of rules.

During the last academic year we had no community spread of COVID-19 among our students or staff members and therefore we know that the implemented SOPs work although they are not always easy to follow. We ask for your collaboration to help us implement them.

This Covid Handbook is a working document and will be changed and amended as we learn. It is essential that you take time to read it and discuss it with your child. At the end of this document (Annex A) there are terms and conditions that we need you and your child to read and sign before your child is able to start at school in person again. If possible please fill out also the Medical Form on COVID 19 Vaccine (Annex B).

As a school, it is important that we get the balance between 'safety' and 'well being' right. On the one hand we are doing what we can to limit transmissions of a relatively unknown virus and on the other hand trying not to welcome children back into a clinical environment that could impact upon their mental wellbeing. We are proud of being a nurturing school, caring for the pastoral, emotional, mental, physical and academic needs of children and we desperately want to maintain as much of this as possible.

At 7Hills we aim to ensure that our students learn in a safe environment. We enforce the SOPs from the Ministry of Health, but also make sure that we have 100% vaccination coverage of all our employees, both teaching and non-teaching staff. A recent survey has also shown that more than half of our parents/guardians are already fully vaccinated.

We all have a very serious role to play and keep our families, and staff members safe. Please continue to read our updates and newsletters and reply accordingly where requested. If you have suggestions of how to improve the safety please do share them with us.

Alice Bourgoin

# Health, safety and security first

7Hills takes the health, safety and security of our students, their families and our staff very seriously. As such, this 'Return to School' Manual has been put into place after discussions with many school stakeholders plus taking into consideration best practices from around the world and the current (but ever changing) situation in Uganda. **It is a working document and is subject to change based on the continuously and unpredictably evolving situation.** The school will notify the parents whenever important parts of this Handbook are being updated.

## Introduction

As a small school, 7Hills has between 14 and 18 students in each class. We have spacious well ventilated classrooms and also have outdoor learning spaces which we regularly utilise. This means we are able to socially distance students in groups of maximum agreed numbers throughout the school campus.

## School COVID-19 Task Force

In line with the SOPs issued by the ministry of Education 7Hills has a school COVID Task Force that meets weekly. The goal of the Task Force is to spread, inform and reinforce the messages about keeping safe among the whole school community and inform the Ministry of Health about the daily attendance.

The Task Force had the first meeting on 18th September 2020 and met regularly after that. The members of the COVID-19 school task force are:

Chairperson: Mrs. Wilke Kohler Romina (Board representative)

Teachers; Ms Alice Bourgoin (Head of School) , Ms Shruti (Science Teacher)

Support Staff: Phiona Nake, Janet Kemigisa and Douglas Welayi Remmy

Parents: Dr. Waiswa Peter, Dr Monica Imi,

Student class representatives: Jojo (Year 11), Dayyan (Year 10), Pragna (Year 9), Aaryan (Year 8), Semakula (Year 7)

## School Home Agreement

The school, parents and students need to sign the School Home Agreement (Annex A) to show they have read, understood and agreed to new regulations at school.

## The School Day

### Drop Off

Students are dropped off at the drop off area on Malcolm X road. The school gate opens at 7.30am. The parents/guardians/drivers must wait until the student's health check is completed.

A security guard or teacher will be waiting to receive them in the gated area. Every student will have their temperature checked in front of the gate. Students with a higher temperature than **37.6 C** will not be allowed

into school. Students with a normal temperature will head directly to their lockers to store their belongings. No parents to come into school or to attempt to hand anything over to staff.

We will request daily self-declaration from students and staff heading into school that day that they are free of flu-like symptoms.

The students will wash or sanitize their hands as soon as they enter the school compound.

Students and staff are registered manually and electronically at the gate by a member of staff.

Any non member of staff entering the compound will be registered, and the staff trained to restrict the access to the school ground to the bare minimum and to make sure that necessary and announced visitors do not come in contact with students and teachers but remain in the open air area in front of the office.

The security officer or one person in charge will fill out a temperature record or sign in the tablet, to avoid sharing of pens or touching the same surface.

## Pick Up

The pickup area will be on the gate of Roscoe Road and is different from the entrance.

At the end of the day the staff will have the students ready waiting in their classroom, or in a designated outdoor space, the teacher will call out each child as their parent arrives on the waiting spots.

At the end of the day parents will wait on the wait spots and students will remain at their desks, until they have their names called out.

## Physical Education and Break Time

**P.E.** is important and provided to students to support engagement, health, mental wellbeing, and development. Each day at 7Hills starts with one hours of sports. Given the situation will however design the lesson so that:

- Physical Education will be outdoors
- Wash or sanitize equipment before and after the use
- Activities have a limited the amount of shared equipment
- Activities that limit close contact over those with a high degree of personal interaction
- Stagger the the use of changing and locker rooms
- If allowed by the Government, once a week students will go swimming and will walk to the swimming pool.
- Students should wear masks during sports.

## School Uniform

Students are expected to wear the school uniform and change into their formal uniform after sport. Footwear should be trainers for sport and black shoes with the formal uniform. When the students change they will keep their change uniform in a well demarcated bag and keep their shoes on a shoe rack.

Students **MUST** wear a fresh set of clothes each day.

## Clubs

Clubs are going to be offered this term. Activities that can enable students to social distance will be offered.

## Assembly

There will be no assemblies or any events or large gatherings in person at school initially. This could change depending on MOH or MoES guidelines.

## School Trips

There will be few school trips by bus for the time being. Hills will continue to observe strict SOPs during these school trips.

# HEALTHY AND SAFE IN SCHOOL

## Compulsory Mask Wearing and Hand washing/sanitizing

In classrooms, teachers and students prevent the spread of COVID-19 by washing or sanitizing their hands, maximizing physical distancing, wearing face coverings, and avoiding shared objects.

At the entrance of every classroom there is a hand sanitizing point and the students will have to sanitize their hands each time they enter the classroom. Students and all staff members are encouraged and regularly reminded to wash hands and avoid touching eyes, nose or mouth.

Wearing a mask CORRECTLY is very important. Please note the mask prevents the spread of COVID-19.

## Group distancing

Whereas physical distancing focuses on preventing infection transmission between classmates in the same room, group distancing aims to reduce the risk of an infection leading to a widespread outbreak in the school. For example, group distancing means that students in one class are kept separate from students in other classes, so these class groups avoid being in the same location (e.g., classroom, cafeteria, playground) at any given time. School-wide gatherings, such as assemblies in the auditorium and school field trips, will at first be avoided to maintain group distancing, while the situation is constantly re-assessed. Children within the group will learn, play and eat together. Many activities will take place outside. When inside we will do all we can to maintain social distancing e.g. students working at desks on their own with their own equipment and books.

## Teachers and teaching

Space is available at the front of the classrooms 1m away from the students. This is the base location for adults. Teaching staff to maintain social distance from children teaching mainly from the front of the room and giving 1-1 support as necessary standing, or sitting away from children.

- Instruction material will be shared with students via projector, whiteboard, individual handouts or Google Classroom. Each student has his/her own Kindle Tablet, and school material.
- Teaching will be moved outdoors whenever possible.
- We will keep the class groups as distinct and separate as possible
- We will limit students moving between different classrooms and rather have teachers going from one class to the other
- Classrooms will be used by different years and will be sanitised regularly.

## Students

Students will wear face masks. The mask is compulsory when in hallways or bathrooms or in proximity to students from other classes. Students will be trained on how to wear and care for masks. Masks have to meet effectiveness criteria.

## Washing Hands and Sanitize

School will enforce the following Hand washing and sanitizing measures:

- Wash hands immediately before: leaving home, leaving the classroom, eating, touching shared objects, touching one's face, and leaving school
- Wash hands immediately after: arriving at school, entering classroom, finishing lunch, touching shared objects, using the bathroom, coughing, sneezing, and blowing one's nose, and arriving at home
- Use hand sanitizer when washing hands is not possible

The school provides for several hand washing points and provides sanitizers in each classroom.

## Snack, Lunch & Drinks

The school offers lunch that will be served and consumed respecting social distancing. Students can carry a packed snack and packed lunch from home. Packed lunches from home to be in a labelled, washable lunch box. This will ensure that they can be washed or anti-bacterial wiped off each night.

All Students must also bring a filled, labelled water bottle from home to be taken home each night and washed.

Packed lunches and water bottles will be stored in the student's lockers.

The school will not warm up lunches or snacks.

Students have to bring their snack and lunch from home when they arrive at school and avoid having food dropped off at the gate during the day because containers will have to be passed from hand to hand until they reach the student.

## Break time

Break time or Recess, is often the only opportunity to participate in unstructured free-play during the otherwise structured and sedentary school day, is beneficial to children's development of autonomy, participation in physical activity and various sensory and physical experiences, practice of social and motor skills, and attention restoration. To make this time as safe as possible we will make sure that:

- Students and teachers to wash their hands with soap and water both before and after recess or use a Hand sanitizer
- Wash or sanitize equipment before and after the use

Supervision students to ensure safe practices are followed. The supervisors will maintain physical distance from students and continue to wear masks.

- During recess times teachers will supervise students to make sure that social distancing is respected.
- Children to eat snack outside and dispose of rubbish in classroom bin
- Break and lunch time will take place in designated class areas.

## Lunch time

- Handwashing before and after students eat;
- School lunch is served and consumed respecting social distancing.
- Lunchboxes of students that choose to have home lunch have to be kept in the student's lockers.
- If the weather is nice, lunch to be taken outside and consumed straight away;
- During rainy days, lunch to be eaten in classrooms on tables that have been cleaned before and after eating;
- A member of staff will supervise the toilets;
- Queues for the toilet must adhere to social distancing rules;
- Teachers will supervise students during lunch break

## Staff Breaktime and Lunchtime

- The staffroom furniture is set up to maintain social distancing for several people;
- No staff member is sharing any food

## Moving around the classroom/school

Students have to wear masks and respect social distancing at all times while on the school compound.

There is a one way circulating system that everyone at school has to respect.

## Classroom Setup

We acknowledge that students will not find it easy to adhere to social distancing between themselves or adults. Appropriate set up of the classroom with control measures should encourage space between the students where possible. This includes:

- students given "base places";
- tables spaced out to approx. 1m;
- one chair per table;
- each student must tuck their own chair under the table
- pathways around tables and chairs to be kept free
- entrances and exits to be kept clear;
- windows and doors to be kept open at all times for ventilation.

## Equipment

Students will bring their equipment to school.

Backpacks/rucksacks will be stored in the closed locker for each student. Each student has their own exercise books. Class work and instruction materials will whenever possible be given to students via google classroom, directly on their tablets/ computers or displayed via projector. When needed the teacher will distribute printed material, but such working papers become property of the single student and are not shared.

We have Google Classroom and each student received a Kindle Tablet when they joined 7Hills. Homework and reading books can be accessed through the Kindles.

## Behaviour Expectations

All 7Hills pupils are expected to adhere to the Be Responsible, Be Safe, Be Respectful rules at all times. In addition, children must be made aware of the following expectations which MUST be adhered to without deviation:

- Students will enter school via the main entrance, and exit from the gate in front of the library on Roscoe road, keeping social distancing and following markings;
- Students must wash their hands with soap and water whenever asked throughout the day;
- Students experiencing any symptoms must inform their adults, follow instructions for isolation and will be sent home;
- Students will have their own space in the classroom and individual lockers, and will be reminded to keep all their equipment to themselves;
- Students must follow one-way systems around the school;
- Students will be guided to different zones of the playground for break and lunchtime;
- Behaviour must be dealt with in a pre-emptive fashion rather than a reactive manner;
- Any child who coughs or spits at another person must be sent home immediately.
- Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place to pre-empt any issues.
- Any child who, following risk assessment and associated actions, is unable to follow the guidelines must be referred to ASAP;
- I agree to the fact that the agreed school fees are due be it that my child is going to school or following the online lessons.
- **Students who deliberately refuse to follow rules or repeatedly do not follow rules will be requested to stay at home and do online learning to avoid putting other students and teachers at risk.**

## Moving around the school

Social distancing has to be respected .

The school has introduced a one-way system that has to be respected by everyone.



# HEALTHY POLICIES

How a school operates significantly impacts the safety of its students, teachers, and staff. This section outlines potential school policies to monitor and respond to potential COVID-19 cases and thus support the health of the entire school community.

## Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.

### Key Procedures

- Teach students how to wash hands
- 20 second rule
- Monitor hand washing
- Most taps in school are now foot operated, mobile handwashing stations are in place. Refer to posters around the school and hand washing area.

Hand sanitiser is effective if soap is not available or the situation makes using soap less feasible (i.e. when outside)

## Rubbish Bins

The bins in every classroom, the school office and the staff room will be emptied several times throughout the day.

## Toilets

- Only one student should use the toilet at a time;
- Social distancing to be observed when waiting for the toilet;
- All students **MUST** follow the hand washing procedure after using the toilet. This should be monitored whenever possible with younger students;
- Additional signage in toilets to remind students of hand washing routine;
- Regular reminders of importance of handwashing and routine;
- Toilet checks to be undertaken at regular points throughout the day and check sheets initialled;
- Additional all staff to be made aware of the location of additional soap and toilet rolls for any refills required during the day.

## Teacher Toilets

- Staff to only use staff toilets only and wash hands before and after using the toilet.
- High contact points in toilets to be cleaned after morning break, before lunch and after lunch.

## Sanitising Stations

Non-contact sanitising stations are placed at the entrance of the classrooms.

Everyone entering the gates will first visit the sanitising station.

## First aid and Isolation room

For minor accidents and first aid that is not COVID related, first aid will be given in class.

The room near the office is now a COVID isolation room and only students with COVID related symptoms will stay there.

For other first aid requirements there is a bed set up in the counselling room.

The teacher in charge will direct the student to the right place.

## Cleaning

The school has a detailed cleaning manual with systems and timings in it that was updated in view of the COVID-19 Pandemic.

2 full time cleaners are employed by the school. We have 11 rooms that are cleaned regularly.

## Hands on resources used by different students

Resources should be planned for use on a rotation that allows for this. Staff groups are responsible for organising this.

## Frequently touched surfaces

Regularly clean frequently touched surfaces such as door handles, handrails, table tops, electronic equipment, toilets, water dispensers and shared equipment including break times and lunchtimes.

Staff cleaning frequently touched surfaces wear gloves and aprons. During lunch time duty, a thorough clean of surfaces, door handles and toilet areas to take place while the students are outside at play.

## Checklist

As with regular procedures, checklists to be made to ensure cleaners sign off each time an earlier is cleaned to ensure no area is omitted.

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is face mask, disposable gloves and an apron. Hands are washed with soap and water for 20 seconds after all PPE has been removed.

## Social Distancing in the Office

- Office doors are kept open as much as possible to reduce contamination of door handles;
- Request all parents to contact the office by email or phone where possible;
- Request that only critical items forgotten by students are delivered to school by parents
- Wherever possible lunchboxes / drinks have to be brought to school in the morning and only as an exception when forgotten can be brought to school are placed in a clean labelled carrier bag;
- High touch areas in office and reception foyer including phones, photocopier to be cleaned regularly throughout the day as per tick sheet;
- Phones should only be used by receptionist where possible;
- No school visitors without appointment;
- Contractor visits to be minimised and risk assessed when essential;
- Deliveries may be brought into the office provided the delivery person has sanitised hands first and remains at a 2m distance. Office staff to direct delivery from outside of office;
- Visitors / Students arriving late, leaving early should be signed in and out by receptionist; a message will be sent to the Homeroom teacher to maintain up to date list in case of evacuation;

## Social Distancing in the Staff Room

2 metre social distancing must be observed in the staff room. A kettle will be provided but staff are to bring in their own mug and teaspoon. Sugar, tea and coffee, to be kept in a sealed container.

## COVID-19 Symptoms

### Temperature Checks

All staff and students entering the school will have their temperature checked both on arrival and at lunch time. Anyone showing an increased temperature will be sent home. See page 18 for rules in case Student/Staff falls sick while in school

Teachers will also have their temperature checked at the entrance gate.

## COVID-19 Virus Symptoms

According to the WHO, COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Seek immediate medical attention if you have serious symptoms.

### Before coming to school

Children, teachers or staff members that have COVID are requested to stay at home. If the symptoms do persist, it is important that the person that is sick visits a doctor and the person that displayed COVID-19 symptoms will be allowed back in school only with a medical report.

### At the school gate

- Temperature is measured at the gate
- Request daily self-declaration that people heading into school that day are free of symptoms
- People with a fever or that do not feel well will not be allowed in school

### During school time

- The student who does not feel well has to go immediately to the isolation room.
- A member of staff that does not feel well is requested to leave the school immediately.
- Child/adult who is symptomatic must wear a PPE mask straight away;
- Staff supporting the staff/child need to wear PPE;
- Staff supporting the staff/child need to maintain 2 metres where possible;
- Parents/Guardians to be informed as soon as possible; If a child develops flu-like symptoms (see list above) or a respiratory problem the parent/guardians have to bring the child to the doctor and

immediately inform if there is a suspect of COVID-19 and inform the school about the test result immediately.

- Parents/Guardians are requested to send to school a report saying that a child is fit to go back to school and keep the school informed about conditions of the child;
- If a staff member develops flu-like symptoms (see above) or a respiratory problem he/she has to go to the doctor and immediately inform if there is a suspect of COVID-19 and inform the school about the test result immediately. Staff members are requested to send to school a report saying that they are fit to go back to work.
- If they used the bathroom, after they have left, deep clean the bathroom;
- If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly;
- Collecting adult has to pick up sick child from outside;
- Director to ensure thorough cleaning of all areas person with symptoms is likely to have used;
- **Student/staff should isolate and if symptoms persist for more than 48h medical advice should be sought.**  
**If s allowed back in school only with a medical report assessing that the student is fit to return to school.**

## Shielding Individuals

Shielding (clinically extremely vulnerable) children should NOT attend school.

Shielding (clinically extremely vulnerable) adults should NOT attend school.

If a child or member of staff lives with someone who is shielding (clinically extremely vulnerable) then they should NOT be in school.

Clinically Vulnerable staff (risk-assessed staff, with underlying health conditions) are advised to NOT attend site and should be encouraged to work from home. If they are vulnerable and their role means they cannot work from home, then they should be given tasks to do in a safe part of the school and minimise contact. It is down to the employee if they wish to work closely with others, but conversations must be had with them and they must understand/accept the risks to them first.

## Staffing Sickness

If staff sickness becomes too high, the school may have to close or switch to online learning again until staffing levels can be adequate. We are a very small school and so only have so much capacity in this.

## If the Doctor advises to do a COVID test:

### **Student/Staff negative COVID-19 test result.**

A copy of the negative test has to be sent or brought to school POC together with the medical certificate allowing the child back in school. .

### **If in case a student, family member or Staff member is tested positive for COVID -19:**

- **In case of a COVID-19 case in school:**

People in the affected year group and people that were in close contact with a person that was in school and is positive to COVID-19 have to quarantine. The quarantine period is 10 days without a test. Contacts of contacts, for example siblings or friends, do not need to quarantine automatically unless they are deemed to have been in close contact with the positive case. Day one of the quarantine is the last day of contact. People in quarantine have to monitor their health carefully for possible COVID-19 symptoms, test if required and keep the school informed.

- **In case of a COVID-19 case at home:**

School has to be informed as soon as possible if a family member of a 7Hills student is found positive with COVID-19. If COVID-19 is suspected in the family, children should stay at home until the results are available. If the student is found to be positive, and has attended school, rule 1 (see above) applies. If the student is negative but their family member is positive, only the family has to quarantine for 10 days. The positive family member should isolate from the rest of the family. The student will be allowed back to school only with a negative test. If the test is positive, the student has to isolate for a further 10 days.

## Quarantine or isolation: What's the difference?

**Quarantine** keeps someone who might have been exposed to the virus away from others.

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

### Who needs to quarantine?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

### What counts as close contact?

You were within 2m of someone who has COVID-19 for a total of 15 minutes or more.

You provided care at home to someone who is sick with COVID-19.

You had direct physical contact with the person (hugged or kissed them).

You shared eating or drinking utensils.

They sneezed, coughed, or somehow got respiratory droplets on you.

## RETURN TO SCHOOL AFTER TRAVELING OUT OF THE COUNTRY

**After traveling out of the country the student or staff member has to do a COVID test on day 5 after returning and present it to the school.**

## Annex A

### Return to School Agreement

All parents intending to send their child into 7Hills must have read the re-Opening Manual and sign the school home agreement.

#### The School

**The school will do its best to:**

- o Provide as safe an environment as possible which has been cleaned and prepared in response to the COVID-19 pandemic and Ministry of Health and Ministry of Education and Sports Guidelines (SOPs);
- o Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- o Continue to provide a curriculum that meets the needs of your child's well-being, mental health and academic needs whether they are in school or continuing to learn from home. This curriculum may be required to change as more students return to school.
- o Contact parents/carers if your child displays any of the recognisably associated symptoms of COVID-19 and ask you to take them home and self-isolate for 10 days (family members for 10 days) or until a test is completed and negative results returned;
- o Inform you if staff or students in your child's group show recognisably associated symptoms of COVID-19 as this will mean you will all need to self-isolate for 10 days or at least until the test comes back negative;
- o Continue our clear and consistent approach to rewards and sanctions for students as set out in the Behaviour Policy as well the expectations and procedures outlined in this agreement;
- o Communicate frequently between home and school through newsletters, email, Whatsapp and the school website alongside phoning in emergencies or if one of the triggers mentioned above is activated.

## The Parent/Guardian

### To best support my child and the school, I know and understand that:

- o I will ask my child verbally how they are feeling before they leave for school. If my child has any complaints or symptoms associated with COVID-19, I will not hide them and I will not bring my child to school;
- o If my child or any other family member has COVID-19 symptoms, we will self-isolate and if after 48h the symptoms persist, we will go to the doctor and ask for a medical report & if the doctor advises, test for COVID-19. I will in any case, share the medical report with the school and the COVID-19 Test results. Be it positive or negative, I will let the school know the results as soon as possible via telephone and a follow up email;
- o My child will have their temperature taken on arrival at school and at lunchtime;
- o On my commute, I will bring or ask our driver to bring my child directly from home to school;
- o When dropping or picking up my child, I will stick strictly to the school's published timings;
- o When dropping my child off, I understand I will not be able to enter school;
- o When picking my child up, I will wait in the parent pickup area, wear a mask and adhere to the 2 metre social distancing rules;
- o I understand that I will not be allowed into the school without a pre-arranged appointment – made via telephone or email;
- o If my child forgets their packed lunch or water bottle at home, I will deliver it to school in a clean, labelled carrier bag and place it in the designated box in the school foyer;
- o If my child shows symptoms of COVID-19 at school, they will be isolated immediately and would be supported by a member of staff (who may or may not need to wear full PPE, dependent on symptoms and comfort level needed). I will collect my child as soon as is practically possible; I will go to the doctor and ask for a medical report. I will share the report with the school.
- o If another child in my child's group, shows symptoms of COVID-19 at school, and the school decides that it is safer to send all the children in the group home, I will collect my child as soon as is practically possible;
- o If anyone in my child's group is tested positive for COVID-19, I understand that even my child would need to be self-isolate, until a negative test is provided or for 10 days. The classroom area will be thoroughly cleaned. If the government allows, all other groups would remain open but not to siblings of a child from the closed class.
- o If staff sickness becomes too high, the school may well have to close until staffing levels can be adequate. During this time the school will switch to full online schooling.
- o I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;



- o I need to support all staff in their efforts to create an ‘as safe as possible’ environment during this time;
- o I will read all letters/messages/emails that are sent home;
- o I will inform the school immediately of any changes to parents/carer and emergency contacts details;
- o I will follow social distancing rules at all times, and understand if there is evidence that I have not followed social distancing, my child may lose their place at school;
- o I understand what is expected of me and my child/ren;
- o I will communicate the above to anyone responsible for taking my child to or from school;
- o I will talk to my child about the safety measures they will need to follow, in a way that they can understand;
- o I understand that sending my child to school is not compulsory and acknowledge that it is my choice to do so.
- o **Understand that in order to protect the whole school community, if students either deliberately or repeatedly do not follow these guidelines, they will not be allowed on the school premises and will have to return to online learning. Return to school will only be possible once this agreement has been re-visited and re-signed with the parent and the student.**

**Please sign below that you have read and understood and are willing to adhere to this guidance.**

**Date:** \_\_\_\_\_

**First name and Surname:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## The Student

### I will do my best to:

- o Follow the school rules that keep me safe;
- o Follow the social distancing rules around school and in and around schools including not attempting to mix with students outside of my group;
- o Wash my hands as soon as I go into school; and wash Hands very frequently according to the school rules.
- o Tell an adult if I feel unwell;
- o Only enter and exit the school building from my designated entry point;
- o Follow good hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it) and binning any tissue as soon as it is used;
- o Follow good hand hygiene – washing my hands with soap and water for 20 seconds (and where not possible, using a hand sanitiser) regularly throughout the day;
- o Behave well at all times to maintain the safety of myself and others;
- o **Follow these expectations and know that if I don't, I could be sent home and would not be able to come back into school until I will show I am ready to follow the rules that keep everybody safe.**

**Please sign below that you have read and understood and are willing to adhere to this guidance.**

**Date:** \_\_\_\_\_

**First name and Surname:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**ANNEX B**

**MEDICAL FORM - COVID -19**

1. Parent/Guardian Name: \_\_\_\_\_

I have a COVID VACCINE:

- Yes
- No
- Not yet, but intend do vaccinate as soon as possible
- No comment

If you had a COVID Vaccine, what Vaccine did you do and when:

Brand of 1st vaccine: \_\_\_\_\_ Brand of 2nd vaccine: \_\_\_\_\_

Date taken: \_\_\_\_\_ Date taken: \_\_\_\_\_

2. Parent/Guardian Name: \_\_\_\_\_

I have a COVID VACCINE:

- Yes
- No
- Not yet, but intend do vaccinate as soon as possible
- No comment

If you had a COVID Vaccine, what Vaccine did you do and when:

Brand of 1st vaccine: \_\_\_\_\_ Brand of 2nd vaccine: \_\_\_\_\_

Date taken: \_\_\_\_\_ Date taken: \_\_\_\_\_

My child vaccination status:

- Vaccinated
- Not yet vaccinated but we intend to vaccinate as soon as possible
- no comment