



Covid-19 National Lockdown – changes to SJL procedures
updated in line with Tier 2 - 01.12.20

Action	Justification	When
Any meeting of more than 2 people will now need to take place via Microsoft teams	We wish to reduce the number of opportunities large groups of staff have to mix and potentially come into `close contact` with each other	Thursday 5 th November
Masks will be compulsory for students during line ups / canteen queue and whenever they are in an indoor shared space. Some students who are exempt from wearing masks will be given a purple laminated card to show if challenged.	We wish to reduce the opportunities for the spread of Covid-19 by asymptomatic students during close contact times of the day.	Thursday 5 th November
Masks will be compulsory for 6 th form in the 6 th form study centre and in the canteen at wet break (if not eating food)	We wish to reduce the opportunities for the spread of Covid-19 by asymptomatic students during close contact in the study centre and canteen where there are large numbers of students in an internal space.	Thursday 5 th November
No 6 th form student can go off site to buy food at lunchtime. They only leave site if they are timetabled for study in the afternoon.	As of Thursday, you can only meet 1 person from outside of your household outside	Thursday 5 th November
<p>Extra-Curricular Clubs will continue within bubbles</p> <p>UPDATED AFTER SCHOOL EXTRA-CURRICULAR CLUBS WILL NOW NOT GO AHEAD APART FROM HOMEWORK CLUB AND INTERVENTIONS</p>	<p>We feel that extra-curricular activities remain extremely important for the mental health of our students.</p> <p>Homework club, Intervention classes within bubbles should continue (but seating plans / registers must be taken/recorded).</p>	Thursday 5 th November
You should not enter large office spaces unless invited to do so:	We wish to avoid staff from being in situations where social distancing is difficult to adhere to at all times.	Thursday 5 th November

<p>Large Department Offices – only those in the Department should enter their Department office. In addition to this, please ensure you adhere to Faculty practice on shared office space.</p> <p>Head of Year Office – only the 5 x Head of Years & 2 SSMs should enter this office.</p> <p>Admin office – Only the 4 members of the admin team who work in the office should enter this office.</p> <p>Reprographics office – only one person should be in this office at a time.</p> <p>Finance Office – Only the 2 members of the finance team should enter this office</p> <p>Data Office – Only the 3 members of the Data Team should enter this office.</p> <p>6th form office – Only the 3 members of staff who have desks should enter the office.</p> <p>Reception (am) – In the morning before 8.50am, only the 3 members of the reception team + 1 SLT member on duty should be in reception. If you need to walk through reception please go via the hall.</p> <p>Reception (rest of the day) – Only the receptionist and first aider + 1 other member of staff should be in reception at any given time. You are still permitted to pass through en route to other parts of the school, but please don't stop in reception</p> <p>JOL & TBR office – Only JOL, TBR and CRO should be in this office.</p>	<p><i>(Please call the person and/or arrange chat/meeting in a larger separate space such as adjacent classrooms or the staff room).</i></p>	
<p>Essential Visitors Only</p> <p>Only essential visitors will be allowed on site. Essential visitors refers to those supporting the</p>	<p>We wish to minimise the number of external visitors who come onto the school site.</p>	<p>Thursday 5th November</p>

<p>education and well-being of our students, such as counsellors, youth connexions, nurses etc Essential visitors also include building contractors. Parents should only visit the school outside the school day and any meeting needs to be cleared with the SLT link beforehand All visitors must adhere to our Covid control measures.</p>		
<p>Lettings All lettings have been cancelled until 2nd December at the earliest</p>	<p>We wish to minimise the number of external visitors who come onto the school site.</p>	<p>Thursday 5th November</p>
<p>Clinically Extremely Vulnerable Staff/Students CEV staff have been made aware of their right to work from home during the period of the lockdown. Those who have chosen to come into school have made declarations that this is their own decision. CEV students have been spoken to about procedures to keep them safe in school.</p>	<p>We wish to protect the health of the most vulnerable members of the school community.</p>	<p>Thursday 5th November</p>