**Draft- Classroom procedures and guidance for The Henley College reopening March 2021**

The guidance below is drawn from the following documents.

* Guidance to staff and students -The Henley College
* Planning guide for further education colleges - commentary and checklist (Union guidance)
* Covid 19 Draft risk assessment - The Henley College
* Government health guidance for Colleges

Before the lesson

1. Check the door to the room and windows are open which will allow flow of air through the classroom.
2. Clean your work area (desk) with the sanitiser and towels provided - bins should be available for disposal. (PPE will be available for this)
3. On entry remind the students about 2m rule and cleaning arrangements. Students should wipe their work areas/desk also.
4. Desks should be set out with social distancing in mind, and should be set up face forward to the front, but check students haven’t moved them from the previous session

During the lesson

1. As a teacher, you should always maintain the 2m rule. That means teaching from the front which may go against some normal practices in some subjects. If you need to check on a student’s work and need to move within the class, then do ensure you wear a face covering.
2. If you wish, you may wear a face visor in class so that students can see your face, especially when talking.
3. All students, except those who are medically exempt should wear a face covering in class. If a student wishes to wear a face visor, that is permissable. You should ask students to wear face coverings in class, even if you are maintaining the 2-metre distance at the front. This will be especially necessary in some classrooms where not all desks are facing forward.
4. Ask students to use the same desk whenever in your class.
5. Avoid giving handouts or materials to students. They need to have their own equipment and not borrow yours or other students.
6. Students should provide their own stationary/pens etc. Any specialist equipment students may need, for a particular subject for instance, will require the students to bring their own, and reminding beforehand.
7. Consider relaxing the mobile rules to send students documents to look at during the lesson or ideally before the lesson. (ask them to turn off notifications if so)
8. Use of technology eg laptops or PCs is fine providing the students don’t share these items and they wipe them down with the sanitizers and cloths provided once they have finished with them.
9. If you’re presenting from the front, consider some students may not be in a position to see well (due to 2m distance rule)- use larger fonts on PowerPoint for instance could be considered.
10. Ideally encourage the students to hand in assessed work electronically.
11. If students wish to hand in work physically (eg Artwork?) then you can use a plastic tray and the work should be left for 24-48hrs before handling.
12. Group work is possible (e.g., for discussion) but you will need to prevent any movement around the classroom, i.e., it may only be possible from the position they are sat.
13. It’s important to maintain the usual no eating and drinking rule.
14. If there are students who continue to flout social distancing (either deliberately or accidently) you should call a senior member of staff who should be available.
15. Discourage students wishing to go to the toilet during the session, however if they require it, make sure there is a clear exit route which reduces contact with others.
16. If you find a student becomes ill during the session, follow the procedures as set out in the policy document provided by HR and the risk assessment documents.
17. If there are occasions where social distancing may be difficult to maintain PPE will provided for staff and students.
18. SEND students in the class may require special consideration - advice and guidance on those students, eg visually impaired or those who normally have close one to one support, will be provided by the student services team.
19. Dismissal - think secondary school procedures, dismiss in rows or individually to avoid the crush at the door and remind students about the one-way exit route out of the building. Also, ask students to wipe down the desk, chair and any equipment they have used in the classroom before they leave the classroom.

Remember students returning to college will be both excited and nervous. Part of the process of reopening is to settle them back into college routines and not to make them more anxious than they already are. So, whilst keeping Covid safe is the key consideration, we must also give an air of normality where we can.