



和景華人聯誼會
CHINESE ASSOCIATION OF WOKING

和景中文學校
WOKING CHINESE SCHOOL

Quick Guide to COVID-19 Procedures for Parents and Students

Students go directly to their classroom on arrival and stay there until the end of the morning classes.

Teachers will meet them in the classroom, They remain in their classroom for the mid-morning break supervised by a teacher or other member of staff.

Students and the teacher will be socially distanced within the classroom, and use hand sanitiser on entry

The classrooms will be well ventilated and cleaned by SJB cleaners before and after Chinese School use

Children 11 years old and above must wear facemasks when they are within the school buildings, including in classrooms

Adults should wear facemasks when moving around the premises outside of classrooms and in any other situations where a separation of at least 1m from other can be guaranteed.

Students will enter and leave the building by the external door nearest their classroom (see map)

Volunteers will be by each external door to ensure students keep their distance and go directly to their classroom

Only Chinese School staff and volunteers and students may enter the main school building.

Staff, volunteers and students will wear face masks or face shields inside the school building when not in a classroom. Students should provide their own face mask and carry them with them at all times

Parents may meet with school management in the canteen by appointment only

Parents should wait outside the canteen until invited in and should wear face masks, provided by themselves, on entering

If a student, member of staff or volunteer is ill they should not come to school. If they fall ill at school they will be isolated and sent home

Parents will be contacted and should collect their child as quickly as possible

If there is a potential Covid-19 case they/their parents should follow Government Guidance for households with possible or confirmed COVID-19.

Get tested, ill person isolates for 10 days, rest of household isolates for 14 days from when the person first got ill

The school administrator should be told of potential Covid-19 cases and test results as soon as possible

The administrator will be prepared to give a list of contacts to the Test and Trace system

If a student or teacher is confirmed to have Covid-19, their class will immediately switch to online teaching for a minimum of two weeks

The headteacher will determine when the class can resume face to face teaching

Students in afternoon activity classes should follow the procedures published for the classes

A copy will be provided when students register for the class

Between morning language classes and afternoon activity classes, activity class students should wait in the covered area outside the canteen.

While waiting students should, in general, stay seated and maintain social distancing. They may bring lunch to eat there.



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Quick Guide to COVID-19 Procedures for Language Class Teachers

Students go directly to their classroom on arrival and stay there until the end of the morning classes.

Teachers will meet them in the classroom, They remain in their classroom for the mid-morning break supervised by a teacher or other member of staff.

Volunteers will be stationed at two or three points on the corridors

To supervise students in the corridors and watch classes if teachers have to leave for a short time

Teachers should be in their classrooms at least five minutes before the class start time.

Teachers should ensure the use of hand sanitiser on entry and “catch it, bin it, kill it” for coughs and sneezes. Teachers should ensure the classroom is well ventilated.

The classrooms will be cleaned by SJB cleaners before and after Chinese School use

Teachers should aim to minimise close face-to-face contact between students and between students and staff. Teachers should avoid activities which involve any physical contact.

Students should be encouraged to maintain distancing and avoid touching staff or other students. The extent to which this is possible will depend on factors such as the age of the students

Teachers and students should have their own frequently used equipment, such as pencils and pens. Shared resources, such as books and games, can be used and shared within the class.

Shared resources should be cleaned regularly along with frequently touched surfaces.

Children 11 years old and above must wear facemasks when they are within the school buildings, including in classrooms

Adults should wear facemasks when moving around the premises outside of classrooms and in any other situations where a separation of at least 1m from others cannot be guaranteed.

Students will enter and leave the building by the external door nearest their classroom (see map)

Volunteers will be by each external door to ensure students keep their distance and go directly to their classroom

Only Chinese School staff and students may enter the main school building.

Teachers should be vigilant for signs of Covid-19 in their students and inform the administrator immediately if any student displays symptoms.

A person with a high temperature and/or a new continuous cough and/or a loss or change in sense of taste or smell is a potential Covid-19 case.

If a student, member of staff or volunteer is ill they should not come to school. If they fall ill at school they will be isolated and sent home

Parents will be contacted and should collect their child as quickly as possible

If there is a potential Covid-19 case they/their parents should follow Government Guidance for households with possible or confirmed COVID-19.

Get tested, ill person isolates for 10 days, rest of household isolates for 14 days from when the person first got ill

The school administrator should be told of potential Covid-19 cases and test results as soon as possible

The administrator will be prepared to give a list of contacts to the Test and Trace system

If a student or teacher is confirmed to have Covid-19, their class will immediately switch to online teaching for a minimum of two weeks

The headteacher will determine when the class can resume face to face teaching