

COVID-19 SAFETY STEPS

When coming to the school, things may be a little different for a while, but these new measures are designed with your health and wellbeing in mind.

Please read the information carefully and if you have any questions or doubts, please let us know.

Before arriving in the UK

In addition to the items we recommend in the pre-arrival guide in the student's handbook, we suggest you bring enough masks or face coverings and alcohol-based hand sanitiser to last you for at least a week. It is possible to buy extra supplies of these items once you have arrived in the UK.

Face masks or coverings should not be worn for more than 4 hours as they become ineffective after that time. If you feel you need or want to wear a face mask for extended periods of time, you may need two or even three for each day.

Please note that face coverings are mandatory on public transport in England and this includes your taxi/transport to and from the airport. However, this does not have to be a mask. Anything that sufficiently covers your mouth and nose is acceptable. Please check the UK's government guidance as this might change before your arrival.

You may want to bring some disposable plastic gloves for extra protection.

If you have a laptop or tablet, we strongly recommend that you bring that with you as we might be forced to provide your lessons online in case of any restrictions or further lockdowns.

Please make sure you bring enough pens/pencils and notepaper with you for your own use in the school as other students will not be permitted to share anything with you.

Text books will not be shared, so if you have a text book, please bring it with you.

Arriving in the UK and the quarantine

Before you arrive in the UK you must provide the address where you will be staying in the UK and your contact details, as well as details of your travel arrangements.

You must submit this form before you arrive, but you cannot submit it more than 48 hours before your arrival. You do this by using the [Public Health Passenger Locator](#)

[Form](#). Please make sure you have a printout of the completed form or access to it on your phone to show to the UK immigration officer when you arrive.

It is likely that you may not need to quarantine, particularly if you are travelling from a country with low instances of COVID-19, or from a country with which the UK has an 'air bridge' agreement. Please check the UK [government's website](#) for a full list of countries included in the air bridge.

If quarantine is required, and the student wishes to arrange accommodation via the school, full board can be arranged through our accommodation agencies (additional charges will apply). You will receive help and support from your host and accommodation agency if you are required to quarantine.

If you are asked to quarantine then it means you must remain at your address in the UK for at least two weeks. There will be spot checks from the UK authorities to ensure compliance with quarantine.

During quarantine the school will contact you to make sure you feel part of the school's community.

Travelling to the School

When travelling to the school, you will be required to wear a face mask on public transport. The same applies when visiting shops. For the latest information please [follow the government's website](#).

Remember touching contaminated surfaces is more likely on public transport and in public areas, so it is a good idea to carry and regularly use hand sanitiser.

Before arriving at the school

All level testing will be done online before your arrival. The speaking test will be done via zoom.

We will ask you to send us a scan of your passport so that we do not need to handle your passport when you arrive. However, if we still need to see your passport we will ask you to show it to us.

If you require a visa to study in the UK, we will ask you to photograph the visa page of your passport after your arrival in the UK and to email the photo to us.

Entering the building

Please follow the signs and keep social distancing where possible. Use the hand sanitiser provided when entering the school building.

Please do not arrive too early for your lessons as there will be no waiting rooms available. We would ask you to arrive a few minutes before your class is due to start and go directly **to your room which will be emailed to you with the welcome letter**. We would ask you to keep all your belongings with you, please do not ask to leave bags, cases etc in the reception.

Please do not come to the reception unless absolutely necessary. If the reception has more than one other student in it, please wait until someone leaves. Please do not come with extra friends/members of family or children.

Social distancing in the school

Please follow the signs and keep a safe social distance (currently 1 metre) from other students and staff. We have adjusted our waiting areas as much as physically possible so that you can maintain safe social distancing.

Lessons

Classrooms are arranged so that there is a safe distance between you and other students. Please **do not** move chairs to be close to other students, even if they happen to be a family member or someone you live with.

Please ensure that you have your own text book with you as well as paper and pens for dictations.

There will be no sharing of text books, pens, paper etc. If you do not have your own things, you will need to wait whilst readings, dictations etc are done.

Each class will have a maximum size of 6 to 7 students (depending on the room size) so that we can ensure everyone maintains social distancing. Currently the guidance is to keep a distance of 1 metre, in addition to other safety measures.

Please leave the room after your lessons individually to allow everyone to keep an adequate social distance.

Protective screens

You will notice that we have installed plastic screens at the front of our reception desks. This will keep you and our staff safe when you come into the reception. Please avoid touching the screens or talking over the top of them. We would ask you to arrange everything online in advance if possible.

Payments

To keep you safe, we would ask you to use credit/debit cards or contactless payment instead of cash wherever possible.

Face masks/visors in the school

We would ask that you wear your face mask/visors whilst in the reception and when moving around the school.

Face masks may be worn during lessons if you wish. However, the teachers might not be able to correct you as much as they normally would as it is difficult to identify some errors when they cannot see your mouth and lips. Alternatively, you could wear a clear visor. Whatever makes you feel most comfortable.

Our teachers will be wearing a clear visor so you will be able to see their whole face.

You may also like to wear disposable plastic gloves for extra protection.

Face masks/visors will be available for purchase from the reception, however, please only come to purchase from us in emergency cases only.

Maintaining essential hygiene

There will be antibacterial hand gel provided in the school. Please clean your hands as you enter the school, and regularly whilst in the school.

The handwash in the toilets is antibacterial and you should wash for hands for a full 20 seconds.

Cover your nose and mouth with a tissue or the inner side of you flexed elbow whenever coughing or sneezing. Tissues are to be disposed of immediately and appropriately after use.

You are asked not to sneeze or cough into your hands as this will increase the likelihood of you contaminating hard surfaces, such as desks, door handles etc.

You should always avoid touching your eyes, nose and mouth prior to washing your hands.

Ventilation

Windows will be left open as much as possible, and as long as it is not against fire safety regulations, doors will also be left open. This increases ventilation in the school and reduces the need for touching door handles.

More frequent, deeper cleans

We shall be performing deep, thorough and more frequent cleans, especially in our common areas.

Desks, door handles and the most commonly touched surfaces will be cleaned using anti-bacterial and anti-viral sprays.

All cleaning will be scheduled throughout the day to fit around lessons.

Symptoms in the school

In the event of you having symptoms (unusual persistent cough, high temperature, loss of taste and smell), or testing positive for Covid-19, you will be asked to isolate and inform the school as soon as possible.

Please **do not** come to school if you feel unwell or have any of the above symptoms.

If you become unwell whilst at school, we will take your temperature, using a non-contact thermometer. If you have a temperature and/or any other symptoms we will ask you to return home immediately.

If you are displaying any of the known symptoms, no matter how mild, or feel unwell, you will be required to undertake a Covid-19 test which can be [requested online](#).

This should be done as soon as possible, but within 5 days the latest.

In the event of a positive test, the school will only inform those who need to know. We will liaise with the Local Public Health Protection team, carry out a deep clean of the school and properly disposed of any rubbish/personal protective equipment (PPE) waste.

Before coming to the school, you will be asked to confirm:

- That you are in good health.
- That you have not been diagnosed or have not experienced any symptoms of Covid-19 in the last 14 days.
- That you have not come into close contact (within 2 metres) with someone recently diagnosed with Covid-19 in the last 14 days.
- That you have not travelled or worked in an area with significant cases of Covid-19 in the last 14 days.

After finishing your course

If within 14 days of your last day in the school you begin to develop any symptoms (see above) of possible Covid-19, you should contact the school without delay to inform us and then follow the appropriate testing/self-isolation advice.

We are working hard to create a safe and secure environment in which to welcome you. Please remember your actions will affect others as well as yourself, so please assist us by following the guidance carefully. Failure to follow this guidance may result in you being asked to leave the school (terms and conditions apply).

We thank you for your continued support and co-operation and we promise to adhere to all government guidance and reopen our school in the safest way possible.

You will be informed of any changes which arise as we continue to follow updates and guidelines from the UK government and English UK.

STAY SAFE, AND HELP US TO KEEP YOU AND OUR STAFF SAFE.

ABC School team