

RETURN TO FACE TO FACE TEACHING WITHIN THE CENTRE WITH COVID-19 SAFETY MEASURES:

Autumn Term: starts 21st September 2020

PROCEDURE FOR PARENTS AND STUDENTS:

We have implemented a variety of new procedures and safety measures to enable us to open up the centre again for face to face teaching. We are really looking forward to seeing you again, but **please read the below information carefully as there have been some important changes:**

- The lessons will be carried out using **safety measures** – each workspace has two Perspex screen dividers across the table, separating each child and their teacher. Teachers will maintain a 1m+ distance between the children and themselves and cleaning of materials and shared spaces is done between each lesson. The student's interaction with others will be limited to their teacher and their lesson partner. Most teachers have their own room. Where a room is shared, the workstations are a minimum of 2m from each other. Hand cleaning, hygiene and distancing will be observed and we will encourage the children to do this when onsite. Extra cleaning and hygiene plans are in place. If you wish to see a copy of the full risk assessment, please contact the office.
- If your child or anyone in the household is displaying any suspected Covid-19 symptoms, **do not come to the centre**, contact us asap on 0117 9739405, office@dyslexiacentre.co.uk cc to officetwo@dyslexiacentre.co.uk
- **If you child is unwell** in any other way and particularly if they have not been into school that day, please do not bring them to the centre. If your child has been told isolate do not bring them to the centre.

ARRIVAL/DEPARTURE:

- **The car park will be used as a waiting area so is NO LONGER ACCESSIBLE BY CAR for drop off and pick up.**
You will need to park elsewhere and WALK round to the centre, when it is your lesson time. Bicycles are allowed.
- **Parking** in the nearby streets is free for 30 mins – you need to get a ticket from the machine. Parking on the streets around the Downs (eg Ladies Mile) is free for up to 5 hours. If you have a disability and need to drive into the disabled space, please contact us.
- Please **be prompt** – Arrive on time or try to arrive within 5 mins of your lesson drop off and pick up times.
- When you arrive at the centre, please **wait in the car park area**. Wait here until your child is called in by a member of staff. Please do **NOT** send them in until they are called. Children at secondary school who make their own way to and from the centre must also wait outside until called in.

- **Practice social distancing** when on site (stay at least 1m away from other people who are not in your household.) We have limited the number of people onsite at any given time to make this as manageable as possible. Where possible, we ask that no more than one **person accompany a child** to the centre. Please ensure we have the mobile phone contact for this person.
- Students to **wash their hands** on entry to building. (Staff will prompt them to do this) and maintain social distancing. Students will have access to toilet facilities.
- **There will not be any waiting inside the centre** during your child's lesson. If you are going to wait, please **wait in your car, or nearby, e.g. local shops, the Downs etc.** If your **child is vulnerable** and you need to remain close by during their lesson, please contact us to discuss.
- **No visitors are allowed inside without an appointment.** If you need to speak to us please call or email. Any messages for teachers should be written in your communication book, or sent by email. Should you absolutely need to come into the office, ring the bell and we will let you through when it is clear. Please **wear a mask, wash your hands on entry** and **observe distancing markings.**
- At the **end of the lesson**, primary aged will be brought to the door by a member of staff and sent out to meet you. Please be here 5 mins before the end of the session. Children at secondary school who make their own way to and from the centre may leave. Children who are not collected on time will wait inside, but this must be kept to a minimum – please be prompt.
- As we all get used to the new procedures, lessons will finish a few minutes early to allow teachers time to safely clean down the teaching areas between sessions and to control the numbers of students passing through the building between sessions.

OTHER ISSUES:

- **TEST AND TRACE**
Please be aware that in the event of a Covid-19 outbreak at the centre, we will be obliged to share some of your personal data (name and contact information) with the **NHS Test and Trace** Service.
- **FACE COVERINGS**
Currently children and staff in education settings are not required to wear face coverings where other hygiene and safety measures are in place. If any student has a preference to wear a face covering during their lesson they are welcome to do so. We will continue to monitor the guidance on this. Visitors (not enrolled students or staff) of secondary school age and older, will be asked to wear a face covering in communal areas.

- **PAYMENTS**

Wherever possible, payments are to be made by bank transfer. Payment for some services can be taken over the phone by card. If neither of these is available to you, then cheques/cash can be accepted.

- **FOOD AND DRINK**

Please **provide a drink** (water bottle) for your child if they need it. We will not be able to widely provide drinks. We **can no longer allow you child to bring food to eat** in their lesson. If the lesson is at a mealtime, please arrange to eat before or after.

- **HOME FOLDER**

Please continue to **use your home folder. Please bring a pen/pencil too. Card games and home resources** will still be given and will be sanitized or quarantined as needed before given to your child and upon return.

- **MISSED LESSONS**

In order to control the 'bubbles' within the centre through the week, we cannot offer catch up lessons to take place at a time that is not your usual slot.

At this time, it may **not be possible to make up missed lessons**, so good attendance is essential as far as possible. If your reason for missing the lesson is entirely unavoidable, we may be able to offer a catch up via an online video session using Teams but this is not guaranteed and will be at our discretion.

- **LOCAL LOCKDOWN**

We will continue to follow government guidance. Should the Bristol area be party to any further lockdowns it is our intention to provide teaching support online using the Teams programme, as we did in the summer term. This will be equivalent to and charged at the same rate as face to face lessons.