

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

**Spring Term: starts 10<sup>th</sup> January 2022**

### PROCEDURE FOR PARENTS AND STUDENTS:

This is an outline of the procedures and measures in place at Bristol Dyslexia Centre to enable the safe provision of face to face teaching, in light of the Covid-19 pandemic.

- If your child is displaying any suspected Covid-19 symptoms, **do not come to the centre**, contact us on 0117 9739405, [office@dyslexiacentre.co.uk](mailto:office@dyslexiacentre.co.uk) cc to [officetwo@dyslexiacentre.co.uk](mailto:officetwo@dyslexiacentre.co.uk)
- If your child has been told isolate do not bring them to the centre. If your child is unwell in any other way and has not been into school that day, please do not bring them to the centre.
- The lessons will be carried out using **safety measures** – workspaces have perspex screen dividers across the table, separating each child and their teacher. Cleaning of materials and shared spaces is done regularly. 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 will be observed and we will encourage the children to do this when onsite. Cleaning and hygiene plans are in place. If you wish to see a copy of the full risk assessment, please contact the office.

### ARRIVAL/DEPARTURE:

- **The car park will continue to be used as a waiting area so is NOT ACCESSIBLE BY CAR for drop off and pick up.**  
**Please park elsewhere and WALK round to the centre, when it is your lesson time.**  
**Bicycles are allowed in.**
- **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.
- When you arrive at the centre, please **wait in the car park** until your child is collected in by their teacher. Please don't 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 collected.
- **Face coverings** – We request that face coverings are worn inside communal areas by secondary school students. These can be removed once in the lesson and behind the screen. If a student has a preference to wear a mask during their lesson they are welcome to do so. Adults entering the build are requested to wear a face covering.

- Students to **sanitise /wash their hands** on entry to building. 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 you **child is vulnerable** and you need to remain close by during their lesson, please contact us to discuss.
- **Visitors are by appointment.** If you need to speak to us please call or email. Any messages for teachers can be written in your communication book, or sent by email. Should you need to come into the office, or use the toilet, ring the bell and we will let you through when it is clear. Please **wear a face covering.**
- At the **end of the lesson**, children will be brought out to meet you. Please be here a few mins before the end of the session. Children who are not collected on time will wait inside. Children at secondary school who make their own way to and from the centre may leave.

#### OTHER:

- **FOOD AND DRINK**  
Please **provide a drink** (water bottle) for your child if they need it. If the lesson is at a lunchtime please arrange for them to eat before or after where possible, but if time is tight and they have not finished, we can allow them to finish the food inside.
- **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 before given to your child.
- **MISSED LESSONS**  
Good attendance is essential as far as possible. Notice of missed sessions is required. If your reason for missing the lesson is unavoidable, we may be able to offer an in-person replacement lesson, or via an online video session using Teams but this is not guaranteed and will be at our discretion.
- **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.
- **LOCKDOWNS**  
We will continue to follow government guidance. Should there be any further lockdowns it is our intention to provide teaching support online using the Teams programme, as before.