



Key information for EGA's Provision during lockdown

Welcome to our temporary provision during lockdown.

The main phone line for EGA is 020 7837 0739. Our email address is admin@egas.org.uk

Arrival and Absences

School begins at 9.15am. Students can arrive from 9.00am in full school uniform and should sign in at Reception upon arrival. They should then go to the Canteen where breakfast will be available.

If a student is unable to attend, please email admin@egas.org.uk as early as possible. Government guidance on self isolating in the case of symptoms including a high temperature, loss of or change in sense of taste and/or smell and/or a persistent cough must be followed.

School finishes at 3.30pm. There will be someone available to answer the phone until 4.30pm each day.

What will we be doing?

Students will be following a full programme of live lessons delivered via Google Meet throughout the school day. Students should bring their Chromebook each day. Break and lunchtime will be supervised and refreshments will be provided.

Timetable

Time	Activity	Location
9.00	Arrival	Sign in at Reception; breakfast in Canteen
9.15	Period 1	Level 3 (Google Meet/Classroom)
10.05	Period 2	Level 3 (Google Meet/Classroom)
10.55	Break	Canteen/Terrace
11.15	Tutor Time	Level 3 (Google Meet/Classroom)
11.35	Period 3	Level 3 (Google Meet/Classroom)
12.25	Period 4	Level 3 (Google Meet/Classroom)
1.15	Lunch	Canteen/Terrace
1.55	Period 5	Level 3 (Google Meet/Classroom)
2.45	Period 6	Level 3 (Google Meet/Classroom)
3.30	Depart	Via Reception

Staffing

The provision will be staffed by a team of experienced Pastoral Managers and Teaching Assistants. There will always be at least one senior member of staff, a first aider and an experienced pastoral leader on site.

Expectations

The Provision is a school environment and we have the same high expectations as usual.

We expect all students attending the Provision to be kind, thoughtful and respectful to others. If staff are not happy with the conduct of a student they may be moved to work alone under the supervision of the senior leader on duty.

All instructions given by staff must be followed the first time without argument or negotiation. This is especially important as we are working hard to make sure that everyone remains safe.

Mobile phones are not allowed to be used on site. They will be confiscated until the end of the day if seen or heard.

Reducing the risk of COVID-19

It is vital that every measure is taken to prevent the spread of COVID-19. All students and staff must observe the following guidelines:

- Students' temperature should be taken before leaving for school. If it is above 37.8°C, the child should not attend and school should be contacted;
- Wash hands for twenty seconds when you arrive at school and at the beginning of every break;
- Maintain a two metre distance from others at all times;
- Wear a mask or face covering unless exempt;
- Ensure you cough/sneeze in a tissue or the crook of your elbow and wash hands immediately.

If a student feels ill or has or any symptoms of COVID-19 they must report this to a member of staff immediately. The member of staff will refer this to the senior leader and first aider on site who will make arrangements with families.

Staff and students must stay at home if they or any of their family have any symptoms of COVID-19 and arrange for a test as soon as possible. Please inform us of the result of the test as you receive it. If it is positive, we will need to inform all those who have been in close contact.

We will be offering, and encouraging students to take, weekly lateral flow tests to identify asymptomatic COVID infections and keep the whole community safe.

Uniform and Equipment

Students should wear the full uniform for their school every day.

Please bring all of the equipment needed to complete home learning including your Chromebook pens and pencils, calculator and maths set and any other books or resources required.

Lunch will be provided each day.