

# Organisation of the school day in Secondary

From Monday 1<sup>st</sup> February

The following rules are put in place and must be followed by all pupils and members of staff in order to safeguard the health of all persons attending the school.

## 1. Material and commuting at school

- Before the first lesson, pupils are required to take all the necessary material for first three lessons.
- Pupils are not supposed to stay in the locker room, they go directly to their classroom.
- Pupils are requested not to come to school too early before their first lesson.
- At the end of the morning break, they take their material for lessons 4 and 5.
- At the end of the lunch break, they take all the material for the afternoon lessons.
- Exceptionally, pupils are allowed to use a cloth bag to carry their material with them. However mobile phones will have to stay in the lockers.
- Pupils are requested to take as much school material as possible with them at home in case a class has to be put in distance learning with short notice.
- More generally, it is important that everyone is aware that the situation can change very quickly and are ready to switch from on-site to distance learning and vice versa.

## 2. Breaks

It is strongly recommended to all pupils to spend their breaks outside rather than inside this is the best way to socialise and to be together while limiting the risk of contamination, especially if pupils are willing to spend time with the pupils from other classes.

### A. Morning break

- All pupils (including S4 and S5) are requested to go outside according to the following rotation:

| Day       | Classes inside | Classes outside |
|-----------|----------------|-----------------|
| Monday    | S2, S3 & S4    | S1 & S5         |
| Tuesday   | S1, S3 & S5    | S2 & S4         |
| Wednesday | S2, S4 & S5    | S1 & S3         |
| Thursday  | S1, S3 & S5    | S2 & S4         |
| Friday    | S2, S4 & S5    | S1 & S3         |

- Pupils who stay inside take their material from the locker and proceed to their classroom at 10:55
- At 11:00 pupils who are outside come in, get their material and proceed to their classes.

Educational advisor Liina Junolaine monitors and ensures that the rotation is followed by the pupils. Teachers on duty go outside with the pupils and make sure they are ready to come back inside at 11:00.

### **B. Canteen/ lunch break**

The following rotation needs to be followed.

- The first round of classes end period 5 at 12:30 and go directly to the canteen.
- The second round goes at 12:40.
- S4 and S5 go at 12:50. They will remain in their respective classroom until the time slot allocated for their lunch at the canteen.

| <b>Day</b>       | <b>First round<br/>(lunch at 12:30)</b> | <b>Second round<br/>(lunch at 12:40)</b> | <b>Third round<br/>(lunch at 12:50)</b> |
|------------------|---|--|---|
| <b>Monday</b>    | S2A & S2B                               | S1A, S1B & S3                            | S4 & S5                                 |
| <b>Tuesday</b>   | S1A & S1B                               | S2A, S2B & S3                            | S4 & S5                                 |
| <b>Wednesday</b> | S1A & S3                                | S1B, S2A & S2B                           | S4 & S5                                 |
| <b>Thursday</b>  | S1B & S2A                               | S1A, S2B and S3                          | S4 & S5                                 |
| <b>Friday</b>    | S2B & S3                                | S1A, S1B and S2A                         | S4 & S5                                 |

S1, S2 and S3 go out after their lunch as usually. S4 and S5 are allowed to stay inside however must follow social distancing and avoid thus large gatherings.

Teachers who teach during the first round proceed together with their class to the canteen to ensure the assistance until the arrival of the teachers on duty.

### **3. Afternoon**

At the end of the school day, pupils are allowed to remain in the school building only if they have an extracurricular activity or a support lesson. Again, it is recommended to go outside and breath some fresh air. The study room will be kept open if needed.

### Organisation for Wednesday afternoon

In order to prevent big gatherings on Wednesdays, when all classes end their lessons at the same time, we will apply the following schedule: some classes will finish earlier and some will have to stay a bit longer in their classroom.

| <b>Class</b> | <b>End of lesson time</b> |
|--------------|---------------------------|
| <b>S3-S4</b> | 14:05                     |
| <b>S1</b>    | 14:15                     |
| <b>S2</b>    | 14:25                     |