

How are Greenshaw High School following Government guidelines with regard to COVID-19 for the Selective Eligibility Testing?

Dropping off candidates at Greenshaw High School

- Candidates and their parents/carers should not arrive before 2pm on the day of testing to minimise contact with current students whilst they leave the school premises and surrounding area.
- Once all our existing students are off site, the areas of the school being used for testing will be thoroughly cleaned.
- We ask that only one parent/carer bring and collect each candidate please.
- Candidates are required to wear face coverings in the school communal areas. This includes when entering the school site.

Entering the school grounds/building

- Candidates will be required to use the hand sanitiser provided prior to entering the building and we ask that they also bring their own hand sanitiser and tissues.
- Parents/carers will **NOT** be permitted to enter the site when dropping off candidates.
- Candidates will be collected from the designated arrival gate and escorted to the exam venue by a member of staff.
- We will ensure that candidates maintain social distancing at all times.

Face coverings

- Candidates are required to wear face coverings in the school's communal areas and when entering and exiting the site.
- Candidates do not need to wear face coverings during the exam, but may wear them if they wish.
- Any parent/carer or candidate who uses public transport to travel to Greenshaw High School should follow the requirements for wearing face coverings.
- Staff escorting the candidates will be wearing a facemask or visor.

Maintaining distance between staff and candidates

- All candidates will be seated 2 metres apart from one another.
- Invigilators will wear a face covering.
- Invigilators will stand at designated socially distanced viewing points in the room. They may walk up and down aisles between desks to observe throughout the exam.
- If a candidate requests assistance during an exam, invigilators will wear a facemask or visor whilst standing alongside candidates when interacting with them rather than face to face.
- Good ventilation will be ensured and maximised wherever possible, for example opening windows and propping open doors where safe to do so. We would therefore recommend candidates bring warm clothing i.e. a jumper or fleece.

Cleaning

- Exam rooms will be kept clean; any frequently touched surfaces (door handles, individual desks and so on) will be cleaned before the exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit. Our experienced and trained cleaning team will carry out this task.

Equipment

- Please be aware that as part of our Coronavirus risk assessment we do not have shared equipment in the school, so are unable to lend candidates equipment so please ensure that your child is equipped with spare items such as pencils and rubbers.

What to do if a candidate has, or is showing symptoms of coronavirus?

- Please do **NOT** bring your child to the test if they are showing any symptoms of COVID or are self-isolating because of recent contact with someone showing symptoms or testing positive.
- Please notify Greenshaw High School by calling 020 8715 1001 as soon as possible, **evidence may be requested.**
- **The school reserves the right to refuse admission to any candidate who appears to be showing symptoms which could be COVID-19. Any suspected cases will be referred to the Director of Operations whose decision is final.**