

Wimbledon School of English



COVID-19 Student Guide



Introduction

We are delighted that you have chosen study at our school in Wimbledon and we are looking forward to welcoming you. We would like to tell you about the new guidelines we have introduced in order to keep you as safe as possible during your time in the UK.

We want you and your fellow students to feel safe while you study with us and during the whole time you are in London. Please read this guide carefully so you know what to expect during your stay.


Summary of safety measures

These are the things we are doing to help keep you safe:

- We have deep cleaned the school. A professional company has done this for us.
- All areas of the school are cleaned with disinfectant every day.
- Hand sanitiser is available in all classrooms and throughout the school.
- Social distancing of at least 2 metres is in force throughout the building and the garden.
- We have reduced our maximum class size in most classrooms to 8. The only exception is in our largest classroom, which can take 11 students safely.
- Classes will start and finish at different times so that not all students will be in the common areas at the same time. Only one class will be allowed to use the stairs at a time.
- We have moved many of our Reception services online and have digitised many of our paper documents.
- We have introduced a socially distanced queuing system, where necessary.
- We have introduced an appointment system for seeing staff.
- We have put screens in our offices for your protection if you need to speak to our staff in person.
- Teachers will use digital resources instead of paper whenever they can.
- We have procedures in place, and information and help available, in the unlikely event of you catching COVID-19 or needing to self-isolate.
- All staff and students must wear face masks or visors in the school building, including in their classroom.
- We have introduced a 'bubble' system to reduce the risk of infection and we will ask you to socialise only in your bubble.
- Students are asked to eat lunch in their classrooms, **not** the Common Room. Socialising in your bubble in the Common Room is allowed, but face coverings must be worn and social distancing observed.

Cleanliness and hygiene

The table below explains what we have done and are doing to keep the school clean and to maintain hygiene. It also describes what you need to do.

What we have done / are doing...	What you need to do...
<ul style="list-style-type: none"> • Asked a professional company to deep clean the school. They will continue to clean the school until it is no longer necessary. • Disinfecting all rooms, especially door handles, desks, computer keyboards and handrails, every day. • Put alcohol-based hand sanitizer at the entrance, in the common areas and in every classroom. • Put special bins in each classroom and around the school for used face masks and tissues. • Disinfecting all clothing hung in classrooms and public areas. 	<ul style="list-style-type: none"> • Sanitise or thoroughly wash your hands every time you come into the building – even if you go out for only a few minutes. • Wash/sanitise your hands regularly throughout the day. • If you are wearing short sleeves, please also wash your forearms. • Try and avoid touching door handles and handrails. • Wear a face mask in all parts of the school including your classroom. • Bring tissues with you and use them if you cough or sneeze. Please put the tissue in the designated bin immediately after you use it. • Put all other rubbish in the correct bin immediately after you have finished with it. <div style="text-align: right; margin-top: 20px;">  </div>

Please watch the videos below for more information on how to wash and sanitise your hands effectively.



This video shows you how to wash your hands effectively.



This video shows you how to use hand sanitiser effectively.



Your journey to the UK

Before you fly

Please book a direct flight to London unless that is impossible.

There are some important things you must do before you travel:

- You must take a COVID-19 test and get a negative result during the 3 days before your flight to the UK.
- You must book and pay for a travel test package, which includes COVID-19 tests that you must take before or on Day 2 and Day 8 in the UK.
- You must complete the [Public Health Passenger Locator Form](#) before you arrive in the UK, but it can't be more than 48 hours before your arrival. Please make sure you have a printout of the completed form or access to it on your phone to show to the UK immigration officer when you arrive.
- Please check the UK Government website for the current [Red List](#) of countries. These are countries in which you are not allowed to travel in the 10 days before you arrive in UK. If you have travelled from or through one of these countries then you will not be allowed entry to the UK. The countries on this list will change periodically.

Please also check the conditions of travel with your airline. Because of social distancing measures, you may need to arrive at your departure airport earlier than normal. Please ensure you have enough face masks or face coverings for the entirety of your journey – from your home to where you will be staying in London, not just the flight. One mask can be used for up to 4 hours.

When you arrive

When you arrive in the UK you must go directly to your accommodation and stay there in quarantine for 10 full days. This must be the same address that you provided on your Passenger Locator form. You cannot change your accommodation during your quarantine period, but you will still be able to join class online until your quarantine is finished.

We will arrange a private transfer for you. You will have the details of this before you leave your home. You cannot have a group transfer unless you know the people you are travelling with. **Please do not take public transport to your accommodation.**

Please wear your face covering in the taxi. Please also put your own luggage into the back of the car. If you are unable to lift your luggage, the driver will do it for you, but please expect him/her to wipe the handle of your luggage with sanitizing gel or to spray it with sanitizing spray.



Your class

The table below explains what we have done and are doing to keep everyone safe in class. It also describes what you need to do.

What we have done / do	What you need to do...
<ul style="list-style-type: none">• Reduced maximum class sizes to 8 to maintain a distance of at least 2 metres between everyone in the class.• Given you your own personal chair and desk.• Give you extra learning materials in digital format via the class online learning portal, instead of on paper. You will still receive your own paper copy of the course book.• Changed the start and finish times so that:<ul style="list-style-type: none">○ you aren't coming to school at the same time as all students,○ you don't have your break and lunchtimes at the same time as everyone else in the school.• Keep windows (and doors, where possible) open to allow for ventilation.	<ul style="list-style-type: none">• Be careful when you enter and exit the class, making sure you keep a distance of 2 metres from everyone else.• Wear a face covering at all times.• Keep to your own personal chair and desk. Please do not sit at anyone else's.• Bring a laptop or tablet computer to class, if you have one. If you don't have one, don't worry, your teacher will display the digital content on the board in class.• Try to arrive on time for your class so that you aren't arriving at the same time as students from other classes.• Never go into a classroom that belongs to another class.

Important: Please tell us if you have any difficulty with your sight and hearing before you arrive. We will then know to give you a desk at the front of the class.

It would be a good idea to sign up to [Edmodo](#) as a student as this is one of the formats by which your teachers will share digital materials. Your teacher will give you a class code to join the Edmodo class.

Reception, Accommodation Office, Academic Office

The table below explains what we have done and are doing to keep everyone safe in these offices. It also describes what you need to do.

What we have done / are doing...	What you need to do...
<ul style="list-style-type: none">• Put up Perspex screens to keep you and our staff safe.• Allowing one student at a time in each office, with a socially distanced queuing system outside the offices.• Set up an appointment system if you need to speak to the Accommodation Manager, an Academic Manager or someone in Reception.• Set up an online Reception.	<ul style="list-style-type: none">• Never go into Reception, the Accommodation Office or the Academic Office if there is another student there.• Book an appointment if the offices are busy – look out for the posters in the school showing you how to do this.• Make sure you queue safely outside of Reception, maintaining at least 2 metres between you and everyone else.• Use the online Reception if you can.

Face masks and face coverings

You may have some questions about whether you need to wear a face mask, and where you should wear one.

First, you do not have to wear a special face mask. However, there are some places where you must wear a face covering. A face covering is anything that you can use, such as a scarf or a snood, to effectively cover your mouth and nose.

Here is a guide to the places where you need to wear a face covering, where it is recommended and where it is not necessary.

Where you MUST wear a face covering	Where it is recommended to wear a face covering	Where you don't need to wear a face covering (but you can if you wish)
<ul style="list-style-type: none"> • On public transport (bus, train, tram) • In a taxi • On a plane • In shops • Anywhere where you will be less than 2 metres from other people. • In all areas of the school, except for the garden. You must still maintain social distancing. • In your classroom. 	<ul style="list-style-type: none"> • Anywhere where you will be less than 2 metres from other people. Remember that you cannot be less than 2 metres from another person who isn't part of your household. 	<ul style="list-style-type: none"> • In the street • In the school garden

We recommend that you bring some face masks with you – enough for your first week. You can buy some more after you arrive. Sainsbury's sell packs of 10 disposable face makes for £5.

Face masks and face coverings are only effective for up to four hours at a time, so you may need two or three per day.



This video gives you some ideas about how to make your own masks without having to sew.



Your accommodation

It's just as important that you feel safe in your accommodation as you do in the school. We have put in place some safety measures to keep you safe. The tables below explain what we and our hosts have done and regularly do, and what you need to do. There is one table for homestay accommodation and another table for our student houses.

Homestays

What we have done / do	What you need to do...
<ul style="list-style-type: none">Given clear guidance to hosts on the standards we expect.Continue to do host inspections.Ensure hosts clean common areas of their house every day.Ensure hosts provide hand sanitiser in their homes.	<ul style="list-style-type: none">Maintain distancing with your hosts for the first 10 days after arrival.Ask your host what they would like you to do to keep the home safe.Wash your hands thoroughly every time you enter the house.Ensure you follow the strict hygiene measures in each house, such as handwashing after using the toilet.

Important: It won't be possible to have an independent (self-catering) option for the first two weeks at any homestay.

Student Houses

What we have done / do	What you need to do...
<ul style="list-style-type: none">Cleaned and disinfected the house before we welcome the first students back.Maintain a regular schedule of cleaning and disinfecting.Provide hand sanitiser in your room and in the common areas of the house.Provide you with your own plates, cup, glass, knife, fork and spoon, so that you do not need to share these.Implement a kitchen rota for cooking.	<ul style="list-style-type: none">Maintain distancing from other students in the house, particularly for the first two weeks after you arrive.Wash your hands thoroughly every time you enter the house.Never allow guests or other unauthorised people into the house.Do not gather in the kitchen or the garden unless you can maintain social distancing.Use anyone else's belongings, even if they have said it's ok.Wash and dry your plates, cups, etc. immediately after use and put them back in your room.Wash shared objects such as pots and pans by hand immediately after use and put them back where they belong.Wipe down any surfaces in the kitchen you have come into contact with.

Important: By accepting a place in one of our student houses, you agree to play your part in keeping the house clean and tidy, and doing everything you can to prevent the spread of COVID-19.

Refreshments

We will still be able to provide refreshments in the school, with the following limitations:

- The Coffee Shop will be open, where you can purchase pre-packed snacks and bottles of water and soft drinks, as well as tea and coffee.
- We ask that you pay by card, using a contactless payment, if possible, at the Coffee Shop.
- You will be able to buy coffee from the coffee vending machine in the Common Room.
- There will be a socially distanced queuing system for both the Coffee Shop and the coffee machine.
- One water fountain is in use. This is disinfected regularly each day. Please also ensure you bring water to school with you.



Travelling within London

You should walk to school when this is possible and to avoid using public transport if you can. Buses and trains are running at reduced capacity to enable social distancing on board. If you do need to use public transport **you won't be able to travel if you aren't wearing a face covering.**

You can find out all the latest advice for travelling on public transport in London from the [Transport for London website](#).



If you need to travel to another part of London, please consider the best time to do this. We strongly advise against travelling during peak times.

Travelling outside London

Travel to other parts of the UK is only possible if you have a legally permitted reason for travelling. Many train companies will allow travel only if you have reserved a seat. England, Scotland, and Wales have different rules in place, and some of those in Scotland and Wales may be stricter than in England.

Holidays

If you wish to take a holiday from your course, it is essential that you give at least one week's notice. Please inform Jo by email (jo@wimbledon-school.ac.uk), and also inform Reception. You must also be clear about the date you wish to resume classes. This is so we can be sure of exactly how many students are in each class at any time.

If you are ill

We ask that you do not come into school if you are feeling ill. If you have symptoms that are similar to those of COVID-19 then you must not come to school.

The main symptoms of COVID-19 are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Please phone the school on 020 8947 1921 if you are feeling ill and are going to be absent from class.

If you are in school and appear to be ill, we will ask you about how you're feeling. We may take your temperature using a non-contact thermometer. If you appear to be displaying symptoms of COVID-19 we will



ask you to return to your accommodation. You will need to arrange a test for COVID-19 within five days of displaying symptoms. You can order a test to be sent to you by calling 119 or you can [book a test online](#). We can help you with this if you need us to. Getting a COVID-19 test is free for everyone.

If you have been displaying symptoms of COVID-19 you must self-isolate for 10 full days or until your test is negative.

Your hosts have guidelines on how they can help you in this situation. You will need to stay in your room at your hosts, but they will bring your meals to your room.

If you are staying in our residence, we will check on you every day and provide your meals.

Wherever you are staying will also contact you every day to see how you are getting on and to check whether or not you need any more assistance. If you need any help to arrange a virtual consultation with a doctor, then we can help you with that.

If someone else at school has COVID-19

If a staff member or another student in your class 'bubble' has tested positive for COVID-19 we will tell you. Please understand that for data protection reasons we may not be able to tell you who that is. We need to inform Public Health England if someone has tested positive for COVID-19.

If a member of your class has symptoms of COVID-19 or has tested positive, you may need to self-isolate for 10 full days, as you are part of the same class bubble. If during the self-isolation period someone in your household develops symptoms of COVID-19 you will then need to isolate for a further 10 full days from that point. If you do need to self-isolate, then the school will provide you with support during that time. You can continue your classes online at home.

If someone in the school who is not a member of your class develops symptoms of COVID-19 we may need to close part of the school for a short period for deep cleaning, but you will not necessarily need to self-isolate, provided that you have not come into close, sustained contact with that person.

Please be reassured that although it is possible that someone in the school can become infected with COVID-19, the measures we have in place are designed to reduce that risk substantially. By following our guidelines within the school and UK Government guidelines outside the school there will be a greatly reduced chance of anyone in the school becoming infected.

Your agreement with the guidelines

We expect all students to abide by UK Government and WSE guidelines at all times as we accept you as a student at the school on condition that you agree to do so and that you continually demonstrate that you are doing so.

If you have any questions about the guidelines, please ask a member of staff.



A final reminder

Here's a final reminder of how to stay safe, especially when you are out and about.

1. **Wash your hands regularly.** Use soap or sanitiser. Wash between your fingers and include your wrists.
2. **Wear gloves on public transport.** You can use normal gloves, but these should be washed at least once a week. You can also use disposable medical gloves if you prefer.
3. **Try not to touch your face or mouth** with unwashed hands (or while wearing gloves). Always wash your hands before you eat.
4. **Door handles** are one of the most common ways to pass the virus. Try not to touch handles with your bare hands (wear gloves or use your sleeves) or if you have to touch a handle, wash your hands before touching your face.
5. **Do not to shake hands with people.** Everyone knows that there is pandemic so not doing so won't be seen rude.
6. **Do not share** anything that comes in contact with your mouth: do not eat from the same plate as other people. If you are sharing food, take your part and put it on your own plate. Do not use forks, knives, spoons or chopsticks that someone else has used; do not drink from the same glass/cup as someone else.
7. **Maintain Social Distancing.** A handy, easy to read guide is available [here](#). The same guide is also available in [Chinese](#), [Turkish](#) and [Arabic](#).
8. **Do not stand close to anyone** who is coughing or sneezing – try to stay at least 2 metres away from them if they are not wearing a face mask or have their nose and mouth covered.
9. **Rule of 2.** Do not gather in groups of more than 2 people outdoors. You are allowed to meet only one other person outside who is not part of your household to socialise.
10. **Wear a face covering** at all times when you are in school.

For further advice before you arrive

If you need further advice or information, please feel free to contact us. Not only do we want your stay with us to be safe, but we also want you to *feel* safe.