

Protocol for students returning devices



Protocol for returning devices

- Use front entrance of school only.
- Students to use hand sanitiser (provided) before going into hall.
- They will be directed to drop off device
- They will be asked for name and LAR.
- The device will be checked and a sticker will be placed on the back of device identifying the student returning the device and its condition and any faults.

Students will then be directed to assemble in LARs, those teachers with LAR's will be stationed at each area.

Students subsequently bring a device to school

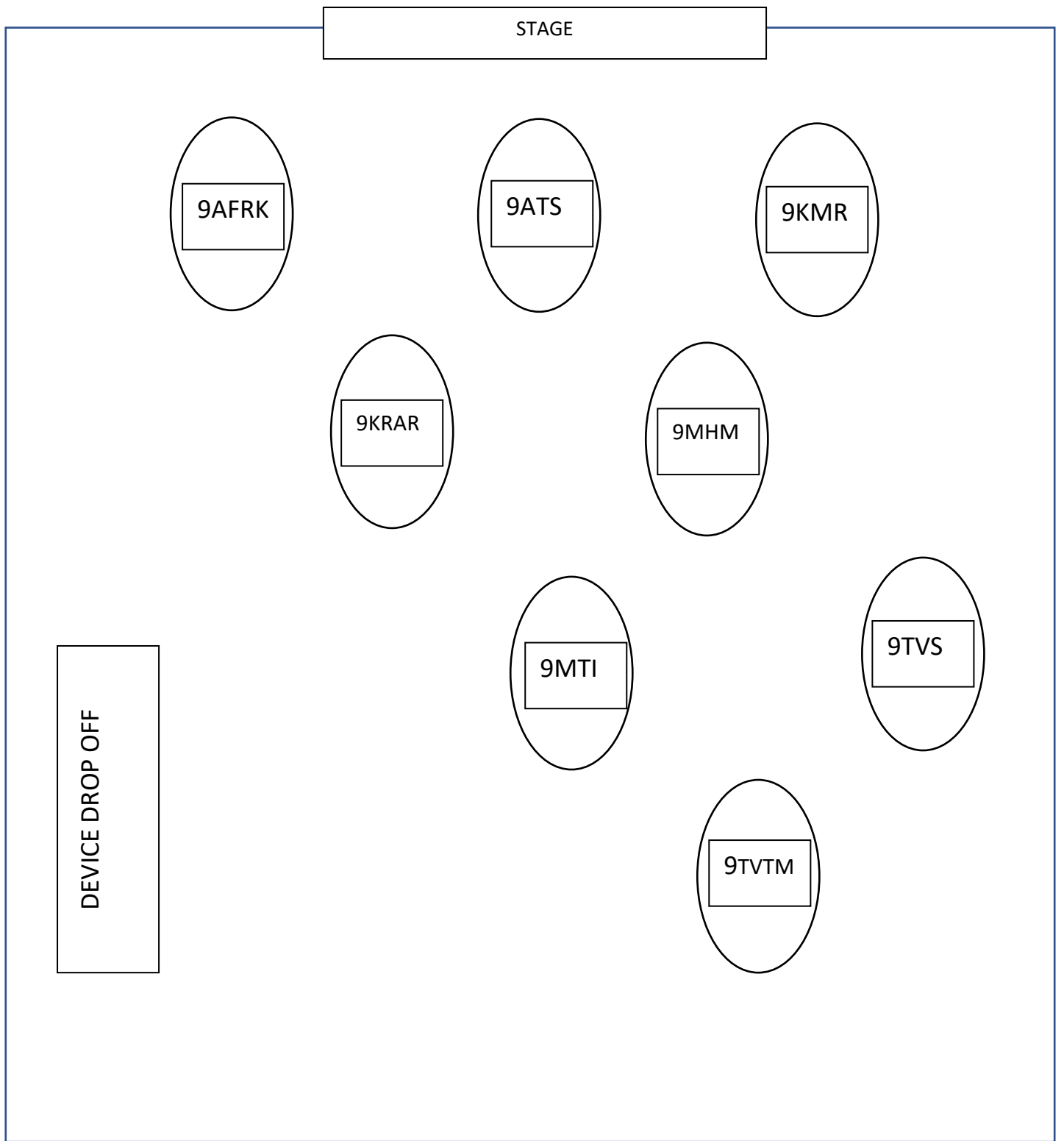
If Students turn up to class with device, please send them down to hall.

- They are to use the front entrance to the hall.
- Students to use hand sanitiser (provided) before going into hall.
- They will be directed to drop off device
- They will be asked for name and LAR.

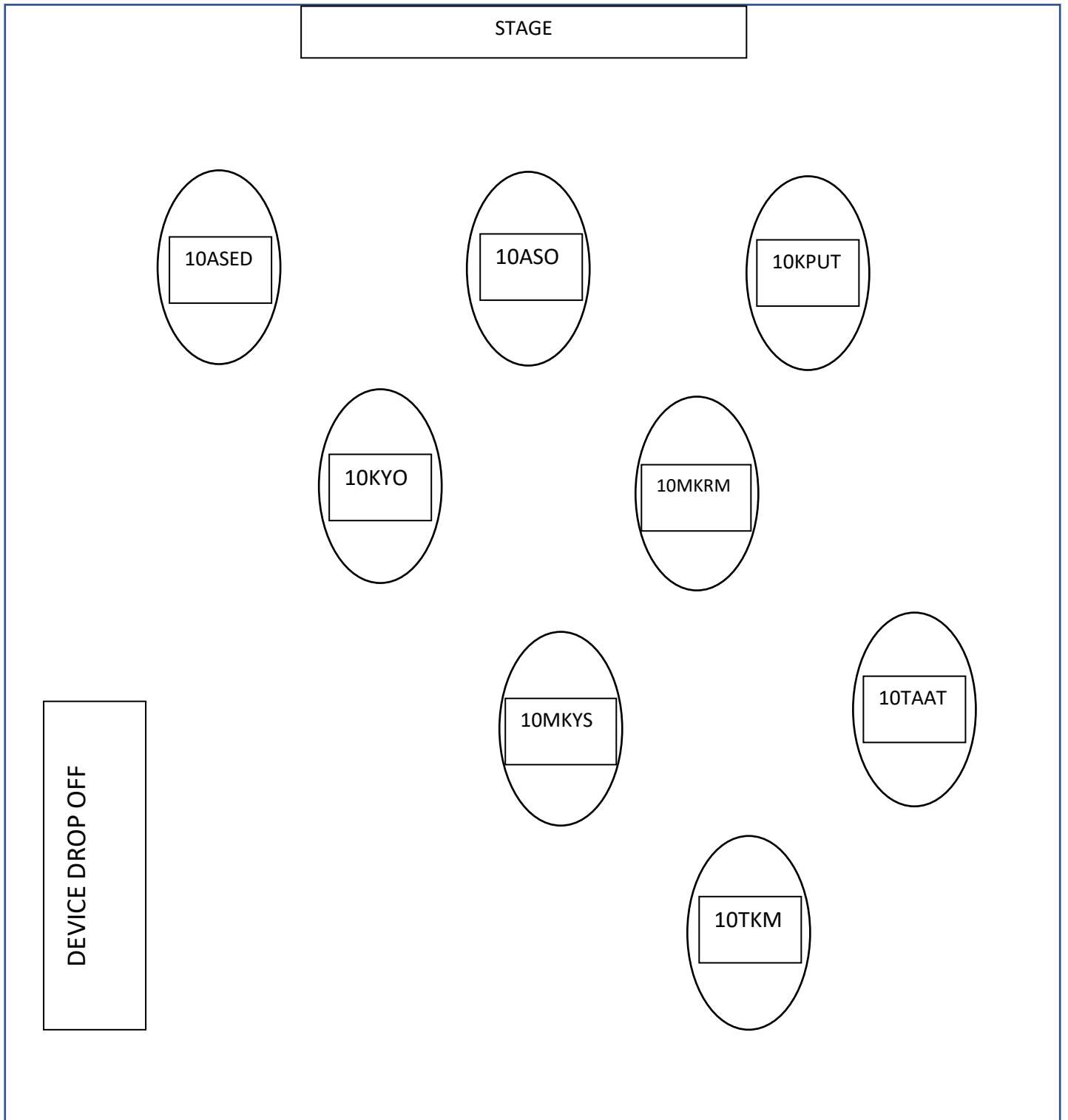
The device will be checked and a sticker will be placed on the back of device identifying the student returning the device and its condition and any faults.

N.B. Staff are not to accept devices – send the student to the Hall. Students are not to return them to the Student Centre.

Map of the hall for Monday



Map of the hall for Tuesday



Map of the hall for Wednesday

