

If you have any symptoms of Covid-19:

- Inform your Programme Coordinator as soon as possible.
- Do not attend your next tutoring session, unless you have received a negative test result at this time.
- Get tested for Covid-19 as soon as you can.
- Inform us of the result of your test as soon as possible, regardless of whether it is positive or negative, by emailing your Programme Coordinator or [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk).

View the official NHS information about symptoms and getting tested [here](#).

**Please observe the following guidelines while tutoring. Schools will have their own Covid policies which will be shared with you when relevant.**

## Before the session

- Please wear a facemask upon arrival at the school and when moving around the school buildings.
- Schools may require you to wear a face covering during sessions, unless you are exempt. We will let you know in advance if this is needed. Please bring a face covering with you just in case.
- Wash your hands on entering and leaving the school. Hand sanitiser will be provided on entry.
- Arrive and wait outside the school 15 minutes before the session is due to start, so that entry to the school building can be staggered where necessary.



## During the session

- Tables may be arranged in the classroom to allow social distancing. **Your Programme Coordinator will let you know where to sit.** This will normally be the same place each week.
- Stay two metres away from others whenever possible.
- Do not share resources (including stationery) with other tutors or pupils.
- Avoid handshakes or high-fives with pupils.
- Avoid touching your face during sessions.
- The government recommends that pupils in secondary schools (Years 7 to 11) wear face coverings in the classroom, unless they are exempt. Action Tutoring and school staff will remind your pupils to do this. If a pupil you are tutoring is not wearing a face covering, and you'd feel more comfortable if they did, please let us know. We can discuss this with the class teacher and consider rearranging groups.



## After the session

- Your exit from the school may be staggered to avoid crowding.

This guidance is subject to change. We will do our best to keep you informed of any updates as they occur.