

Parent's Guide

Resuming Face-to-Face Teaching Safely

Young Learner Courses at
the St. George School Teaching Centre

What's different at the British Council?

Reopening – one step at a time

In late March 2020, we suspended all face-to-face teaching and exams, moved our English courses online and closed our offices to the public.

In June – following strict safety guidelines – we reopened our Krakra premises to allow candidates to take important exams and English language tests (IELTS).

Welcoming Young Learner students back at our Teaching Centres is the next stage in our plan to gradually return our operations to normal.

In our main premises, we're still limiting the number of people allowed into the building. Half our staff will continue to work from home and adult students will start their Autumn courses online.

Visible safety measures – public spaces

Together with our partner, we've taken a number of measures to help prevent the spread of Covid-19 and to remind people of the importance of good basic hygiene routines.

You'll see notices in all public areas and in the classrooms about the three essential hygiene routines: **hands – face – space**



Hands – you must sanitise/wash your hands when you arrive and on a regular basis.



Face – you must wear a face mask when you enter and move around the building.



Space – you must keep a safe distance from other people.

At the main entrance, all students and staff have their temperature taken by a thermal imaging camera. Anyone with a temperature of over 37.3°C will be asked to wait five minutes and then have their temperature checked again. If they still have a temperature of over 37.3°C, they will not be allowed to go to class.

You'll find sanitisation points (antibacterial gel dispensers) at the main entrance and on the fourth floor of the building. Students must sanitise or wash their hands with soap when they arrive at St George and do this on a regular basis; for example, after using one of the bathrooms.

Visible safety measures – classrooms

We've **limited class size** to comply with Ministry of Health safety guidelines and students will each have their **own desk** and sit **1.5m apart**.

In our main Teaching Centre, we've limited the number of students in a class to eight or nine depending on the size of the classroom. In our partner centres, where classrooms are bigger, we've limited the number of students in a class to ten.

We've **removed non-essential furniture** and shared items like mini-whiteboards and wherever possible (and safe) windows and doors will be open to increase natural ventilation.

Cleaning and disinfection

All critical points (floors, teachers' desks, students' desks, tables, door handles, windows, lighting switches, elevator buttons, railings, toilet bowls, sinks, taps, etc.) are cleaned and disinfected at the beginning and at the end of every day.

We will also ask students to disinfect their own desks at the start of their class.

Before class – preparation and arrival

To prevent the spread of Covid-19 and to protect others, please **do not** send your child to the British Council if they:

- are not feeling well (cold or flu-like symptoms such as a fever or a cough) or if they have lost their sense of taste/smell
- have been in close contact with someone who recently tested positive for Covid-19
- live with someone who is in quarantine or self-isolating

If in doubt, keep your child at home.

We reserve the right to refuse entry to anyone who shows any of the symptoms above and if a child is unwell or starts to feel unwell while they are at the British Council, we will ask parents to come and collect them immediately.

When they come for their English classes, please make sure your child has:

- **a face mask** - they must wear the mask as they enter and leave the building and at all times when they are outside their classroom. We also recommend that students aged 12 and above wear their masks in class where possible.
- **a pair of indoor shoes** they can put on when they enter the building. Show covers will be available, but if possible, students should change their shoes on arrival.
- **a bottle of water and a snack** – particularly if they have a class at the weekend – because they won't have access to the water dispensers.
- **everything they need for their studies:** their class magazine/course book and notebook (we'll give these out in the first lesson), pens, pencils etc. This will reduce the need for sharing stationery.

Before class – arrival

On the day of your child's first lesson, there will be British Council staff outside the building who can tell you which room their class is in and who their teacher is.

Parents are not allowed inside the school building. Children will be met at the main entrance by our Young Learner Assistant and their teacher will collect them from there and take them to and from their classroom.

In class and at break times

Our teachers know how to teach in a socially-distanced classroom; they know what resources they can use and what kind of activities they can do safely.

They won't use shared resources such as iPads and activities will avoid the need for any close contact between students or between students and their teacher.

Classes on each floor will have their break at different times so we keep each group in their bubble and students must stay on one floor of the building

After class – leaving the building

Teachers will finish classes on time to make sure there is time for staff to clean and disinfect classrooms between sessions.

Please be at St George on time to pick up your child. Avoid crowding round the main entrance while you wait for your child to come out of the building.

What if there is a case of Covid-19 at the British Council?

If you, your child or someone they have been in close contact with tests positive for Covid-19, you must let us know immediately.

We will declare any confirmed case of Covid-19 to the local authorities following the guidance given by Regional Health Inspectorate and Ministry of Education.

If a student or a teacher in a British Council class tests positive for the virus, parents of all the students in the class will be informed by email and via ClassDojo and the class will move online for two weeks (same days/times).

There are, of course, lots of possible scenarios involving either students or members of staff. With support from our regional teams, we have planned a response for as many of these as possible and we will act promptly and responsibly to keep our staff and our customers safe.

If you have any concerns or need help, you can email our Student Service Team at:

learnenglish@britishcouncil.bg, contact us via [Facebook Messenger](#) or call us:

T +359 (0) 2 942 43 44

M + 359 (0) 887 42 43 44

British Council in Bulgaria

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