

Teaching Centre, Sri Lanka

A guide for parents

January 2023

Arriving for class



- To facilitate safety measures, students need to arrive 15 minutes before class starts.
- No-contact security checks will be carried out.
- Existing students –have your Student ID and Parent ID cards ready for checking
- New students – Student ID and Parent ID cards will be issued on the first day of class.
- All students must wear a face mask. (Face masks will not be provided).
- Within the premises, it is mandatory that:
 - Parents must drop their children at the designated drop off point and pick them up at the designated pick up point.
 - Only students can stay at the Teaching Centre. Parents are encouraged to drop off the students and leave the premises as there is limited seating capacity.
 - Early Years Parents - One parent may stay onsite for the duration of the class.
- For Early Years online - parents are requested to collect study packs from the respective branch before start of class.

During class

- Students are required to bring their own stationery in a pencil case that is clearly named. Please bring the following:
 - Essential
 - Pencils
 - Coloured pencils
 - Coloured felt tip pens (Platignum)
 - Eraser
 - Pencil sharpener
 - Ruler 30 cm
 - Paste/Pritt stick
 - Small scissors
 - Handwipes/handkerchief
 - Desirable
 - Dice 1-6
 - Tracing paper
 - Small whiteboard and pen
 - Oil pastels/wax crayons
 - Small pocket dictionary
- Students will need to have their own water bottles and snack with them in the classroom. (We recommend sandwiches/pastries/fruit. Please avoid strong smelling and spillable

foods). There is a café available within the premises from which students can purchase snacks.

Leaving procedures

- When classes have finished, students will promptly be guided to the pick up point or main exit by Teaching Centre staff and/or security guards.
- Gathering inside the premises or loitering will be not allowed.
- All Secondary students with orange lanyards will exit the premises on their own. Students must leave the premises within 15 minutes after the class finishes

Safeguarding

- Classrooms will be disinfected before and after each class. There will be regular disinfection of surfaces throughout the building.
- Paper tissues and hand sanitisers will be provided in all classrooms. Used tissues must be disposed of correctly by using the bins provided.
- Each centre has a Nurse and/or a qualified First aider. If a student shows signs of illness, they will immediately be taken to that person. Please inform your child's teacher or a British Council staff member if you have any medical concerns.
- Correct hygiene techniques are displayed in posters and notices throughout the teaching centre.
- A member of the teaching centre staff will be available at the main entrance to help with any queries.