

Teaching Centre – Sri Lanka

A guide for young learners

January 2023

This guide outlines the key steps taken at the Teaching Centre to keep everyone safe

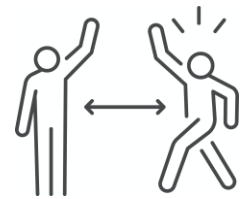


Arriving for class

- Arrive 15 minutes before class starts.
- At the entrance:
 - If you're an existing student – have your Student ID and Parent ID cards ready for checking
 - If you're a new student – Student ID and Parent ID cards will be issued on the first day of class.



- Wear a face mask
- Within the premises:
 - follow the appropriate entry and exit walkways.
 - Only students can stay at the Teaching Centre. Your parents are encouraged to drop you off and leave due to limited seating capacity.
 - leave your parents at the drop-off point (unless you are an Early Years student).



During class



- Bring your own stationery in a pencil case that is labelled with your name
 - 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

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- Handouts will be on a separate desk for you to take.
 - Have your own water bottle and snack with you in the classroom.
 - The café is open from which you can buy snacks.
 - You can use the bathroom facilities whenever necessary.



Leaving procedures

- Teaching Centre staff and security guards will guide you to the pick up point or exit.
- You must leave within 15 minutes after class finishes.
- Secondary students with orange lanyard must leave the premises on your own. Your parents cannot come in.



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. Put used tissues in the correct bin provided.
- We will have a resident nurse. Please tell your teacher or a British Council staff member if you feel unwell.
- Correct hygiene techniques are displayed on posters and notices throughout the teaching centre.

