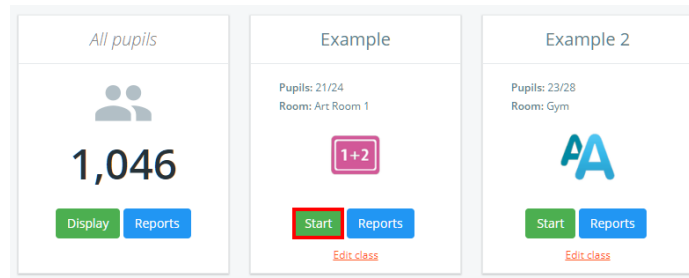


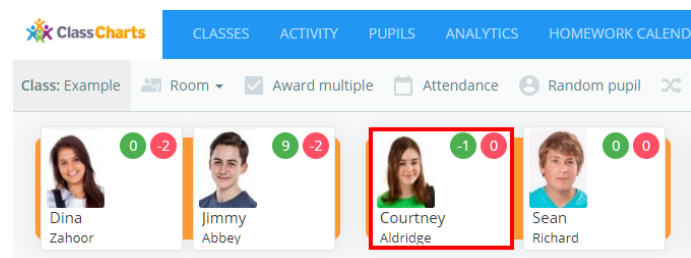
How To Request Covid-19 Symptom Removal Using ClassCharts

If staff believe a student needs to be removed due to the display of Covid-19 symptoms then they should alert First Aid via Class Charts and the student will be escorted to Covid-19 removal area. To request Covid-19 symptom support:

- 1) **Start the class** you are teaching by clicking on the **Start** button.



- 2) Next, click on the **Pupil Card** for the pupil for whom you wish to request Covid-19 Removal.



- 3) The pupil sidebar will appear. Click on the **Negative** tab in their pupil sidebar. The available negative behaviour folders will then be visible.



- 4) Click on the **On-Call folder** and then click on **COVID Symptoms Removal**. This will then appear in the pupil's activity log, and an email alert will be sent to Admin for a COVID-19 Symptoms Removal.

