

## Appendix : Covid 19 procedures

### **Arrival at school.**

- Each group will have a staggered arrival time in order to prevent the pupils from coming into contact with pupils in other groups.

<b>Senior Year Group</b>	<b>Arrival Time</b>	<b>Departure Time</b>
U3	8:50am	3:45pm (from the playground)
L4	8:55am	
U4	9:00am	
L5	9:05am	3:50pm (from the drop off)
U5	9:10am	
<b>Junior Year Group</b>	<b>Arrival Time</b>	<b>Departure Time</b>
F1	8:20am	3.20pm
L2	8:35am	3.25pm
U2	8.40am	3.30pm
U3	8.45am	3:35pm

<b>Kindergarten</b>	<b>Arrival Time</b>	<b>Departure Time</b>
Pre Reception and Reception	8:45am	3.15pm
LK	8:30am	3.05pm
UK	8.55am	3.30pm

- Upon arrival, the pupils should use the hand gel provided and should then go straight to their form rooms and should not gather on the playgrounds. Staff will be on duty to remind them of this.
- There is a designated route for this purpose which enables us to have a one way system during arrival and departure times.
- We ask that parents do not enter the school site. However, if you wish to speak to a member of staff, please feel free to email the staff member directly or to contact the school office.

- The government advice is that pupils should avoid using public transport where possible. However, if pupils do use public transport, and are using a disposable face mask, we ask that they use the bin provided at the pupil gate upon arrival.

## **During the school day**

### Face coverings

In the senior school, all pupils (unless medically exempt) should wear facemasks inside the school building when not in lessons or eating lunch.

### Lessons

Year group bubbles will be maintained in school. Teachers that move between bubbles will remain socially distanced.

Windows and doors will remain open where practical to increase ventilation.

Desks have been arranged so that all are facing the front.

All marking, reading books, homework and diaries will continue as per usual, with extra precautions in place within school. In the Senior school some staff may assign tasks using Teams.

There will be no off-site visitors coming into school and assemblies will be delivered remotely.

### Eating arrangements

Breakfast club and tuck have been suspended for pupils in Reception to Upper 5.

Lunches will be ordered by pupils in the morning and delivered to and eaten in classrooms. Pupils can bring their own packed lunch if preferred and will need to bring in their own snack and drink.

## **Break and lunch times**

Each year group will have a separate zone to use at break and lunchtimes.

## **Toilets**

Each year group/class will be allocated a separate toilet.

## **PE**

Pupils in the Junior and Senior schools should wear PE kit to school on days when they have PE or Games in the morning.

## **Stationery**

Pupils in the Junior and Senior schools must bring their own stationery to school as sharing will not be permitted. Stationery will be provided for pupils in Kg.

## **Departure from school**

Departure times will be staggered ( see previous table)

## **Cleaning**

Surfaces will be disinfected regularly, including toilets, door handles, desk-tops and other surfaces around the school. The classrooms and buildings will then be cleaned thoroughly at the end of each day. We will also clean the tables/desks regularly during the school day.

## **Personal Hygiene**

Hand wash, tissues and hand sanitiser will be available in each classroom and pupils will be required to wash their hands for 20 seconds or to use hand sanitiser at regular intervals, including, but not limited to, upon arrival at school, before and after break and before leaving.

## **Illness**

Pupils should not attend school if they are displaying any symptoms of coronavirus, including a high temperature, persistent cough or a loss of taste/smell. If a pupil becomes unwell with any of these symptoms whilst at school, we will contact home immediately. Whilst awaiting collection, the pupil will be isolated from the group and supervised from a distance of at least 2 metres by a member of staff.