



Start and end to the day

- Start and finish times are staggered with parents not allowed on any school yard or plaza, or any part of the school building other than main school reception –(see separate plan for specific children and the use of entrances/ exits).
- The use of available entrances and exits is maximised.
- Senior leaders will be on the boulevard to support safety and teachers must collect/ drop off children from the designated points promptly.
- Safety guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off, pick-up points and school leaders.
- Weekly messages to parents stress the need for safety at arrival and departure times
- NB children will be dropped off and collected at the NB entrance door where they will be collected and given back to parents by their Key worker.
- Hands must be washed/ sanitised on entry/ exit to any part of the building, staff and children.

	Arrival Time	Drop off place	Leaving time	Collection place
Year 6	9.15	Class 14/ 13 entrance	3.30	Class 14/ 13 entrance
Year 5	9.05	Service Road	3.20	Service Road
Year 4	8.55	Service Road	3.10	Service Road
Year 3	8.45	Service Road	3.00	Plaza gates
Year 2	9.15	Plaza gates	3.30	Plaza gates
Year 1	9.05	Plaza gates	3.20	Plaza gates
Reception	8.55	Plaza gates	3.10	Plaza gates
Nursery-morning	8.45	Plaza gates	11.45	Plaza gates
Nursery-afternoon	12.30	Plaza gates	3.30	Plaza gates
Nursery-all day	8.45	Plaza gates	3.30	Plaza gates

Classrooms

- All furniture not in use must be removed.
- Clear signage is displayed in all rooms in school.
- Year group arrangements in place.
- Children to have own basic equipment to support their daily lessons eg. Pencil case, whiteboard, stationary, water bottle. This will be clearly labelled and placed within the child's working area.
- Arrangements are reviewed regularly.

- Children's individual belongings are to stay with them at their base in class. Children will be assigned a classroom peg that is separated from other children's belongings.
- Children are to collect belongings 1 at a time to adhere to safety measures.
- Where possible, social distancing should be promoted.

Expectations

- Clear messaging to children on the importance and reasons for safety and handwashing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.
- Daily reinforcement of safety rules clearly outlines visually and orally to all children- consistent approach to be carried out throughout school.
- Staff model safety consistently.
- The movement of children around the school is minimised, staff to support children moving around school where necessary.
- Large gatherings are avoided, e.g. assembly.
- Break times and lunch times are structured to support safety and are closely supervised. Children will be allocated an area of the yard and adults from their working group will supervise play ensuring safety rules are adhered with items cleaned after use. Lunch staff will also be assigned a group to support.
- The school's behaviour policy has been revised to include compliance with safety and this has been communicated to staff, children and parents.
- Senior leaders monitor areas where there are breaches of safety measures and arrangements are reviewed.
- Messages to parents reinforce the importance of safety.
- If a parent would like to communicate to a member of staff this is to be preferably carried out over the phone if possible, before or after school.
- Movement around school is on the left hand side of the corridors.
- Toilets are assigned to specific year groups- hand sanitisers are placed outside off all toilets with children and adults to use on the way in and out of toilets.

Playtime

- Only one year group per play area at any time.
- See separate yard rota.
- Staff/ caretaker to use anti bac wipes before next year group uses yard.

Key stage 1 Playtime 10.30-10.45

	M	T	W	Th	F
Area 1 – KS2 yard/ mud kitchen	1	2	1	2	1
Zone 2 – KS1 Field/ Muga yard	2	1	2	1	2

Lower Key stage 2 Playtime 10.15-10.30

	M	T	W	Th	F
Area 1 – KS2 yard/ mud kitchen	3	4	3	4	3
Zone 2 – KS1 Field/ Muga yard	4	3	4	3	4

Upper Key stage 2 Playtime 10.45-11.00

	M	T	W	Th	F
Area 1 – KS2 yard/ mud kitchen	5	6	5	6	5
Zone 2 – KS1 Field/ Muga yard	6	5	6	5	6

Lunchtime

- Children use hand sanitiser when entering the building and wash hands as directed by members of staff.
- Children to follow a staggered lunch timetable and will eat their lunch in the hall or sports hall following safety guidelines
- School will provide lunch as usual to children.
- All children will wash their hands before and after eating.
- Children to be designated individual play spaces within visibility of supervising staff.
- Staff to encourage children to adhere to social distancing guidance.
- Individual year groups will enter the hall and sit at tables- not line up.
- Children to sit down at tables in their own year group- no mixing year groups- before collecting lunch- Senior Leaders will then send children a table at a time to collect their lunch.
- Lunch staff will distribute drinks.
- A table at a time will empty and return their trays- then return to their seats.
- All children in a year group to leave the hall together
- See separate timetable for staff rota.

	No	Lunchtime	Hall time and venue	Before	Lunch	After
NB	15		11.30 –lunch hall			
N	15		11.30- lunch hall			
R	51		11.40- lunch hall			
1	36	12-12.45	12 – lunch hall			
2	36	12-12.45	12.10- lunch hall			
3	37	12.15-1	12.20- sports hall/ classroom			
4	59	12.15-1	12.30 – sports hall/ classroom			
5	53	12.30-1.15	12.40- lunch hall/ classroom			
6	50	12.30-1.15	12.50 – lunch hall/ classroom			

Home time

- Children wash hands before exiting school.
- Children will be escorted to their exit point (see above)
- Those with permission to walk home will still be allowed to do so.
- Parents collecting children should wait near their allocated point, whilst maintaining social distancing
- Staff placed at entrance to school to supervise and ensure adherence to social distancing guidance.
- Children to ensure that they do not take any school property home.
- **Please ensure prompt collection to avoid overcrowding.**