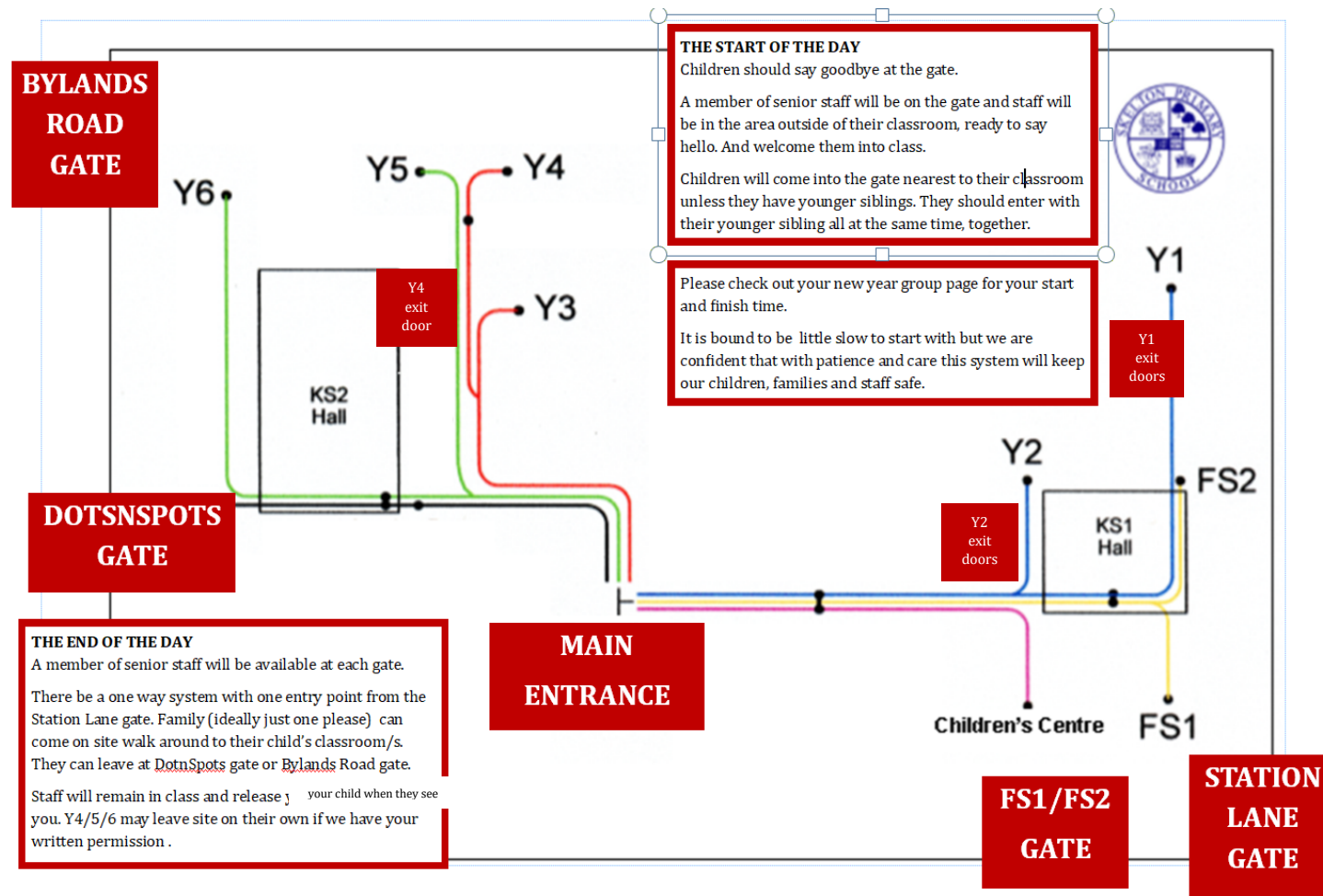


# Procedures for the opening of school

September 2020



<b>NURSERY</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	FS1	
<i>What toilets will the children use?</i>	FS1	
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> <li>• FS1 gate</li> <li>• 845/ 1145 open gate and ready to receive/ leave</li> <li>• 1215/315 open gate and ready to receive/ leave</li> <li>• Late arrivals should queue at the main entrance</li> </ul>	Please say goodbye at the gate Social distancing should be observed before/ as gate is opened
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Walker) present</li> <li>• FS1 teacher will stand near the FS1 gate. Support staff will support children to hang up their coat, settle</li> </ul>	Cloakroom area will need to be available and cleaned as morning session leave
<i>Bad weather</i>	As above	
<i>Playtime</i>	Timetable created by EYFS team to support social distancing	
<i>Lunchtime</i>	-	
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Headteacher) present</li> <li>• One member of FS1 staff at gate relaying children's names</li> </ul>	This will take time!

<b>RECEPTION</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	Orange 1 & Orange 2	
<i>What toilets will the children use?</i>	FS2 toilets only	
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> <li>• FS1 gate (with any older siblings)</li> <li>• 840/ 250 open gate and ready to receive/ leave</li> <li>• Late arrivals should queue at the main entrance</li> </ul>	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Walker) present</li> <li>• FS2 teachers will stand near the FS1 gate. Support staff will help children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<i>Bad weather</i>	In classroom	
<i>Playtime</i>	Timetable created by EYFS team to support social distancing in FS2 area	
<i>Lunchtime</i>	<ul style="list-style-type: none"> <li>• 12 -1230 Lower hall, with bubble staff until 12.10 and also Miss Badger/ Mr Woolf or Mr Newton</li> <li>• 1230 in FS2 area</li> </ul>	Food delivered by lunchstaff Children stay in hall until 1230
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Walker) present</li> <li>• FS2 teachers at gate relaying children's names</li> </ul>	This will take time!

<b>YEAR 1</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	Blue 1 & Blue 2 & Blue 3	
<i>What toilets will the children use?</i>	Y1 toilets only	
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> <li>• Station Lane gate 840 with any older siblings</li> </ul>	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Mr Woolf/ Mr Newton) present</li> <li>• Y1 teachers will stand near the Station Lane gate. Support staff will support children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<i>Bad weather</i>	In classroom	
<i>Playtime</i>	<ul style="list-style-type: none"> <li>• 10-10.15am</li> <li>• Middle yard</li> </ul>	
<i>Lunchtime</i>	<ul style="list-style-type: none"> <li>• 12.30 Lower hall with Mrs Allen/ support staff/ Mr Woolf or Mr Newton</li> <li>• 12 on middle yard</li> </ul>	Food delivered by lunch staff Children stay in hall 1230-1
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Mr Woolf/ Mr Newton) present at Station Lane gate</li> <li>• Family/ carer enter from Station Lane gate at 255</li> <li>• Collection from Y1 doors (please wait behind the railing)</li> <li>• Exit DotsnSpots gate or Bylands Road gate.</li> <li>• Y1 teachers at doors relaying children's names for dispatch</li> </ul>	This will take time!

<b>YEAR 2</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	Yellow 1 & Yellow 2 & Yellow 3	
<i>What toilets will the children use?</i>	Y2 toilets only	
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> <li>• Station Lane gate 850 (with older siblings)</li> <li>•</li> </ul>	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Mr Newton/ Mr Woolf) at Lower gate</li> <li>• Y2 team will be near the gate and in Y2 area to welcome the children. Support staff will support children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<i>Bad weather</i>	In classroom	
<i>Playtime</i>	10-10.15am Top & lower yard	
<i>Lunchtime</i>	<ul style="list-style-type: none"> <li>• 12 upper hall or class with bubble staff until 1210, then Mrs Scheffer/ support staff</li> <li>• 12.30 on middle yard</li> </ul>	Food delivered by lunch staff Children stay in hall 12-1230 Desks cleared by present staff
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Mr Woolf/ Mr Newton) present at Station Lane gate</li> <li>• Family/ carer enter from Station Lane gate open from 255</li> <li>• Y2 doors and long corridor exit for the children, please wait behind the wall in middle yard .</li> <li>• Y2 teachers at doors relaying children's names for dispatch.</li> <li>• Exit at DotnSpots or Bylands gate.</li> </ul>	This will take time!

<b>YEAR 3</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	Brown 1 & Brown 2 & Brown 3	
<i>What toilets will the children use?</i>	Y3 toilets only	
<i>Which gate/ What time will gate open?</i>	Dots nSpots gate 840 (or with younger siblings at their gate)	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Krywicznanin) at DotsnSpots gate</li> <li>• Y3 team will be near the gate and in Y3 area to welcome the children. Support staff will support children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<i>Bad weather</i>	In classroom	
<i>Playtime</i>	<ul style="list-style-type: none"> <li>• 10.20-10.35am</li> <li>• Middle yard</li> </ul>	
<i>Lunchtime</i>	<ul style="list-style-type: none"> <li>• 12 upper hall or class Mrs Harrington/ support staff/ Ms Walker</li> <li>• 12.30 on lower yard</li> </ul>	Food delivered by lunch staff Children stay in hall 12-1230 Desks cleared by present staff
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate.</li> <li>• Family/ carer enter from Station Lane gate at 255 collection from Y3 doors (please gather in middle yard behind the railing).</li> <li>• Y3 teachers at doors relaying children's names for dispatch</li> <li>• Exit at DotsnSpots or Bylands gate.</li> </ul>	This will take time!

<b>YEAR 4</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<b><i>Where will the class be taught?</i></b>	Grey 1 & Grey 2 & Grey 3	
<b><i>What toilets will the children use?</i></b>	Y4 toilets only	
<b><i>Which gate/ What time will gate open?</i></b>	Dots nSpots gate 850 (or with younger siblings at their gate)	Please say goodbye at the gate
<b><i>Procedure for pupils entering school</i></b>	<ul style="list-style-type: none"> <li>• SLT (Mr Newton/ Mr Woolf ) at Lower gate/ Mrs Smith on DotsSpots gate</li> <li>• Y4 team will be near the gate and in Y4 area to welcome the children. Support staff will support children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<b><i>Bad weather</i></b>	In classroom	
<b><i>Playtime</i></b>	<ul style="list-style-type: none"> <li>• 10.20- 10.35am</li> <li>• Top &amp; bottom yard</li> </ul>	
<b><i>Lunchtime</i></b>	<ul style="list-style-type: none"> <li>• 12.30 upper hall or class with Mrs Hayward/ support staff/ Ms Walker</li> <li>• 12 on lower yard</li> </ul>	Food delivered by lunch staff Children stay in hall 1230-1 Desks cleared by present staff
<b><i>Procedure for pupils leaving school</i></b>	<ul style="list-style-type: none"> <li>• SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate.</li> <li>• Family/ carer enter from Station Lane gate at 255 collection from Y4 corridor door (please gather around near the back of the upper hall). Exit at DotsnSpots or Bylands gate.</li> <li>• Children may leave on their own with permission.</li> <li>• Y4 teachers at corridor door relaying children's names for dispatch</li> </ul>	This will take time!

<b>YEAR 5</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<b><i>Where will the class be taught?</i></b>	Purple 1 & Purple 2 & Purple 3	
<b><i>What toilets will the children use?</i></b>	Y5 toilets only (1 at a time)	
<b><i>Which gate/ What time will gate open?</i></b>	Bylands gate 840 (or with younger siblings at their gate)	Please say goodbye at the gate
<b><i>Procedure for pupils entering school</i></b>	<ul style="list-style-type: none"> <li>• SLT (Mr Newton/ Mr Woolf) at Lower gate/ Mrs Smith on Bylands gate</li> <li>• Y5 team will be near the gate and in Y5 area to welcome the children. Support staff will support children to hang up their coat, settle</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<b><i>Bad weather</i></b>	In classroom	
<b><i>Playtime</i></b>	10.40-10.55 Middle yard	
<b><i>Lunchtime</i></b>	<ul style="list-style-type: none"> <li>• 12 upper hall or class with Mrs Keeler/ support staff/ Ms Walker</li> <li>• 12.30 on upper yard</li> </ul>	Food delivered by lunch staff Children stay in hall 12-12.30 Desks cleared by present staff
<b><i>Procedure for pupils leaving school</i></b>	<ul style="list-style-type: none"> <li>• SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate.</li> <li>• Family/ carer enter from Station Lane gate at 3 collection from Y5 classroom doors (please gather around near the shelter). Exit at DotsnSpots or Bylands gate.</li> <li>• Children may leave on their own with permission.</li> <li>• Y5 teachers at classroom doors relaying children's names for dispatch</li> </ul>	This will take time!



<b>YEAR 6</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	Red 1 & Red 2 & Red 3	
<i>What toilets will the children use?</i>	Y6 toilets only (1 at a time)	
<i>Which gate/ What time will gate open?</i>	Bylands gate 850 (or with younger siblings at their gate)	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> <li>• SLT (Mr Newton/ Mr Woolf) at Lower gate/ Ms Krywicznanin on DotsnSpots gate / Mrs Smith on Bylands gate</li> <li>• Y6 team will be outside classroom doors</li> <li>• In case of anyone being upset or late, they should move to main entrance</li> </ul>	Social distancing should be observed before/ as gate is opened
<i>Bad weather</i>	In classroom	
<i>Playtime</i>	<ul style="list-style-type: none"> <li>• 10.40-10.55</li> <li>• Top &amp; lower yard</li> </ul>	
<i>Lunchtime</i>	<ul style="list-style-type: none"> <li>• 12.30 upper hall or class with Ms Neave/ support staff/ Ms Walker</li> <li>• 12 on upper yard</li> </ul>	Food delivered by lunch staff Children stay in hall 12.30-1 Desks cleared by present staff
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> <li>• SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate.</li> <li>• Family/ carer enter from Station Lane gate at 3 collection from Y6 classroom doors (please gather around near the shelter).</li> <li>• Exit at DotsnSpots or Bylands gate.</li> <li>• Children may leave on their own with permission.</li> <li>• Y6 teachers at classroom doors relaying children's names for dispatch</li> </ul>	This will take time!

<b>BREAKFAST CLUB</b>		
<b>ISSUE</b>	<b>PLAN</b>	<b>NOTES</b>
<i>Where will the class be taught?</i>	<ul style="list-style-type: none"> <li>• KS2 to upper hall</li> <li>• FS &amp; KS1 to lower hall</li> </ul>	
<i>What toilets will the children use?</i>	<ul style="list-style-type: none"> <li>• Y6 toilets for KS2</li> <li>• Y2 toilets for lower school</li> </ul>	Toilets will need cleaning at 840
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> <li>• 745</li> <li>• Front entrance</li> </ul>	Parents must socially distance as they queue. This will take time.
<i>Organisation</i>	<ul style="list-style-type: none"> <li>• Children will sit at ONE SIDE of the table only</li> <li>• FS &amp; KS1 will be distanced</li> <li>• UKS2 &amp; LKS2 will be distanced</li> </ul>	
<i>Procedure for pupils leaving breakfast club</i>	<ul style="list-style-type: none"> <li>• Children will queue up carefully and be delivered directly to classrooms</li> </ul>	Social distancing vital