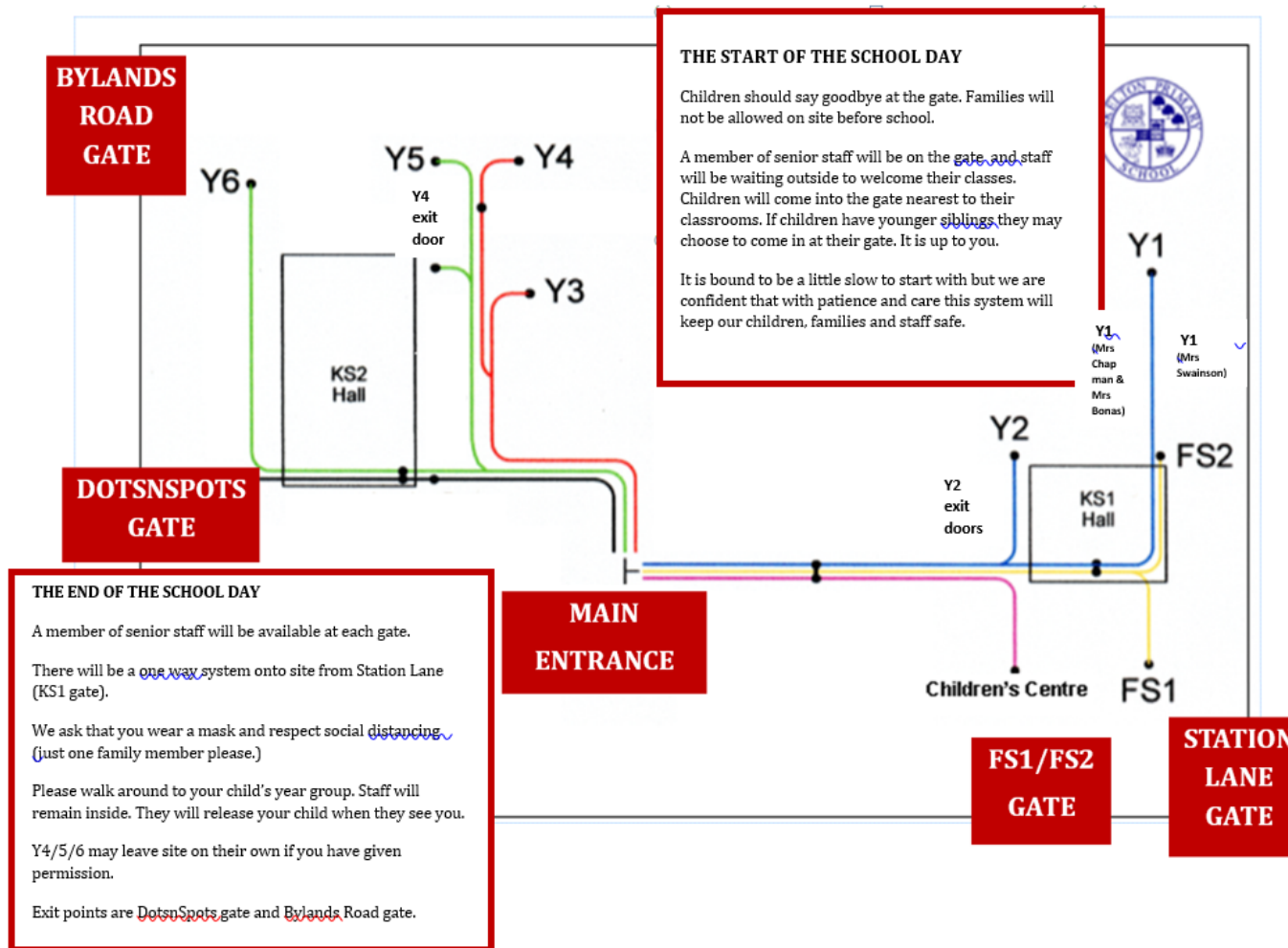


Procedures for the opening of school

September 2020



YEAR GROUP	DROP OFF	PICK UP <i>One way system from Station Lane gate for Y1-6</i>
FS1 am	8.30* (please note change)	11.30
FS1 pm	12.15 FS1 door	3.15 FS1 door
FS2	8.40 FS1 door	2.50 FS1 door
Y1	8.40 Station Lane gate	2.55
Y2	8.50 Station Lane gate	2.55
Y3	8.40 DotsnSpots gate	2.55
Y4	8.50 DotsnSpots gate	2.55
Y5	8.40 Bylands Rd gate	3
Y6	8.50 Bylands Rd gate	3

These times have been set to relieve congestion and keep our children safe. Please be patient.

NURSERY		
ISSUE	PLAN	NOTES
<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"> • FS1 gate • 830/ 1130 open gate and ready to receive/ leave • 1215/315 open gate and ready to receive/ leave • Late arrivals should queue at the main entrance 	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"> • SLT (Ms Walker) present • FS1 teacher will stand near the FS1 gate. Support staff will support children to hang up their coat, settle 	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"> • SLT (Headteacher) present • One member of FS1 staff at gate relaying children's names 	This will take time!

RECEPTION		
ISSUE	PLAN	NOTES
<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"> • FS1 gate (with any older siblings) • 840/ 250 open gate and ready to receive/ leave • Late arrivals should queue at the main entrance 	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> • SLT (Ms Walker) present • FS2 teachers will stand near the FS1 gate. Support staff will help children to hang up their coat, settle • In case of anyone being upset or late, they should move to main entrance 	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"> • 12 -1230 Lower hall, with bubble staff until 12.10 and also Miss Badger/ Mr Woolf or Mr Newton • 1230 in FS2 area 	Food delivered by lunchstaff Children stay in hall until 1230
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> • SLT (Ms Walker) present • FS2 teachers at gate relaying children's names 	This will take time!

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

YEAR 2		
ISSUE	PLAN	NOTES
<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"> • Station Lane gate 850 (with older siblings) • 	Please say goodbye at the gate
<i>Procedure for pupils entering school</i>	<ul style="list-style-type: none"> • SLT (Mr Newton/ Mr Woolf) at Lower gate • 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 • In case of anyone being upset or late, they should move to main entrance 	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"> • 12 upper hall or class with bubble staff until 1210, then Mrs Scheffer/ support staff • 12.30 on middle yard 	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"> • SLT (Mr Woolf/ Mr Newton) present at Station Lane gate • Family/ carer enter from Station Lane gate open from 255 • Y2 doors and long corridor exit for the children, please wait behind the wall in middle yard . • Y2 teachers at doors relaying children's names for dispatch. • Exit at DotnSpots or Bylands gate. 	This will take time!

YEAR 3		
ISSUE	PLAN	NOTES
<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"> • SLT (Ms Krywicznanin) at DotsnSpots gate • 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 • In case of anyone being upset or late, they should move to main entrance 	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"> • 10.20-10.35am • Middle yard 	
<i>Lunchtime</i>	<ul style="list-style-type: none"> • 12 upper hall or class Mrs Harrington/ support staff/ Ms Walker • 12.30 on lower yard 	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"> • SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate. • Family/ carer enter from Station Lane gate at 255 collection from Y3 doors (please gather in middle yard behind the railing). • Y3 teachers at doors relaying children's names for dispatch • Exit at DotsnSpots or Bylands gate. 	This will take time!

YEAR 4		
ISSUE	PLAN	NOTES
<i>Where will the class be taught?</i>	Grey 1 & Grey 2 & Grey 3	
<i>What toilets will the children use?</i>	Y4 toilets only	
<i>Which gate/ What time will gate open?</i>	Dots nSpots 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"> • SLT (Mr Newton/ Mr Woolf) at Lower gate/ Mrs Smith on DotsSpots gate • 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 • In case of anyone being upset or late, they should move to main entrance 	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"> • 10.20- 10.35am • Top & bottom yard 	
<i>Lunchtime</i>	<ul style="list-style-type: none"> • 12.30 upper hall or class with Mrs Hayward/ support staff/ Ms Walker • 12 on lower yard 	Food delivered by lunch staff Children stay in hall 1230-1 Desks cleared by present staff
<i>Procedure for pupils leaving school</i>	<ul style="list-style-type: none"> • SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate. • 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. • Children may leave on their own with permission. • Y4 teachers at corridor door relaying children's names for dispatch 	This will take time!

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

YEAR 6		
ISSUE	PLAN	NOTES
<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"> • SLT (Mr Newton/ Mr Woolf) at Lower gate/ Ms Krywicznanin on DotsnSpots gate / Mrs Smith on Bylands gate • Y6 team will be outside classroom doors • In case of anyone being upset or late, they should move to main entrance 	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"> • 10.40-10.55 • Top & lower yard 	
<i>Lunchtime</i>	<ul style="list-style-type: none"> • 12.30 upper hall or class with Ms Neave/ support staff/ Ms Walker • 12 on upper yard 	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"> • SLT (Ms Krywicznanin) present at Dotsnspots gate, Mrs Smith on Bylands Rd gate. • Family/ carer enter from Station Lane gate at 3 collection from Y6 classroom doors (please gather around near the shelter). • Exit at DotsnSpots or Bylands gate. • Children may leave on their own with permission. • Y6 teachers at classroom doors relaying children's names for dispatch 	This will take time!

BREAKFAST CLUB		
ISSUE	PLAN	NOTES
<i>Where will the club be held?</i>	<ul style="list-style-type: none"> • KS2 to upper hall • FS & KS1 to lower hall 	
<i>What toilets will the children use?</i>	<ul style="list-style-type: none"> • Y6 toilets for KS2 • Y2 toilets for lower school 	
<i>Which gate/ What time will gate open?</i>	<ul style="list-style-type: none"> • 745 • FS1 door for FS/ Y1/ Y2 *please note change • Front entrance for Y3/4/5/6 	Parents must socially distance as they queue. This will take time.
<i>Organisation</i>	<ul style="list-style-type: none"> • Children will sit at ONE SIDE of the table only • FS & KS1 will be distanced • UKS2 & LKS2 will be distanced 	
<i>Procedure for pupils leaving breakfast club</i>	<ul style="list-style-type: none"> • Children will queue up carefully and be delivered directly to classrooms 	Social distancing vital