

## Social Distancing Policy and Procedures – September 2020

### Appendix One – Arrival & Departure Plan – School Site

#### Arrival

##### Staff Entering School

- Staff must park within the school gates – the area outside the gates is for parents and visitors
- All staff should enter school through the external doors to their classrooms **not** through the front doors (with the exception of office staff and SLT or those not based in a classroom)
- All staff should wash their hands on arrival
- **By 9:30** one member of the class should sign in all staff in their class on the InVentry system – sanitise hands before touching screen
- All other staff (not classroom based) should sign themselves in on the InVentry system
- **Anyone leaving site before 3:45 should come and sign out of the InVentry system**
- The daily checklist should be completed to ensure the class is ready for the day.

##### Parental/Carer Drop Off

- Staff should be ready for 8:55 and stand in their class groups either in the waiting area in front of the school or in the forest school area. Class groups must have their radio with them. Staff must keep 2m between class groups.
- Parents/carers must park in the area to the front of the school unless for accessibility reasons they need to park nearer the school
- Parents/carers must not enter the site unless invited to do so, parents should queue up at different designated areas to drop off their children:
  - o Early Years/KS1 queue outside EYs/KS1 building
  - o Classes with doors onto playground areas - pupils queue near side gate to playground
  - o Classes with doors onto sensory garden area - pupils queue by Forest School area gate
- All parents/carers should follow signage and maintain social distancing at all times – a one-way system is in place around the site.
- Only one parent/carers per child will be admitted to the site

##### Pupils Entering the School

- All pupils to enter site through Early Years front door, playground gate or Forest School area gate with members of staff from their class
- All pupils must remain in transport until collected or queue at relevant gate (if brought by parent)
- Signage will indicate direction of travel
- The front entrance is for visitor access only

##### On Arrival into the Classroom

- All pupils supported to wash their hands
- All pupils reminded of social distancing measures and rules

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#### Departure

##### Pupils Departing School

- NO CONGREGATION OF PUPILS IN THE HALL
- Weather permitting, all pupils should be gathered in the waiting areas for 3:25 to wait to hear that transport is ready.
  - o Early Years/KS1 – be ready in the building
  - o Classes with doors onto playground areas – be ready in the playground area or in the class
  - o Classes with doors onto sensory garden area - pupils wait in the forest school area in bubbles or in the class
- Leave the classrooms through external doors
- No pupils should come out of their gated waiting areas until they are called or collected by a parent/carer.
- No transport staff are to enter the school building

##### Parental/Carer Pick Up

- Parent/carers should queue in the designated areas and maintain social distancing
- Pupils will be taken to their parents/carers
- Only one parent/carer per child will be admitted to the site

**Staff will maintain a distance of at least 2 metres from staff,  
pupils and parents/carers not in their bubble at all times**