

## Procedures for entry, exit and moving around school

**Please note: It will not be possible to use the Furze Road entrance. This is exclusively for Infant use to aid social distancing.**

**Our procedure is - SINGLE gates IN / DOUBLE gates OUT**

### Start of day

Parents will be asked to socially-distance when dropping off their children and wait outside the school gates on Beulah Road.

From 8:45, children should enter through either of the red gates, and walk across the playground (following social distancing rules) to the door to the left of the office as you look at it (we are NOT using the Main door with ramp for due to issues with social-distancing in this area)

Children will be required to queue at 2 metre intervals to have their temperature taken and use sanitizer. We will notify parents by phone immediately if there are any issues. Children will then wait in a safe space outside for their group to assemble.

### During the school day

Children will then enter through the door and proceed up the stairs to the class room (they will be accompanied by an adult). This will create a one-way system around the school which will be in operation throughout the school day. Markings have been placed across corridors and stairs to demarcate social distance. Pupils should not enter an area until the pupil in front of them has moved on.

During breaks, children will be expected to maintain social distance in the playground and will be supervised at all times.

### End of the school Day

Children will be sent off-site to meet parents, who should wait in a socially-distanced space outside the gates.

When pupils leave school, they will go down the other stairs and be escorted by their teacher to a space to look for their parents.

When teachers see each child's parents, they will give that child permission to go (please be aware that to do this safely, some parents will need to wait whilst others are dismissed – we will do our best to do this as quickly as possible). Please wait in your area until your child comes to you.

Pupils will leave via the large double red gates. Senior staff will be on hand to ensure pupils meet their parents safely.

Please note it will not be possible to speak with your child's teacher or other staff members at the start or end of the day. If you need to contact us, please telephone or email the school office.