

Overfields Primary School – Procedures for full reopening of school – September 2020 - Actions to promote social distancing

REVIEWED 18.09.20 by Tracy Watson & Charlie Johns and amendments noted in red.

Reviewed 10.01.2021 by Tracy Watson & Charlie Johns

RECEPTION

(Reception & Nursery will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes in the setting)

ISSUE	PLAN	NOTES
Teacher	F Wilson	
Teaching assistant	S Dowd	
Which other staff are in this bubble?	S Curtis C Brighton	
Where will this class be taught?	EYFS area	
What toilet facilities will the children use?	EYFS toilets	Physical barrier created in toilet area to divide toilets between Reception and Nursery.
What staff facilities should be used?	Within the EYFS setting	
What time will parents be expected to be on site	8.40am	
What time will children enter school?	8.45am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and enter via the wooden nursery gate. Parents leave via one-way system through KS1 playground and out of west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures Wooden gate opened at 8.30am
Procedure for pupils entering school.	Parents wait, socially distanced in outside area, teachers invite pupils into school. On entry to school, children will hang their coats on a named peg and enter class. Children will wash their hands on entry	Teachers will have guidelines on children accessing and leaving school. All staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Parents will be met at the wooden gate into Nursery and children directed into school. Parents to leave immediately via one way system.	

Play time	Reception will arrange a playtime within their outdoor area. Pupils will wash their hands before and after break.	See teaching guidelines for further advice for play and lunch times.
Lunchtime	EYFS and SLU will eat their lunch in the hall, followed by the Y1/2 bubble. Reception finish handwashing and enter hall by 11.45pm Reception leave hall - 12.15pm and play on one half of the KS1 playground. Reception finish lunchtime – 12.35pm Reception will leave the hall and move to playground together. RECEPTION MUST VACATE THE PLAYGROUND PROMPTLY AT 12.35PM	See teaching guidelines for further advice for play and lunch times. Indoor lunchtimes, due to bad weather, will be spent watching DVD in Reception classroom.
Lunchtime supervisor	Mrs Viv Linsey	
Home time - what time must parents arrive on the site?	2.50pm	Wooden gate will be opened at 2.50pm so that parents can wait in EYFS area.
What time will children leave school	3.00pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and enter via the wooden nursery gate. Parents leave via one-way system through KS1 playground and out of west (Y6) gate.	
Procedure for pupils leaving school.	Parents will congregate, socially distanced on outside area of EYFS. Pupils will be released one at a time to parents who will leave via the KS1 playground.	

Morning Nursery

(Reception & both Nursery classes will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes in the setting)

ISSUE	PLAN	NOTES
Teacher	S Curtis	
Teaching assistant	C Brighton	
Which other staff are in this bubble?	F Wilson S Dowd	
Where will this class be taught?	EYFS area	
What toilet facilities will the children use?	EYFS toilets	Physical barrier created in toilet area to divide toilets between Reception and Nursery.
What staff facilities should be used?	Within the EYFS setting	
What time will parents be expected to be on site	8.25am	
What time will children enter school?	8.30am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and enter the outdoor area via the wooden gate into Nursery and meet staff. After dropping their children off, parents leave via one-way system through KS1 playground and west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg and enter class. Children will wash their hands on entry	Teachers will have guidelines on children accessing and leaving school. All staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	No change from normal fine weather procedure	
Play time	Nursery will arrange a playtime within their outdoor area. Pupils will wash their hands before and after break.	See teaching guidelines for further advice for play and lunch times.
Lunchtime	Not applicable	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Not applicable	

Home time - what time must parents arrive on the site?	11.25am	
What time will children leave school	11.30am	
Which entrance will parents & children use?	Parents enter main school gate and gate leading to the rear of EYFS and nursery gate. After collecting their child, parents exit the way they came, taking care to avoid anyone approaching in the opposite direction.	
Procedure for pupils leaving school.	Parents will congregate, socially distanced on outside area of EYFS. Pupils will be released one at a time to parents who will leave the way they came and NOT via the KS1 playground – metal gate into Reception will be locked and wooden double gate to KS1 playground will be shut. No Reception pupils will be in outdoor area from 11.25am	

Afternoon Nursery

(Reception & both Nursery classes will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes in the setting)

ISSUE	PLAN	NOTES
Teacher	S Curtis	
Teaching assistant	C Brighton	
Which other staff are in this bubble?	F Wilson S Dowd	
Where will this class be taught?	EYFS area	
What toilet facilities will the children use?	EYFS toilets	Physical barrier created in toilet area to divide toilets between Reception and Nursery.
What staff facilities should be used?	Within the EYFS setting	
What time will parents be expected to be on site	12.25am	
What time will children enter school?	12.30am	
Which entrance will parents & children use?	Parents enter main school gate and gate leading to the rear of EYFS and nursery gate. After dropping off their child, parents exit the way they came, taking care to avoid anyone approaching in the opposite direction. After dropping their children off, parents will leave the way they came and NOT via the KS1 playground – metal gate into Reception will be locked and wooden double gate to KS1 playground will be shut.	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg and enter class. Children will wash their hands on entry	Teachers will have guidelines on children accessing and leaving school.
What happens in bad weather?	No change from normal fine weather procedure	
Play time	Nursery will arrange a playtime within their outdoor area. Pupils will wash their hands before and after break.	See teaching guidelines for further advice for play and lunch times.
Lunchtime	Not applicable	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Not applicable	

Home time - what time must parents arrive on the site?	3.25pm	Parents arriving at 3.00pm to collect siblings must collect their child from Nursery first and then follow the one way system to the KS1 or KS2 playground and wait on the markings.
What time will children leave school	3.30pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and enter the outdoor area via the wooden gate into Nursery and meet staff	
Procedure for pupils leaving school.	Parents will congregate, socially distanced on outside area of EYFS. Pupils will be released one at a time to parents who will leave via one-way system through KS1 playground and west (Y6) gate	System reviewed once all nursery & Reception back pupils in school. Dropping off and collecting working well and system to continue.

Year 1

(Y1 & Y2 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	H. Theaker	
Teaching assistant	T. Morrison	
Which other staff are in this bubble?	K Aitchison E. Caveney	
Where will this class be taught?	Year 1 classroom Y1/2 shared area Outdoor area off shared area	
What toilet facilities will the children use?	Year 1/2 toilets only	
What staff facilities should be used?	Staff room	IT suite used as staff room for Y1/Y2 bubble. Timetabled with SLU so to limit adults using facilities at any one time and to avoid cross over of bubbles.
What time will parents be expected to be on site	8.40am	
What time will children enter school?	8.45am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and line up on markings on KS1 playground if early. Once a member of KS1 staff comes onto yard at 8.40am pupils can come straight into school. Parents leave via west (Y6) gate. Doors are closed at 9.00am	Parents' leaflet created with information on drop-off & collection procedures Parents informed of change to drop off via letter and Marvellous Me 09.09.20 Children not waiting on markings on playground with parents is ensuring flow of traffic on site and avoiding bottle necks at entrance to KS1 classrooms. Also is supporting timing for pupils washing hands on morning.

Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg and enter class. Teaching assistant will supervise pupils hand washing before entering classroom	Teachers will have guidelines on children accessing and leaving school. A member of KS1 staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Parents will be met at the Y1/2 external door and children sent straight into the classroom. Parents to leave immediately.	
Play time	Y1/2 will utilise the larger section of the KS1 playground and avoid mixing with the SLU pupils. Y1/2 can use wooden play equipment. Y1 finish washing hands – 10.10am Y1 finish break – 10.25am Pupils will be given a snack from the Govt Free Fruit scheme Pupils sanitise their hands after break	See teaching guidelines for further advice for play and lunch times.
Lunchtime	Y1 and Y2 will eat their lunch in the hall following the EYFS and SLU bubbles. Y1 finish handwashing – 12.15pm & enter hall Y1 leave hall - 12.40pm Y1 finish lunchtime – 1.05pm Y1 will leave the hall and move to playground together. Y1 MUST NOT MOVE TO THE PLAYGROUND BEFORE 12.40PM Pupils sanitise their hands after lunch	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Year 1 – Miss Angela Brown	
Home time - what time must parents arrive on the site?	2.50pm	
What time will children leave school	3.00pm	
Which entrance will parents & children use?	Parents enter main school gate and use one-way system to the rear of EYFS and line up on markings on KS1 playground. Parents leave via west (Y6) gate.	
Procedure for pupils leaving school.	Parents line up on Y1 markings (visible from the Y1 classroom). door. Parents leave immediately via the one-way system and the west (Y6) gate	Staff to bring children outside and line up in front of Y1 class window. Staff identify parent/carer and send child to them. Parents/ Carers stay on markings until they have received their child and then exit using the one-way system.

Year 2

(Y1 & Y2 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	K Aitchison	
Teaching assistant	E. Caveney	
Which other staff are in this bubble?	H. Theaker T. Morrison	
Where will this class be taught?	Year 2 classroom Y1/2 shared area	
What toilet facilities will the children use?	Year 1/2 toilets only	
What staff facilities should be used?	Staff room	IT suite used as staff room for Y1/Y2 bubble. Timetabled with SLU so to limit adults using facilities at any one time and to avoid cross over of bubbles.
What time will parents be expected to be on playground	8.40am	
What time will children enter school?	8.45am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system to the rear of EYFS and line up on markings on KS1 playground. Parents leave via west (Y6) gate Once a member of KS1 staff comes onto yard at 8.40am pupils can come straight into school. Doors are closed at 9.00am. Parents leave via west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures Parents informed of change to drop off via letter and Marvellous Me 09.09.20 Children not waiting on markings on playground with parents is ensuring flow of traffic on site and avoiding bottlenecks at entrance to KS1 classrooms. This is also assisting in flow of children through hand washing on morning.

Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg and enter class. Teaching assistant will supervise pupils hand washing before entering classroom	Teachers will have guidelines on children accessing and leaving school. KS1 staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Parents will be met at the Y1/2 external door and children sent straight into the classroom. Parents to leave immediately.	
Play time	Y1/2 will utilise the larger section of the KS1 playground and avoid mixing with the SLU pupils. Wooden play equipment used on a rota between Y1/2 and SLU bubble. Y2 finish washing hands – 10.20am Y2 finish break – 10.35am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch) Pupils sanitise their hands after break	See teaching guidelines for further advice for play and lunch times.
Lunchtime	Y1 and Y2 will eat their lunch in the hall following the EYFS and SLU bubbles. Y2 finish handwashing – 12.25pm & enter hall Y2 leave hall - 12.50pm Y2 finish lunchtime – 1.15pm Y2 will leave the hall and move to playground together. Y2 MUST NOT MOVE TO THE PLAYGROUND BEFORE 12.50PM Pupils sanitise their hands after lunch	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Year 2 – Mrs Sharon McLoughlin	
Home time - what time must parents arrive on the site?	2.50pm	
What time will children leave school	3.00pm	
Which entrance will parents & children use?	Parents enter main school gate and use one-way system to the rear of EYFS and line up on markings on KS1 playground. Parents leave via west (Y6) gate.	
Procedure for pupils leaving school.	Class moves to ICT suite corridor, not before 2.50pm and is dismissed from there. Parents line up on Y2 markings (visible from ICT suite exit) and are dismissed one at a time. Parents leave immediately via the one-way system and the west (Y6) gate	

Year 3

(Y3 & Y4 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	T Slater	
Which other staff are in this bubble?	A Dales C Guilfoyle L Spicer	
Where will this class be taught?	Year 3 classroom Y3/4 shared area	
What toilet facilities will the children use?	Year 3/4 toilets only	
What staff facilities should be used?	Staff room in ICT suite	
What time will parents be expected to be on playground	8.50am (doors open from 8.40am)	
What time will children enter school?	8.55am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate and line up on markings on KS2 playground. Parents leave via west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	Member of Y3/4 team will be on playground from 8.40am and pupils are encouraged to come straight into building. Doors are closed at 9.00am On entry to school, children will hang their coats on a named peg and enter class. Children will wash hands before entering classroom	Teachers will have guidelines on children accessing and leaving school. Staff member from bubble will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Pupils are met adjacent to the amphitheatre and are sent straight into class. Parents leave immediately via the one-way system and the west (Y6) gate.	Staff need to ensure that parents dropping off Y3/4 pupils do not block the flow of parents through the one-way system.

Play time	<p>Y3/4 will utilise one half of the KS2 playground. (Northern end of playground & woodland + wooden play equipment or southern end of playground + woodland + tyre park) Playground use organised by rota</p> <p>Y3 finish washing hands – 10.30am Y3 finish break – 10.45am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch) Pupils sanitise their hands after break</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime	<p>Y3 will eat their lunch in the classroom Y3 finish handwashing by 12.00pm & enter hall promptly. They move to the serving hatch around the clockwise path around the hall, collect their lunch and take it to the classroom to eat. Class can only go to the playground when everyone has finished their lunch or if pupils still eating are supervised by another adult. Y3 finish lunchtime – 12.45pm Pupils sanitise their hands after lunch.</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Mrs Jackie French	
Home time - what time must parents arrive on the site?	3.00pm	<p>Additional member of staff (SLU) on KS2 playground to support. No older siblings from secondary schools allowed on site. (Shared with parents Marvellous Me / newsletter)</p>
What time will children leave school	3.10pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate or walk round from KS1 playground if collecting younger siblings first. They line up on markings on KS2 playground. Parents leave via west (Y6) gate	Year 3 pupils are ready to go outside from 3.00pm once parents start to wait at markings. All pupils are collected by an adult and staff wait with them until handed over.
Procedure for pupils leaving school.	Parents will not collect children from the Y3/4 doors but move to the lining up marks on the playground. Teacher will take whole class onto playground to meet parents.	Y3 will line up at their classroom door and leave before the Y4 class. They will line up against Y3 class window and are sent to parent by staff.

Year 4

(Y3 & Y4 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	C Guilfoyle L Spicer	
Which other staff are in this bubble?	A Dales T Slater	
Where will this class be taught?	Year 4 classroom Y3/4 shared area	
What toilet facilities will the children use?	Year 3/4 toilets only	
What staff facilities should be used?	Staff room in ICT suite	
What time will parents be expected to be on playground	8.50am (doors open from 8.40am)	
What time will children enter school?	8.55am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate and line up on markings on KS2 playground. Parents leave via west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	Member of Y3/4 team will be on playground from 8.40am and pupils are encouraged to come straight into building. Doors are closed at 9.00am On entry to school, children will hang their coats on a named peg and enter class. Children will wash hands before entering classroom.	Teachers will have guidelines on children accessing and leaving school. Member of Y3/4 staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Pupils are met adjacent to the amphitheatre and are sent straight into class. Parents leave immediately via the one-way system and the west (Y6) gate.	

Play time	<p>Y3/4 will utilise one half of the KS2 playground. (Northern end of playground & woodland + wooden play equipment or southern end of playground + woodland + tyre park) Playground use organised by rota</p> <p>Y4 finish washing hands – 10.40am Y4 finish break – 10.55am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch)</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime	<p>Y4 will eat their lunch in the classroom Y4 finish handwashing by 12.35pm & enter hall promptly. They move to the serving hatch around the clockwise path around the hall, collect their lunch and take it to the classroom to eat. Class can only go to the playground when everyone has finished their lunch or pupils still eating are supervised by another adult. Y4 finish lunchtime – 1.20pm Pupils sanitise their hands after lunch.</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Mrs Victoria Thompson	
Home time - what time must parents arrive on the site?	3.00pm	Additional member of staff (SLU) on KS2 playground to support. No older siblings from secondary schools allowed on site. (Shared with parents Marvellous Me / newsletter)
What time will children leave school	3.10pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate or walk round from KS1 playground if collecting younger siblings first. They line up on markings on KS2 playground. Parents leave via west (Y6) gate	Year 4 pupils are ready to go outside from 3.00pm once parents start to wait at markings. All pupils are collected by an adult and staff wait with them until handed over.
Procedure for pupils leaving school.	Parents will not collect children from the Y3/4 doors but move to the lining up marks on the playground. Teacher will take whole class onto playground to meet parents.	Y4 will line up at their classroom door and leave after the Y3 class

Year 5

(Y5 & Y6 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	K Bass	
Which other staff are in this bubble?	L Ferguson C Whitby	
Where will this class be taught?	Year 5 classroom Y5/6 shared area	
What toilet facilities will the children use?	Year 5/6 toilets only	
What staff facilities should be used?	Staff room in ICT suite	
What time will parents be expected to be on playground	8.50am (doors open from 8.40am)	
What time will children enter school?	8.55am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate and line up on markings on KS2 playground. Parents leave via west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	Member of Y5/6 team will be on playground from 8.40am and pupils are encouraged to come straight into building. Doors are closed at 9.00am On entry to school, children will hang their coats on a named peg and enter class. Children will wash their hands before entering classroom.	Teachers will have guidelines on children accessing and leaving school. Staff will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Pupils are met on the KS2 playground and sent straight into class	
Play time	Y5/6 will utilise one half of the KS2 playground. (Northern end of playground & woodland + wooden play equipment or southern end of playground + woodland + tyre park) Playground use organised by rota	See teaching guidelines for further advice for play and lunch times.

	Y5 finish washing hands – 10.30am Y5 finish break – 10.45am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch)	
Lunchtime	Y5 will eat their lunch in the classroom Y5 finish handwashing by 12.00pm & enter hall promptly following on from the Y3s who are collecting their meals at the same time. They move to the serving hatch around the clockwise path around the hall, collect their lunch and take it to the classroom to eat. Class can only go to the playground when everyone has finished their lunch or if children still eating are supervised by another adult. Y5 finish lunchtime – 12.45pm Pupils sanitise their hands after lunch.	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Mrs Christine Millward	
Home time - what time must parents arrive on the site?	3.00pm	Additional member of staff (SLU) on KS2 playground to support. No older siblings from secondary schools allowed on site. (Shared with parents Marvellous Me / newsletter)
What time will children leave school	3.10pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate or walk round from KS1 playground if collecting younger siblings first. They line up on markings on KS2 playground. Parents leave via west (Y6) gate	Year 5 pupils are ready to go outside from 3.00pm once parents start to wait at markings. From 28.09.20 Y5 pupils may walk home unaccompanied by an adult providing parents have informed school
Procedure for pupils leaving school.	Teacher will take whole class onto playground to meet parents taking care to avoid parents exiting from KS1 playground	Y5 will line up at their classroom door and leave before the Y6 class

Year 6

(Y5 & Y6 will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	C Whitby	
Which other staff are in this bubble?	L Ferguson K Bass	
Where will this class be taught?	Year 6 classroom Y5/6 shared area	
What toilet facilities will the children use?	Year 5/6 toilets only	
What staff facilities should be used?	Staff room in ICT suite	
What time will parents be expected to be on playground	8.50am (doors open 8.40am)	
What time will children enter school?	8.55am	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate and line up on markings on KS2 playground. Parents leave via west (Y6) gate	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	Member of Y5/6 team will be on playground from 8.40am and pupils are encouraged to come straight into building. Doors are closed at 9.00am On entry to school, children will hang their coats on a named peg and enter class. Children will wash their hands before entering classroom.	Teachers will have guidelines on children accessing and leaving school. Member of bubble will be required on playground at given time and lining up/entering school will be strictly controlled.
What happens in bad weather?	Pupils are met on the KS2 playground and sent straight into class	
Play time	Y5/6 will utilise one half of the KS2 playground. (Northern end of playground & woodland + wooden play equipment or southern end of playground + woodland + tyre park) Playground use organised by rota	See teaching guidelines for further advice for play and lunch times.

	<p>Y6 finish washing hands – 10.40am Y5 finish break – 10.55am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch)</p>	
Lunchtime	<p>Y6 will eat their lunch in the classroom Y6 finish handwashing by 12.35pm & enter hall promptly following on from the Y4s who are collecting their meals at the same time. They move to the serving hatch around the clockwise path around the hall, collect their lunch and take it to the classroom to eat. Class can only go to the playground when everyone has finished their lunch or if children still eating are supervised by another adult. Y6 finish lunchtime – 1.20pm Pupils sanitise their hands after lunch.</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Mrs Sharon Cassidy	
Home time - what time must parents arrive on the site?	3.00pm	Additional member of staff (SLU) on KS2 playground to support. No older siblings from secondary schools allowed on site. (Shared with parents Marvellous Me / newsletter)
What time will children leave school	3.10pm	
Which entrance will parents & children use?	Parents enter main school gate and use one way system entering the southern (Y3/4) gate and line up on markings on KS2 playground. Parents leave via west (Y6) gate	Year 6 pupils are ready to go outside from 3.00pm once parents start to wait at markings. Y6 pupils may walk home unaccompanied by an adult providing parents have informed school
Procedure for pupils leaving school.	Teacher will take whole class onto playground to meet parents taking care to avoid parents exiting from KS1 playground	Y6 will line up at their classroom door and leave after the Y5 class

KS1 Speech & Language Unit

(KS1 & KS2 SLU will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

Pupils from the SLU will not be able to integrate with pupils in mainstream school.

ISSUE	PLAN	NOTES
Teacher	A Henman V Smart	
Teaching assistant	T Moy J Thomas	
Which other staff are in this bubble?	C Gowland J DeSantis	
Where will this class be taught?	KS1 SLU classroom SLU shared area	
What toilet facilities will the children use?	SLU toilets only	
What staff facilities should be used?	Staff room	
Drop-off arrangements - Pupils arriving by LA transport (taxi)	Taxis will arrive on site, no earlier than 8.50am and be met by SLU staff. Pupils will disembark on the raised section of the car park onto the marked footpath. Pupils will sanitise their hands on exiting the taxi. Pupils will be led into school via the main office entrance.	Parents' leaflet created with information on drop-off & collection procedures If there are visitors in the entrance the pupils will wait until the entrance is empty before coming through
Drop-off arrangements - Pupils arriving on foot	Pupils will arrive at 9.00am and be met on path near to taxi drop off by staff and pupils will be escorted into school. Parents will leave via the one-way system through the Y3/4 gate and out of the west (Y6) gate.	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg in the ICT suite corridor and enter class. Children will wash their hands before entering the classroom.	Teachers will have guidelines on children accessing and leaving school.
What happens in bad weather?	No change to normal procedure.	

Play time	The SLU will utilise the smaller section of the KS1 playground and avoid mixing with the Y1/2 pupils. SLU finish washing hands – 10.20am SLU finish break – 10.35am Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch)	See teaching guidelines for further advice for play and lunch times.
Lunchtime	SLU and EYFS will their lunch in the hall, followed by the Y1/2 bubble. SLU finish handwashing – 11.45pm & enter hall SLU leave hall - 12.15pm SLU finish lunchtime – 12.35pm SLU will leave the hall and move to playground together. SLU MUST VACATE THE PLAYGROUND PROMPTLY AT 12.35M	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	Mrs Louise Thompson	
Collection arrangements - Pupils Travelling by LA transport (taxi)	Pupils will sanitise their hands on exiting the classroom and leave school via the main office exit. Taxis will collect pupils at 2.45pm from the raised area of the car park, arriving on site no earlier than 2.40pm. SLU must have vacated the ICT suite corridor by 2.45pm	
Collection arrangements - Pupils travelling on foot	Pupils will sanitise their hands on exiting the classroom and leave school via the main office exit, waiting on the pavement near the taxi collection area. Parents will collect their child at 2.45pm with supervising staff ensuring safe handover. Parents will then leave via the one-way system and the KS2 gate. SLU must have vacated the ICT suite corridor by 2.45pm	

KS2 Speech & Language Unit

(KS1 & KS2 SLU will be a combined group/bubble in terms of pupils and staff although they will operate as two distinct classes with mixing of pupils kept to a minimum)

ISSUE	PLAN	NOTES
Teacher	C Gowland	
Teaching assistant	J DeSantis	
Which other staff are in this bubble?	A Henman V Smart T Moy J Thomas	
Where will this class be taught?	KS2 SLU classroom SLU shared area	
What toilet facilities will the children use?	SLU toilets only	
What staff facilities should be used?	Staff room	
Drop-off arrangements - Pupils arriving by LA transport (taxi)	Taxis will arrive on site, no earlier than 8.50am and be met by SLU staff. Pupils will disembark on the raised section of the car park onto the marked footpath. Pupils will sanitise their hands on exiting the taxi. Pupils will be led into school via the main office entrance.	Parents' leaflet created with information on drop-off & collection procedures If there are visitors in the entrance the pupils will wait until the entrance is empty before coming through
Drop-off arrangements - Pupils arriving on foot	Pupils will sanitise their hands on exiting the classroom and leave school via the main office exit. Taxis will collect pupils at 2.45pm from the raised area of the car park, arriving on site no earlier than 2.40pm. SLU must have vacated the ICT suite corridor by 2.45pm	Parents' leaflet created with information on drop-off & collection procedures
Procedure for pupils entering school.	On entry to school, children will hang their coats on a named peg in the ICT suite corridor and enter class Pupils will wash their hands before entering the classroom	Teachers will have guidelines on children accessing and leaving school.
What happens in bad weather?	No change to normal procedure.	
Play time	The SLU will utilise the smaller section of the KS1 playground and avoid mixing with the Y1/2 pupils. SLU finish washing hands – 10.20am	See teaching guidelines for further advice for play and lunch times.

	<p>SLU finish break – 10.35am</p> <p>Pupils may bring a snack of fruit to eat a break time (packaged separately from any packed lunch)</p>	
Lunchtime	<p>SLU and EYFS will their lunch in the hall, followed by the Y1/2 bubble.</p> <p>SLU finish handwashing – 11.45pm & enter hall</p> <p>SLU leave hall - 12.15pm</p> <p>SLU finish lunchtime – 12.45pm</p> <p>SLU will leave the hall and move to playground together.</p>	See teaching guidelines for further advice for play and lunch times.
Lunchtime supervisor	TBC	
Collection arrangements - Pupils Travelling by LA transport (taxi)	<p>Pupils will sanitise their hands on exiting the classroom and leave school via the main office exit. Taxis will collect pupils at 2.45pm from the raised area of the car park, arriving on site no earlier than 2.40pm.</p> <p>SLU must have vacated the ICT suite corridor by 2.45pm</p>	
Collection arrangements - Pupils travelling on foot	<p>Pupils will sanitise their hands on exiting the classroom and leave school via the main office exit, waiting on the pavement near the taxi collection area. Parents will collect their child at 2.45pm with supervising staff ensuring safe handover. Parents will then leave via the one-way system and the KS2 gate. SLU must have vacated the ICT suite corridor by 2.45pm</p>	