



Phased Re-Opening

General Information

Taxi drop off: Arriving in school: 10am start

- Taxi / parent / carer drop pupils off outside the front of the school.
- Pupils do not go to the shop, they come straight into school
- Staff member at front door with hand sanitizer and thermometer
- Pupils must have their temperature taken at the front door. Temperature will be recorded on a daily basis

**School Day
10am – 1pm**

Signs of a high temperature:

- Should a pupil have a high temperature on arrival they will be asked to go to the first aid room which will be the outdoors room for the remainder of this half term
- Staff member will escort and inform colleague to make a call to home, to inform that their child must go home and self-isolate for two weeks. Alongside the staff and pupils in that group.

Signs of normal temperature:

- If pupil arrives with no temperature they will be asked to go to the 'creative scrub room' (the art room), where they will need to wash their hands properly and sanitize.
- Pupils will then go to their allocated classroom.

Classrooms in use include:

- Creative Scrub (art room)
- Outdoors room (First Aid room)
- Maths room (Group 1 work room)
- English room (Group 2 work)

Rooms that will be out of bonds:

1. Reception area
2. School office
3. Kitchen area, classrooms and disabled toilet
4. Paws for thought room
5. Break out room
6. PSHE room

In class:

- There will be 4 staff allocated to group 1 and group 2
- Pupils must sit in their allocated seats in their allocated work room:
 - Group 1 work room: Maths room
 - Group 2 work room: English room
- Pupils must not sit at the staff PC

Toilet break:

- The girls toilets will be used and each cubicle numbered (1-3).
- At the end of each day the toilets will be thoroughly cleaned ready for the next group coming in.
- Each pupil is allocated a number and told which cubicle they will use.
- If a pupil needs to go to the toilet, staff radio to confirm pupil is going to the toilet
- 1 pupil to use the toilet at any one time
- Staff escort
- Go back to class via the creative scrub to properly wash hands and use hand sanitizer

Lunch time:

- From 12.00pm there will be staggered lunches. Food to be picked up from specified food outlets.
- Pupils to go to the creative scrub, to wash hands and sit in allocated seats, ensuring social distancing of 2 metres
- Once pupils have finished their lunch they must wash their hands before going outside if they choose to.

Going home: 1pm finish: Taxi / Parent Pick Up

- Pupils to meet in the creative scrub with staff
- To wash hands and sanitize before leaving to get in the taxi
- Staff on taxi duty, radio for pupil.
- Pupil goes to the exit to leave and get into taxi / meet parent carer