

Start and end of day procedures September 2020

Due to the Covid-19 pandemic, please help us all stay safe by following the guidelines below.

No child should come into school if they are displaying any of the following symptoms:-
persistent cough
high temperature
loss of smell and/or taste

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please note that the horseshoe will be closed for all parent traffic at the following times to ensure the safety of all the children in both schools:

Morning 8.10am-10.00am Afternoon 2.30pm-4.00pm

Staggered arrival and departure times

It is extremely important that you try to ensure that your child arrives at the allocated time in order to minimise the number of people on the school site at any time.

Class	Reception	Year 1	Year 2
Arrive at school	8.50-9.00am	8.30-8.40am	8.40- 8.50am
Leave school	3.20pm	3.00pm	3.10pm

Arrangements for dropping off and picking up your child

Please enter school via the main gate as normal and leave via the gate nearest the office

Year 1 - Please follow the Year 1 Lane down the ramp and then drop off/pick up your child at/from the Year 1 classroom door.

Year 2 - Please follow the Year 2 Lane down the ramp and then drop off/pick up at/from the classroom door.

Reception - Please drop off/pick up your child at/from the classroom door.

We continue to have an open-door policy, however, during this period we request that you keep conversation with the class teacher very short to avoid congestion outside the classrooms. If you wish to discuss things in more detail, please e-mail or phone the office and the teacher will get back to you.

- Please ensure you arrive on time so we can keep each year group in their separate bubbles. If the classroom door has been closed please take your child to the school office. Please do not open the door and send them in.
- Please wear a mask if possible.
- Parents must observe social distancing and follow all markings, signage, lanes and barriers around the outside of both CHI and CHJ to ensure there is no congestion. Please avoid gathering in groups.
- Only one parent should be present for drop off and pick up (with siblings only if no one is at home to care for them).
- A member of the Senior Leadership Team will be on site at all times.
- Please avoid entering the school building to speak to the office staff - please email or phone the office with any questions/message where possible.
- Families should leave the school site as soon as all children have been dropped off or collected.
- The adventure playground will remain closed before and after school.
- If you arrive more than 10 minutes late please take your child to the school office where you will be asked to fill in the late form.
- We are anticipating greater congestion around local roads due to the closure of the horseshoe. Please try to walk to school where possible. The Council have advised that traffic enforcement officers will be patrolling the area.

Lunches and Playtimes

The children will remain in their year group bubbles and will have separate lunch and playtimes. Packed lunches will be brought to the children and they will eat in their classrooms. If you do not require the school lunch please send your child in with their own. The menu will be available on the school website.

**Please see the full Risk Assessment for more information
(available on the school website from Wednesday 2 September)**