



COVID SAFE PROCEDURES @ STOCKTON WOOD

To help us make our school as safe as possible everybody has a part to play, COVID Safe Procedures must be followed.

By sending your child to school during this period, you are agreeing to follow our COVID Safe Procedures:

- If you have, or your children have, or are showing **symptoms of coronavirus** (a new continuous cough or fever, a loss of or change in your normal sense of taste or smell), or have someone in your household who is, you or your children **should not attend or visit school and you should inform us** if this is the case.
- Children should be **collected promptly** from school if they develop symptoms compatible with COVID-19 or if they need intimate care.
- Only **one adult** from a household should bring, or collect, your child or children to or from school each day. Parents should **not** enter the school building. **Only parents of nursery and infant children may enter the school site.** If parents need to speak to a member of staff **please contact us at school by telephone.**
- Older siblings may accompany their parent bringing infant brothers and sisters but should say 'goodbye' to their parent in the infant play area and make their way to the KS2 classroom on their own. Staff will be on site to supervise the children in this instance.
- **Junior children will not be dismissed early with infant siblings and parents should collect junior children from Stockton Wood Road at their allocated time. Please wait away from the school perimeter until your child is due to be dismissed.**

Please note these arrangements are subject to change as we must manage and minimise numbers in the play-ground areas and congestion at the start and finish times of the day. Thank you.

- **Entrance/exit to and from school will be controlled.** Please follow the 'one way' system.
 - **Infant children (FS/KS1)** (with parents and older siblings) **should enter at All Saints Road and exit by Sutton Wood Road.**
 - **Parents must not park in Sutton Wood Road.** It is very narrow and dangerous and there will be many children crossing roads. **Park 200m away from school site and walk.**
 - **Junior children (KS2)** should enter and exit at Stockton Wood Road. **KS2 Parents should not enter school site.**
 - **Parents must not park or drive down Stockton Wood Road.** It is very narrow and dangerous and there will be many children crossing roads. **Park 200m away from school site and walk.**
 - **Key Stage 2** children will be asked to queue and wait in '**zone areas**' for each **Year Group** marked on Stockton Wood Road to promote social distancing. Eg Year 3 Zone, Year 4 Zone etc. Please **do not wait outside our neighbours' houses** – signs will be set out to remind families to wait in the 'zone areas'.

- **'Social distancing'** should be maintained on arrival and on site – follow pavement and floor marking and signage around site.
- **Start and finish times will be staggered** to ensure the number of people on the school site at any one time is kept to a minimum. Please only enter site, if allowed, at time allocated to your child's year group/class:
 - Nursery: 8.45am – 11.45am or 12.30pm – 3.30pm
 - Year 1 and Year 3: 8.45am - 3.05pm
 - Year 2 and Year 4: 8.55am - 3.15pm
 - Reception and Year 5: 9.05am - 3.25pm
 - Year 6 9.10am - 3.30pm

Please do not arrive at school before your child's year group start and finish times to prevent congestion and large gatherings.

- Parents accompanying children to school must **drop off and leave swiftly** to avoid congestion in and around the school site. Please do not stop and chat around the perimeter of the school site. Thank you. Please contact school by telephone if you need information or need to share information.
- Children should attend school every day and be punctual and brought to school at their year group's allocated time.
- Each year group will form a 'Bubble'. A team of staff will be allocated to each 'Bubble'. 'Bubbles' will not mix. Playtimes and lunchtimes will be organised so that children remain in their 'Bubble'.
- **Uniform should be worn including a practical coat for outdoor activities and sturdy and strong shoes.** Children must **bring a coat** everyday even if the sun is shining! We are promoting outdoor learning and windows and doors are open throughout the day – it can get cool.
- Packed lunches are discouraged but if brought they should be brought in a packed lunch box that can be wiped and washed. (Please do not send bags/rucksacks – thank you.)
- Regular **hand washing and use of hand sanitiser** will be required.
- The children should not bring personal belongings into school, **individual equipment** will be provided.
- Breakfast Club and after school clubs are not currently running.
- **Infant toast will no longer be served.** The children will continue to have milk and fruit. Please ensure children have breakfast before they leave for school.

Thank you for supporting our safety measures. If you require any further information please contact school.

Please keep this document safe so that you can refer to it as necessary.