**Procedures: August 2020**

* Arrival – Arrival and entering school will be staggered. Children will be allowed through the gate at their assigned time. (Grouped according to the initial letter of their surname)
* Children have been told what door they are to enter and exit the school from
* Children will go directly to their classroom.
* Children will sanitise their hands on entry to the classroom
* Children will wash their hands and sanitise their hands regularly during the day
* Breaks/Lunch – Breaks will be staggered. Children will remain in their Class group (Bubble) on the yard. Each class will remain in their marked area. There is a 2metre distance between each marked area.
* There will be a 5-minute gap between the end of one groups break and the beginning of another to allow groups come back in and another group to go out without meeting on the corridors.
* Children will not be sent on messages to the office, to the Principal or to other classrooms. Children will not be allowed into the hall area to refill water bottles
* School staff have been provided with Face visors, face masks, disposable aprons, gloves, personal hand sanitiser and disinfectant spray
* Hands free hand sanitiser dispensers have been fitted in all classrooms and communal areas
* All staff have participated in Induction training on the return to school
* Communication between staff will be via email, Aladdin or by the Intercom System
* Parents have been asked to communicate with the school via email, telephone or through Aladdin
* Meetings are by appointment only.
* All visitors must sign in and wear a mask
* A cleaner will be on duty for 2 hours during school hours’ daily
* Dismissal – Dismissal will be on a staggered basis. Children will be dismissed according to the initial letter of their surname.