



NEW ROUTINES AND COVID 19 PROCEDURES

SEPTEMBER 2020

ARRIVAL AT SCHOOL

- Parent drop off arrival is 9.30am
- Families arriving in a vehicle follow the queuing system until they reach the student entrance.
- Student and parent/carer remain in the vehicle, a member of staff will come to collect the student.
- Families arriving on foot form a queue, following the yellow markings from the pedestrian gate to school pupil entrance, indicating a socially distanced queueing system
- Students to enter one at a time, maintaining social distance from other families waiting
- Parents/carers are not permitted to enter the school hall at this time
- Parents/carers are required to leave the premises as soon as their child enters the building in order to avoid congestion and unnecessary contact with others

COLLECTION

- Parent/carer arrival at school no earlier than 2.45pm
- Families arriving in a vehicle follow the queuing system until they reach the student entrance.
- Parent/carer to remain in the vehicle, a member of staff will come to the vehicle to hand over the student
- Families to form a queue, following the yellow markings from the pedestrian gate to school pupil entrance, indicating a socially distanced queueing system
- Parents to wait in line until name of the student is called for collection from the student entrance

- Families to depart the premises once the student is handed over in order to avoid congestion and unnecessary contact with others

FACE MASKS

- Given that local lockdown restrictions are currently in place in Greater Manchester, masks are to be worn by students when moving around communal areas within school. Therefore, please ensure you send your child into school with a mask.
- Remove the mask using the ear loops/ties
 - Ear loops – hold both loops and gently lift and remove
 - ties – untie the bottom first then untie the top and pull the mask away from you
 - Single use masks - once removed must be disposed of in a lidded bin
 - Reuseable masks must be stored in sealed plastic bag to be taken home with the individual
 - Hands must be washed/sanitised on removal and disposal/storage of the mask

SIMS PAY

- This cashless system will come into effect on 2nd November 2020. In the meantime we are accepting cash in school. This must be placed in a sealed envelope with the student's name, amount and stating what the payment is for. A receipt will then be sent home with your child once the money has been processed.

SCHOOL MEALS

- The cost of school meals has increased to £2.50 per day, £12.50 per week. This is payable in advance each Monday.
- Packed lunches – these can be brought into school in the usual way. The packed lunch box/bag need to be sanitised each evening ready for the next school day.
- If you wish to change your child from a school meal to a packed lunch or vice versa, please complete the Change of Meal Pattern form which will be sent home with your child this week. One week's notice must be given to change a meal pattern.

HYGIENE AND INFECTION CONTROL

- Strict hygiene routines will be required both in school and at home - hand washing, clothes washed daily at home, pupils showered daily at home. School bags will need to be sanitised by families and equipment is not required to be brought into school as this will be provided by school and kept within the classroom.
- If your child or anyone in the home has symptoms of COVID you must keep your child at home, request a test and inform school so that we can put the necessary plans in place to reduce infection. You must inform school of the test result. You must ensure that school have an up to date telephone contact number that we can use to speak to you in the event of a covid risk. You must answer the calls made to you by school staff.