

Whole School Re-opening Procedures September 2020 (v2 – 20.07.20)

Start of the Day

St Richard's Before School Breakfast Club has been suspended until further notice.

School gates on Wilpshire Avenue and Norton Avenue and the main gate on Sutcliffe Avenue will all open at 8.30am. A member of staff will be on duty at each gate (on a rota basis) between 8.30am and 8.58am. Parents and carers will not be allowed onto the school site without a pre-arranged and pre-agreed appointment. This is to minimise contact and mixing.

Children in **R1, R2, C1, C2, C3** and **C4** must enter school through the **main gate on Sutcliffe Avenue** between 8.30am and 8.58am.

Additional members of staff will be on duty outside St Richard's Building (one member of staff), at the steps leading to R2's door (one member of staff), and at the pencil top gate leading onto EYFS playground (one member of staff).

Children in **C5, C6, C8, C12** and **C13** will all be based in Olympic Building. These children must enter school through the **gate on Wilpshire Avenue** between 8.30am and 8.58am.

Children in **C7, C9, C10** and **C11** will all be based in the Main Building. These children must enter school through the **gate on Norton Avenue** between 8.30am and 8.58am and will gain access to their classrooms via their classroom's outside door. Additional members of staff will be on duty on the Norton Avenue small car park (one member of staff) and on the KS2 playground (one member of staff).

Children in Nursery must enter the EYFS Building through the **Nursery gate on Sutcliffe Avenue** between 8.50am and 8.58am. A member of staff will be on duty at the gate (on a rota basis) between 8.50am and 8.58am and a member of staff will be on duty at the back door to Nursery.

Break Time

EYFS

Nursery morning play time is continuous provision in groups of 13 children and only on the side of the AstroTurf blue river leading to the Conservatory - the side with the climbing frames. The adult supervising each group of 13 will wipe down bike handles before the next group of children come outside.

R1 morning break is from 10.15am – 10.30am and only on the side nearest the Olympic Building and up to the AstroTurf blue river leading to the Conservatory. Reception 1 must use their outside classroom door to access the playground.

R2 morning break is from 10.30am – 10.45am and only on the side nearest the Olympic Building and up to the AstroTurf blue river leading to the Conservatory. Reception 2 must use their outside classroom door to access the playground.

Nursery afternoon break is as above – continuous provision in groups of 13 throughout the afternoon.

R1 afternoon break is 1.45pm – 2.15pm, as above.

R2 afternoon break is 2.15pm -2.45pm, as above.

KS1

Both the classteacher AND teaching assistant(s) must be on duty together each day. Classteachers will organise breaks for themselves and their teaching assistant(s) in the allocated staff area in their building, either side of pupil break-time.

Y1 C1 – 10. 15am – 10.30am St Richard's playground

Y1 C2 - 10. 35am – 10.50am St Richard's playground

Y2 C3 - 10.15am – 10.30am Olympic playground

Y2 C4 - 10.35am – 10.50am Olympic playground

KS2

Both the classteacher AND teaching assistant(s) must be on duty together each day. Classteachers will organise breaks for themselves and their teaching assistant(s) in the allocated staff area in their building, either side of pupil break-break.

KS2 Break-time between 10.15 – 10.30am:

Y3 C5 – Upper deck L-shaped space on KS2 playground ('Zone 1')

Y4 C7 - The third of the basketball court and the space behind it with the tree ('Zone 2')

Y5 C9 – The two-thirds of the basketball court closest to Norton Avenue ('Zone 3')

(Weekly rotation of zones. Eg – C5 will be in Zone 1 for the first week, Zone 2 for the second week, etc)

KS2 Break-time between 10.35 – 10.50am:

Y3 C6 – Upper deck L-shaped space on KS2 playground ('Zone 1')

Y4 C8 – The third of the basketball court and the space behind it with the tree ('Zone 2')

Y5 C10 – The two-thirds of the basketball court closest to Norton Avenue ('Zone 3')

(Weekly rotation of zones. Eg – C6 will be in Zone 1 for the first week, Zone 2 for the second week, etc)

KS2 Break-time between 10.55 – 11.10am:

Y6 C11 - Upper Deck L-shaped space on KS2 playground ('Zone 1')

Y6 C12 – The third of the basketball court and the space behind it with the tree ('Zone 2')

Y6 C13 - The two-thirds of the basketball court closest to Norton Avenue ('Zone 3')

(Weekly rotation of zones. Eg – C11 will be in Zone 1 for the first week, Zone 2 for the second week, etc)

Lunchtime

School lunches from September 2020 will be one hot and one cold choice per day. The cold choice will be a packed lunch 'grab bag'.

All pupils in Main Building and Olympic Building (ie – all KS2 pupils) will eat lunch in their classroom. In Main Building, pupils will follow the one-way system and collect their lunch from the kitchen serving hatch. In Olympic Building, a warm serving trolley and kitchen operative(s) will be stationed on the ground floor. Pupils will follow the one-way system and collect their lunch from the operatives at the trolley. Pupils in Olympic Building will make their choice of meal (hot or cold) every morning, at registration.

From September, maximum occupancy number in the dining hall (for EYFS & KS1 pupils) will be 90 pupils (3 classes at a time) on 6 x Sico tables spread out and allowing the one-way system to operate effectively (ie – with a diagonal pathway). All EYFS/KS1 pupils will be collected from their bubbles by an LO, escorted to the hall by the LO along with a member of class staff and sat at the same table in the same seat every day to eat lunch.

TAs will have lunch break in the half hour when the children eat and then will accompany their class for the half hour outdoor play. Lunchtime organisers will be with the children whilst they eat and will join them and the TA on the playground when the hall/classroom is cleared (if that's not already done within the half hour). Whilst playing outside, the TA and LO are responsible for their own class and should be positioned accordingly within their specified zone.

Teachers will technically be on lunch for an hour but should remain in the classroom (KS2) or the hall (EYFS/KS1) while the pupils eat, in order to be available if the LO requests assistance. The half hour when pupils are outdoors is teachers' lunch break in their building's staff room (this avoids too many staff being in there at once).

Main Building Dining Hall		
Class:	Eating in the hall:	Playing outside:
Nursery	11.15am – 11.45am	11.45am – 12.15pm on EYFS playground
Reception 1	11.45am – 12.15pm	12.15 – 12.45pm on EYFS playground
Reception 2	11.45am – 12.15pm	12.15 – 12.45pm on EYFS playground
Y1 Class 1	12.15pm – 12.45pm	12.45 – 1.15pm on St Richard's playground
Y1 Class 2	12.15pm – 12.45pm	12.45 – 1.15pm on St Richard's playground
Y2 Class 3	12.30pm – 1pm	12 noon – 12.30pm on Olympic playground
Y2 Class 4	12.30pm – 1pm	12 noon – 12.30pm on Olympic playground

Eating in class in Olympic Building		
Class:	Eating in class (CT & LO):	Playing outside (TA & LO):
Class 5	12.15pm – 12.45pm	11.45pm -12.15pm (Zone 3)
Class 13	12.15pm – 12.45pm	12.45pm - 1.15pm (Zone 2)
Class 6	12.45pm – 1.15pm	12.15pm -12.45pm (Zone 3)
Class 8	12.45pm – 1.15pm	12.15pm -12.45pm (Zone 1)
Class 12	12.15pm – 12.45pm	12.45pm -1.15pm (Zone 1)

Eating in class in Main Building		
Class:	Eating in class (CT & LO):	Playing outside (TA & LO):
Class 7	12.15pm – 12.45pm	11.45pm -12.15pm (Zone 1)
Class 9	12.15pm – 12.45pm	11.45pm -12.15pm (Zone 2)
Class 10	12.45pm – 1.15pm	12.15pm -12.45pm (Zone 2)
Class 11	12.15pm – 12.45pm	12.45pm -1.15pm (Zone 3)

End of the Day (Exit procedures)

Children in **Nursery** will be dismissed through the **Nursery gate on Sutcliffe Avenue** at 3.10pm.

Children in **R1** and **R2** will be dismissed through the **main gate on Sutcliffe Avenue** at 3.15pm.

Children in **C1** and **C2** will be dismissed through the **main gate on Sutcliffe Avenue** at 3.25pm.

Children in **C3** and **C4** will be dismissed through the **main gate on Sutcliffe Avenue** at 3.30pm.

Children in **C5, C6 and C8** will be dismissed from the KS1 Playground through the wide gates on Wilpshire Avenue at 3.20pm.

Children in **C12** and **C13** will be dismissed from the KS1 Playground through the wide gates on Wilpshire Avenue at 3.30pm.

Children in **C7** will be dismissed through **the gate on Norton Avenue** at 3.15pm

Children in **C9** will be dismissed through **the gate on Norton Avenue** at 3.20pm

Children in **C10** will be dismissed through **the gate on Norton Avenue** at 3.25pm

Children in **C11** will be dismissed through **the gate on Norton Avenue** at 3.30pm.

The staggered dismissal will minimise mixing and cut down on contacts. Parents and carers are not allowed onto the school site at the end of the school day. Only one parent or carer per household should pick up pupils. It is vitally important that pupils are always picked up on time. Parents and carers who are collecting children in more than one class where pick-up times clash must prioritise the collection of younger pupils.