

Whole School Procedures September 2021

Start of the Day

Parents and carers are encouraged to wear a face mask or covering whenever they drop off and pick up their child(ren).

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 and to enhance safeguarding.

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.

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 C 13 - 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

All pupils in Main Building and Olympic Building (ie – all KS2 pupils) will continue to 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, kitchen operative(s) with a warm serving trolley 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.

In September 2021, maximum occupancy number in the dining hall (for EYFS & KS1 pupils) will again 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 just outside 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.

Most 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. Some TAs will help LOs to supervise pupils while they eat and then take their lunch break while pupils play outside.

From September 2021 onwards, teachers will all have a one-hour lunch break every day. Teachers do not have to remain in the classroom or the hall while the pupils eat and do not have to be available if the LO requests assistance.

Olympic Building (Pupils eating in class)					
Class:	Staff who will be with this class while they eat and play:	Staff who will be with this class while they eat:	Time that they eat:	Time that they play outside (in most cases with their TA and 1 st LO):	Notes:
Class 5	CD (LO)	JMcG (TA)	12.15 – 12.45pm	11.45 – 12.15pm	JS (LO) will be outside from 11.45pm – 12.15pm
Class 13	LG (LO)	JK (TA)	12.15 – 12.45pm	12.45 – 1.15pm	LH (LO) will be outside (shared between C12 and C13) from 12.45pm – 1.15pm
Class 6	NJ (LO)	IJ-S (LO)	12.45 – 1.15pm	12.15 – 12.45pm	
Class 8	AG (LO)	NS (LO)	12.45 – 1.15pm	12.15 – 12.45pm	
Class 12	RJ (LO)	GMcN (TA)	12.15 – 12.45pm	12.45 – 1.15pm	LH (LO) will be outside (shared between C12 and C13) from 12.45pm – 1.15pm
Main Building (KS2 Pupils eating in class)					
Class:	Staff who will be with this class while they eat and play:	Staff who will be with this class while they eat:	Time that they eat:	Time that they play outside (in most cases with their TA and 1 st LO):	Notes:
Class 7	CB (TA)*	MB (LO) (noon – 12.30pm: noon- 12.15pm: outside 12.15 – 12.30pm: in class eating)	12.15 – 12.45pm	11.45 – 12.15pm	*CB to be with class from 12.15 – 12.45pm, while they eat in class *RO (LO) to be with class while they are playing outside 11.45 – 12.15pm
Class 9	NS (LO)	BM (TA)	12.15 – 12.45pm	11.45 – 12.15pm	AG (LO) will be with this class while they are playing outside 11.45 – 12.15pm
Class 10	MA (LO)	CD (LO)	12.45 – 1.15pm	12.15 – 12.45pm	
Class 11	JS (LO)	MW (TA)	12.15 – 12.45pm	12.45 – 1.15pm	
Main Building (EYFS and KS1 Pupils eating in dining hall)					
Class:	Staff who will be with this class while they eat and play:	Staff who will be with this class while they eat:	Time that they eat:	Time and location that they play outside (in most cases with their TA and 1 st LO):	Notes:
Nursery	AA (LO)* PJ-S (LO)* (RJ, MA and BM) are all LOs who are available 11.45 – 12.15pm)	MB (LO) + 3x TAs: (AMC, CC & RC)	11.00 – 11.30am	11.30 – 12noon (EYFS Playground)	* AA and *P J-S will be with N while they play from 11.30am – noon MB (LO) will also be with N while they play from 11.30am - noon
Reception 1	I J-S (LO)	LG (LO)	11.45 – 12.15pm	12.15 – 12.45pm (EYFS Playground)	
Reception 2	LH (LO)	NJ (LO)	11.45 – 12.15pm	12.15 – 12.45pm (EYFS Playground)	
Y1 C1	BM (LO)	LH (LO)	12.15 – 12.45pm	12.45 – 1.15pm (on St Richard's Playground)	
Y1 C2	RO (LO)	-	12.45 – 1.15pm	12.15 – 12.45pm (on St Richard's Playground)	
Y2 C3	P J-S (LO)	-	12noon – 12.30pm	12.30 – 1pm (on Olympic Playground)	
Y2 C4	AA (LO)	BM (LO)	12.30pm – 1pm	12noon – 12.30pm (on Olympic Playground)	

End of the Day (Exit procedures)

Children in Nursery will be dismissed through the Nursery gate on Sutcliffe Avenue at 3pm.

Children in R1 and R2 will be dismissed through the main gate (KS1 entrance) on Sutcliffe Avenue at 3.15pm.

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

Children in C3 and C4 will be dismissed through the main gate (KS1 entrance) 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 C7 will be dismissed through the gate on Norton Avenue at 3.20pm

Children in C9 will be dismissed through the gate on Norton Avenue at 3.25pm

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.

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

This staggered dismissal will ensure safe and orderly dismissal of over 470 children at the end of each school day. Parents and carers are not allowed onto the school site at the end of the school day. This is to minimise contact and mixing and to enhance safeguarding. Parents are encouraged to wear a mask or face covering at these times. 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.