## Arrival & Departure Covid-19 Addendum – June 2020

**Arrivals**

Following the Government’s decision for some pupils to return to school from the 1st June 2020, the following amendments to the existing Arrivals and Departures Policy will be followed.

Parents and carers will not be permitted to enter the school premises unless in an emergency and authorised by the Headteacher. Pupils will enter the school premises within their designated time slot and via the designated gate. Parents/carers and their child(ren) will line up in a queue 1-2m apart outside of their designated entrance and a member of staff will greet the children for handover. Parents/carers will then depart.

Pupils in all years, excluding Year 6, will be handed to a designated member of staff for that group and will wait in a line 1-2m apart until the entrance are closed. The group will then proceed to their allocated space in school and enter via the external door. When entering the school, the children must wait in the foyer back until the teacher indicates that it is safe for them to enter the building individually maintaining the 1-2m social distancing rule.

Pupils will then wash their hands and place their belongings into their allocated carrier bag.

At this point the register will then be taken. For any children not accounted for, office staff will endeavor to contact parents/carers to explore the reason with them and address barriers together as per our usual policy.

Year 6 children who are walking to school independently they must follow social distancing rules. Children will enter the school premises at their designated gate and during their designated time slot. They should make their way immediately to their classroom where the teacher will greet them.

Any child who arrives later than their designated time will have to wait with their parent/carer until a member of SLT can escort them safely to their classroom.

**Entrance**

Entrance will be opened and closed at defined times to support the staggered start and finish. Each entrance will be opened at the first time slot and closed at the end of the time slot. There will be a member of staff manning each entrance at all times. Parents will be advised of the correct entrance to use and must only use this entrance.

## Departures

When leaving school, Year 6 must leave the grounds independently and immediately unless otherwise arranged with the school. They should move away from school entrances immediately to maintain social distancing at potential bottle necks and adhere to the social distancing rules on their way home. If waiting for a younger sibling, children should stay within close proximity to their parent/carer. If a Year 6 pupil is allowed to walk home alone, a confirmation form should be provided to the school as normal (Appendix A).

For younger children, a member of staff will walk the children to their designated departure entrance still maintaining the 1-2m social distancing rule.

Parents/carers of younger children must wait outside the school gate in a queue 1-2m apart. A member of staff will hand over children to their authorised adult. Once the parent/ carer has collected their child they must immediately move away from the designated entrance area and away from the queue behind them. Parents/carers should not congregate outside of the school entrance.

When leaving school, Year 6 children must wait at their desk until an adult indicates it is safe for them to collect their belongings and leave through the designated classroom door. Year 6 children must leave the school grounds independently unless otherwise arranged with the school. They should move away from the school entrances immediately to maintain social distancing at potential bottlenecks. They should then walk home immediately or wait outside the school grounds in close proximity to their parent or carer if waiting for a younger sibling.

All children and families must maintain the 1-2m social distancing rules for those that are not members of their own household on their way home.

**Appendix A**

**CONFIRMATION THAT A CHILD MAY WALK HOME ALONE**

# I confirm that who is in Year at Evergreen Primary School may walk home from school alone on the following days:

* All days
* Monday
* Tuesday
* Wednesday
* Thursday
* Friday

I confirm that I have read and understood the School’s **Arrivals and Departures Policy**.

# Name: Date:

***Please return to the School Office***