

Managing the organisation of the school day

<p><u>EYFS Monday - Friday</u> Nursery a.m. 08:45 -11.45 a.m. Nursery p.m. 12.30- 03.30 p.m.</p> <p>Mrs Clark, Mrs Cumiskey (a.m. only)</p> <p>Reception</p> <p>Miss Bullen, Mrs Husband</p> <p>All staff will follow guidelines in place and observe hand, face space guidance.</p> <p>All staff will continue to maintain a social distance as far is possible.</p>	<p><u>KS1 Monday – Friday</u> Rec/Year 1 – Mrs Railton, Miss Lyons and Mrs Birtles (pm only) Year 1/2 – Miss Brown, Mrs Ferguson</p> <p>Year 2 – Miss Kilcran Mrs Buckley Mrs Lamb</p> <p>All staff will follow guidelines in place and observe hand, face space guidance.</p> <p>All staff will continue to maintain a social distance as far is possible.</p>	<p><u>Lower KS 2 Monday– Friday</u> Year 3 – Mrs Dalglish ,Mrs Atkinson</p> <p>Year 3/4 – Mr Duffy, Mrs Bolton (a.m. only)</p> <p>Year 4/5 Mr Fletcher, Mrs Wood (a.m. only) Mrs Robson</p> <p>All staff will follow guidelines in place and observe hand, face space guidance.</p> <p>All staff will continue to maintain a social distance as far is possible.</p>	<p><u>Upper KS2 Monday-Friday</u> Year 5 – Mrs Obarzanowska Mrs McNally (a.m. only) Year 6 – Mr Reid Year 6 - Miss Hamilton</p> <p>All staff will follow guidelines in place and observe hand, face space guidance.</p> <p>All staff will continue to maintain a social distance as far is possible.</p>	<p><u>Staff</u></p> <p>All staff to enter the building on arrival via the car park entrance. All staff to follow government guidance in place and remember hand, face, space.</p> <p><u>Music tuition</u> Mr Lawrence</p> <p>Main school entrance</p>
<p>Nursery Entrance (Parents to stay at gate) Member of Nursery Team will meet pupils at the gate. Another member of the Nursery staff will lead the children down the Nursey path to the Nursery classroom. Sanitise hands on</p>	<p>KS1 Playground Entrance (Parents to stay at gate) Enter by the single gate Gates open at 8.45 a.m. for Reception, Rec/Y1, Y1/2 and Y2 A member of staff will greet children at the gate. Children will be supervised in the playground. The children will</p>	<p>Main Entrance Lingfield Road Gates open at 8.45 for KS2 children one member of staff at the gate to guide pupils.</p> <p>Parents leave children in KS2 at the school gate as a matter of usual practice</p>	<p>Main Entrance Lingfield Road Gates open at 8.45 for KS2 children one member of staff at the gate to guide pupils.</p> <p>Parents leave children in KS2 at the school gate as a matter of usual practice</p>	

<p>arrival and follow guidance in place. Only one parent will be encouraged to drop off their child to school.</p> <p>Morning Nursery – 8.45 a.m. Afternoon Nursery 12.30 p.m.</p> <p>Morning Nursery- 11.45a.m. Afternoon Nursery 03.30 p.m.</p> <p>Nursery parents wait in a line, outside of the school premises at the Nursery gate and then leave as soon as child is collected.</p> <p>Reception – 08.45-8.55 a.m. Children will be greeted at the gate by a member of staff. Parents leave children at the gate. Staff will supervise children in the playground Reception children enter the school premises via the single gate. They will remain in the playground until the whistle is blown and enter the building by the door nearest to their classroom. They will be welcomed by another member of staff at the door.</p> <p>3.15 p.m. Reception parents wait in their designated area, outside of the school, in the church car park. Children will be sent to their parent/carer</p>	<p>line up when the whistle is blown at 8.55 a.m. They will enter the building by the door nearest to their classroom. They will be welcomed by another member of staff at the door. Sanitise hands on arrival and follow current guidance in place.</p> <p>Only one parent will be encouraged to drop off/pick up their child to school.</p> <p>3.15 p.m. parents wait outside of the school premises in the area of the church car park designated for their child’s class.</p> <p>Staff will direct children to their parent/carer.</p>	<p>Children will walk round to the playground. Staff will supervise children until the whistle is blown at 8.55 a.m. The children will line up and be escorted to their classroom. Sanitise hands on arrival and follow current guidance. Only one parent will be encouraged to drop off/pick up their child at school.</p> <p>Children with younger siblings in KS1 will exit through the school hall in to the KS1 playground and leave school with their sibling.</p> <p>All other children will leave via the main entrance in Lingfield Road where they will be met by their parent/carer.</p>	<p>Children will walk round to the playground. Staff will supervise children until the whistle is blown at 8.55 a.m. The children will line up and be escorted to their classrooms in the annexe. Sanitise hands on arrival and follow current guidance. Only one parent will be encouraged to drop off/pick up their child at school.</p> <p>Children with younger siblings in KS1 will exit through the school hall in to the KS1 playground and leave school with their sibling.</p> <p>All other children will leave via the main entrance in Lingfield Road where they will be met by their parent/carer.</p>	
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