



Long Sutton County Primary School
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 Registered Company Number 07788995
 Headteacher: Mr B Lord

School arrival and departure protocols

Arrival at school

Arrival Procedure

The school will introduce a one way system going onto the school estate which ALL adults and children entering the school onto the Foundation Stage / Key Stage One playground and ALL people will use the school's one way system travelling around the school to the external door of their child's classroom in an anti-clockwise direction. Parents will drop their child to the marker point outside their child's class and then leave the school by the main front gate. Parents will not leave the school site by the FS /KS1 gate.

School	Arrival times
Key worker children	Children of Key worker children to arrive between 8am and 9:20. The
Children in group 1	8:45 – 8:55
Children in group 2	8:55 – 9:05
Children in group 3	9:05 – 9:15

Arrival Procedure

Children will enter their classroom from the playground. Pupils are requested to wash hands on entering the school building.

All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival. They will not bring any items to place in a tray or trolley. They will place any coat or jumper on the back of their seat.

They will wash their hands in the classroom and go to the toilet in line with the toilet guidance.

Departure times

Children in group 1	11:45- 11:55
Children in group 2	11:55 – 12:05
Children in group 3	12:05 – 12:15

Parents must not arrive prior to their collection time. They should ensure that they use social distancing at all times. They must not congregate in the playground and must leave as soon as they have collected their child. Only one parent is to collect, siblings should be left at home if there is someone to care for them. The school will introduce a one way system going onto the school estate which ALL adults and children entering the school onto the Foundation Stage / Key Stage One playground and ALL people will use the school's one way system travelling around the school to the external door of their child's classroom in an anti-clockwise direction. Parents will pick up their child from the marker point outside their child's class and then leave the school by the main front gate. Parents will not leave the school site by the FS /KS1 gate.