



## Crowmoor School COVID -19 Procedures (updated 14/9/20)

*We like all of you want your children and our staff to stay safe and well, please help us achieve this by following the rules below:*

### Arrival (Morning)

- All children to arrive between 8.40 and 8.50 (please **do not** arrive before 8.40am)
- **2 metre social distancing** to be maintained on the school site at **all times** when dropping off or collecting
- Masks for adults are advised if 2 metres social distancing is not possible and may become compulsory
- Only **ONE** adult per family group allowed on school site
- **One-way system**, adults please stay behind cones when dropping off
- Once your child is handed over to a School adult please do not loiter and leave the site
- Staff cannot engage in conversation at this time of day their priority is the children
- **No money/letters** etc. to be **handed to staff**, all to be given to pupils to bring into School (all money to be in sealed envelopes)
- **No school bags**, only **disposable lunch bags/small plastic lunch boxes** (washed daily) and a **water bottle**  
(These items all have to be kept on or under desks)
- **Coats and jumpers** needed **EVERY day** as all windows/doors are open
- **PE kits** to be **worn** to school on **PE days**, **NO** earrings to be worn on PE days
- **Late pupils** need to wait on the entrance ramp **WITH THEIR PARENTS /CAREERS** ,who need to **phone the office** to be allowed admission

### Collection (Afternoon)

- Gates opened at 3.00 pm (Reception children leave at 3.05 pm)Please do not arrive before 3.00 pm
- Please **maintain 2 metre social distancing** at **All times**
- Only **ONE** adult per family group
- All parents /carers to wait **behind** the cones on the **playground side**, so that staff can see parents/carers to return children to
- Please do not loiter and block paths or exits by congregating in groups or standing in the way of exiting pupils/parents

- Staff will bring all children out and send them to parents on the playground when lessons have finished (except Year 5/6 who will leave by the side gate entrance by the Assault Course)
- The School has no capacity to keep/look after children who are not collected on time

### **Contact**

- **All contact** with School via phone or class email, nobody is allowed to enter the building unless by pre -arranged appointment, please phone from the waiting sign on the ramp and wait to be asked in
- All visitors coming into School **MUST WEAR A MASK**
- ❖ ***If there are urgent issues/messages for staff please phone; as the Class email accounts are not checked each and every day***

### **Main symptoms of COVID from NHS website**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms, but some people especially children show **NO** symptoms!

**Social distancing** is essential to **stop** the spread of the virus, as it is more likely to spread when people are close together. To reduce the risk of catching or spreading coronavirus, try to keep at least 2 metres away from people you do not live with. An infected person can pass on the virus even if they **do not** have any symptoms, through talking, breathing, coughing or sneezing.

- If you or your children have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible and ring the School