

Riv Pupils arrival and departure arrangements 13.7.20

Letter to be sent to each class for arrangements of entrance and exit

Videos to be placed on FB and Twitter for reference for staff (Once KS2 entrance markings are complete – Week beginning 27th August)

Uploaded to Website page all details

Staff should be aware of these arrangements and encourage parents and pupils to observe social distancing and reduced contact at all times.

Parents will not be able to meet with teachers before or after school other than a very short verbal message.

Direct parents to use email or phonecall by arrangement

If parents need to speak in more detail to a member of staff, it will be done remotely at a time convenient to the staff involved.

Parents will stop at the designated gates for EYFS/Ks1 and KS2 and children will go through the gates to the member of staff at their allotted. Parents not allowed on the playground.

Any late comers will be directed to the main entrance.

These timings will be communicated to parents.

Pupils will enter and leave school one at a time and immediately wash hands.

Parents will need to leave site immediately on dropping off or collecting their child. This will be included in parental communications.

Ta's and Andrew Lowey will help supervise staggered drop off and departure times with the designated class teachers.

Main Office

One parent at office window at any one time.

All others to wait externally - main entrance to be kept open.

Signs to be displayed clearly stating these procedures.