

Updates to this document as of 11th of September 2020 are highlighted in yellow

Appendix 1: The School Day from September 2020

**IMPORTANT - This must be used in conjunction with the attached guidelines in appendix 2**

Time	General Information	EYFS & Infants	Juniors	Seniors	Sixth Form
	ALL students MUST have a supply of face masks with them each day	Students under 6 are not required to wear face masks	Students <b>MUST</b> wear masks at all times.	Students <b>MUST</b> wear masks at all times	Students <b>MUST</b> wear masks at all times
From 08.45	All classrooms & windows to be open for ventilation. No Juniors or Seniors students allowed into classrooms before 09.00	08.45 Entrance 1 opened to receive Infant children. <b>No parents are allowed in School</b> <i>*Nursery &amp; Reception parents please refer to the Welcome Letter email for details of the first few days</i>	08.45 Entrance 2 opened to receive Junior students. <b>No parents are allowed in School</b>	08.45 Entrance 3 opened to receive Senior students, siblings and those on school buses. <b>No parents are allowed in School</b>	08.45 Open to receive students
08.55		Students go straight to Class rooms	Students go to Junior playground	Students go to lines for Registration	Students go to the Sixth Form rooms S3/4&5
09.00	<b>School Gates locked. Students arriving after this time will not be permitted to enter school until 09.45</b>	Students stay in classroom	Students go to class	Students go to marked classroom waiting area	Students go to marked classroom waiting area
09.05 - 09.50	<b>Lesson 1</b>				
09.50 - 09.55	Teachers sanitise room			Students go to marked classroom waiting area	Students go to marked classroom waiting area
10.00 - 10.45	<b>Lesson 2</b>				

10.30-10.45 10.45 - 11.00	<b>Break</b>	Staggered playtimes for EYFS and KS1	Junior playground Staggered Breaks year groups 3, 4, 5 & 6	Senior playground	Sixth form
10.58 Bell	Teachers sanitise room	Return to Classroom	Return to class or Spanish lessons	Students go to marked classroom waiting area	Students go to marked classroom waiting area
11.00 - 11.45	<b>Lesson 3</b>				
11.45 - 11.50	Teachers sanitise room			Students go to marked classroom waiting area	Students go to marked classroom waiting area
11.50 - 12.35	<b>Lesson 4</b>				
12.35	<b>Lunch</b> All tables and chairs to be sanitised before and after lunch is eaten	Infants will stagger lunch and play time times	12.35 - 12.50 play 12.50 - 13.15 eat 13.15 - 13.30 play	12.35 - 12.50 eat 12.50 - 13.10 play 13.10 Students go to marked classroom waiting areas	12.35 - 13.10 lunch 13.10 Students go to marked classroom waiting areas
13.15 - 14.00	<b>Lesson 5</b>				
14.00 - 14.05	Teachers sanitise room			Students go to marked classroom waiting areas	Students go to marked classroom waiting areas
14.05 - 14.50	<b>Lesson 6</b>				
14.50 - 14.55	Teachers sanitise room			Students go to marked classroom waiting areas	Students go to marked classroom waiting areas
15.00 - 15.45	<b>Lesson 7</b>				
	<b>Depart School</b> <b>See Appendix 2</b>	Entrance 1 for Infants at staggered times from 15.15	Entrance 2 for Juniors as staggered times from 15.30	Entrance 3 for Seniors, school buses and siblings from 15.45	Entrance 3 for Seniors, school buses and siblings from 15.45 or depart directly from Sixth Form

**Appendix 2: Notes Supporting the School Day Protocols**

<b>School Buses</b>	Students 6 years and over <b>MUST</b> wear masks on the school buses. The bus guides will carry out temperature checks on all students before entering the school bus. Hand gel will be available for use on entry and departure from the bus. Wherever possible, seating on the buses will be by sector class i.e. Infant, Junior, Senior and designated seating. <i>Please click on the following link for details on bus information:</i>
<b>Arrival at School</b>	<p>The School gates will open at 08.45 daily. All children should be dropped off outside the relevant School entrance from 08.45 to 08.55. Staff will be on duty to meet the children at each entrance:</p> <p><b>Entrance 1 Calle Mirador de la Cumbrita</b> - For Nursery and Infant children arriving by private car</p> <p><b>Entrance 2 Calle Mirador de la Cumbrita</b> - For Junior children arriving by private car</p> <p><b>Entrance 3 Calle Tinguaro</b> - School buses and Senior students and siblings arriving by private car</p> <p><b>**** All students will have their temperature taken before they enter school premises. If ANY person's temperature is 38c or above they will not be permitted to enter School.</b></p> <p><b>Parents are not permitted to enter the school premises</b> (except parents of Nursery children for two days only - Sept 10th &amp; 11th)</p> <p>There will be no face-to-face meetings for the foreseeable future.          The School Office can only be contacted by phone or email          Parents can contact teachers by email          Infant children must go directly to their classroom          Junior children must go directly to the Junior playground          Seniors should go directly to the Senior playground</p>
<b>Lesson 1</b>	<p>After lines, Juniors go straight to their classroom.</p> <p>Senior students make their way to the designated waiting area for their classroom. The subject class teacher will collect students and escort them to the teaching room. ALL students MUST apply hand gel on entry to their classroom. At the end of the teaching period students MUST apply hand gel when leaving the classroom. Tables and chairs MUST be sanitized by the class teacher before the next students arrive.</p>
<b>Lesson 2</b>	<p>After lesson 1, Senior students make their way to the designated waiting area for their next class. The subject class teacher will collect students and escort them to the teaching room. Students MUST apply hand gel on entry to the classroom. At the end of the teaching period students MUST apply hand gel when leaving the classroom. Tables and chairs MUST be sanitized by the teacher before the next students arrive.</p>

<b>Break</b>	<p>The Tuck Shop will not be available. Students must stay within their designated playground and areas.</p> <p>All students six years or over must wear their face mask during break. Ball games are not permitted during breaktime in any area of school</p> <p>The infant and Junior break times will be staggered for different year groups to minimise contact.</p> <p>The infant and junior playgrounds will be divided into class zones to minimize contact between classes.</p> <p>After break Infants and Juniors return to designated classroom</p>									
<b>Lesson 3</b>	<p>Senior students make their way to the designated waiting area for each classroom. The subject class teacher will collect students and escort them to the teaching room. Students MUST apply hand gel on entry to the classroom. At the end of the teaching period students MUST apply hand gel when leaving the classroom. Tables and chairs MUST be sanitized by the class teacher before the next students arrive.</p>									
<b>Lesson 4</b>	As above									
<b>Lunch / Play</b>	<p>Infants will have lunch in their classroom followed by play in their dedicated playground areas.</p> <p>Lunch/Play time will be staggered for Infants, Juniors and Seniors.</p> <p>The Tuck Shop will not be available</p> <table border="0" data-bbox="310 617 1081 715"> <tr> <td>12.35 - 12.50</td> <td>12.50 - 13.10</td> <td>13.15 - 13.30</td> </tr> <tr> <td>Juniors play</td> <td>Juniors lunch</td> <td>Juniors play</td> </tr> <tr> <td>Seniors lunch</td> <td>Seniors play</td> <td></td> </tr> </table> <p>Students MUST stay within their designated playground area during play. All students 6 years or over must wear their face mask during lunch break.</p> <p>Ball games are not permitted during lunch in any area of school. Students will not be able to go to the Pitch during lunchtime.</p> <p>PM class registers will be completed during lunch in the classrooms.</p> <p>13.30 - Infants and Juniors return to classrooms.</p>	12.35 - 12.50	12.50 - 13.10	13.15 - 13.30	Juniors play	Juniors lunch	Juniors play	Seniors lunch	Seniors play	
12.35 - 12.50	12.50 - 13.10	13.15 - 13.30								
Juniors play	Juniors lunch	Juniors play								
Seniors lunch	Seniors play									
<b>Lesson 5</b>	<p>After lunch, at 13.10 Senior students make their way to the designated waiting area for their next class. The subject class teacher will collect students and escort them to the teaching room. Students MUST apply hand gel on entry to the classroom. At the end of the teaching period students MUST apply hand gel when leaving the classroom. Tables and chairs MUST be sanitized by the class teacher before the next students arrive.</p>									
<b>Lesson 6</b>	as above									
<b>Lesson 7</b>	As above									

	Entrance 1 Calle Mirador la Cumbrita	Entrance 2 Calle Mirador la Cumbrita	Entrance 3 Calle Tinguaro
<b>Departure from school</b>	15.15 Nursery	15.30 Year 3	15.45 Seniors, any students using the school bus and/or siblings of Seniors
	15.20 Reception	15.35 Year 4	
	15.30 Year 1 15.35 Year 2	15.40 Years 5 & 6	

**It is essential that children are collected from school punctually. Due to the COVID-19 Regulations, the school currently has no facilities to maintain class or group bubbles after the close of school.**

Mr Colin Macrae  
Head of Wingate School  
August 2020

This document will be kept under constant review