



Court Lane Infant Academy and Court Lane Junior Academy
School Protocols September 2021



We are really looking forward to welcoming your children back and ready to engage in the exciting events of the coming year. However, Covid has not gone away and therefore we are still responsible for reducing the risk of transmission of Coronavirus in school. As such, we will retain contingency measures and welcome your support with the following:

Covid security measures:

- ❖ Each morning please check your child's temperature and for any signs of symptoms of a cough, loss of smell or taste. **If your child, or anyone in the household has ANY of these symptoms DO NOT bring them to school, arrange a PCR test** and please inform the relevant school office. You will be expected to self-isolate and adhere to NHS test and trace requirements. If your children, or anyone in the household is symptomatic our schools must be told immediately. Then please let us know results of the test, as we are required to follow Public Health advice.
- ❖ If your child displays symptoms whilst at school we will notify you to collect your child and follow Public Health advice.
- ❖ Face masks no longer need to be worn on the school site unless you wish to do so. However, please be mindful to maintain social distancing between yourselves and other adults, including staff members.
- ❖ We are maintaining hygiene and cleaning measures to reduce risk of infection. For example, on arrival in school, children will sanitise or wash their hands. Surfaces will continue to be regularly cleaned.
- ❖ At pick up and drop off times, the priority for staff is to supervise their group of children. They can receive quick messages and updates from parents, but will be primarily responsible for either welcoming, supervising or safely dismissing children. Please do utilise class emails for Junior children and Tapestry for Infant children to communicate or make an appointment to speak to the class teacher via the school office.
- ❖ If socialising with other families please do so away from the school site, school gates and pathways. We know these are narrow points with lots of people coming through and we are mindful of everybody's safety.
- ❖ Please continue to minimise coming into school and use other means of communication such as class emails/Tapestry as much as possible.
- ❖ Adults visiting the interior of the school building may be asked to wear a mask.
- ❖ Holidays should not be taken in term time. If you and the family are travelling abroad, you must follow quarantine advice for the required period for relevant countries and inform the school of this.
- ❖ Whenever possible your child will be given learning that they can access from home if they are well and cannot be in school due to isolation or quarantine requirements.

The above will be reviewed should infection rates rise or outbreaks occur, in consultation with Public Health.

Reminder of general school procedures:

- ❖ When dropping off children, you should find an appropriate parking space, and not pause at the school gates. There are zig zag lines here which means it is dangerous to stop and let a child out or park in this area. Even just for a minute.
- ❖ There is no vehicular access, at any time, to either Court Lane site/car park. Dogs must not be brought into the grounds and any bikes or scooters must be pushed once children are through the gates.
- ❖ Please ensure any school hot lunches are ordered by midnight the day before on Scopay.
- ❖ Children should only bring their bookbag with essential items needed for the day. All other equipment will be provided. Do not send a rucksack as space is extremely limited and they can cause accidents.
- ❖ Please ensure we have the most up to date contact number and medical information for your child.
- ❖ Children should wear full school uniform including school shoes and ensure they have their PE kits in school. Previously, trainers had been allowed during the lockdown, now restrictions are lifted these will only be needed for PE lessons in the Junior school.

Infant School

The Infant school will open their gates at 8.35 a.m. The classroom doors will open at 8.40 a.m. and remain open until 8.50 a.m. Children must be dropped off to school during these times as registers are taken at 8.50 a.m. After 8.50 a.m. access to school would be via the office where you would be asked to sign in and provide a reason for lateness.

At the end of the day, the Infant school gates will be opened at 3.05 p.m. and children will be dismissed at 3.10 p.m. Again, we will have a 10 minute collection window until 3.20 p.m. The gates will be closed at 3.25p.m. so that we can ensure the safety of any children who are still on site in after school provision.

For both collection and drop off we will be using a one-way system. We would ask that you enter the main playground via the large double gates and leave by the smaller gate onto Court Lane. The exception to this is the children in Dolphins and Jellyfish class who we ask to enter via the main reception entrance gate, then walk through the side gate and exit via the small gate onto Court Lane.

If your child is starting in Year R in September, please follow the arrangements highlighted in your A5 starting school booklet.

Junior School

The Junior School will open their gates at 8.40 a.m. and children can progress immediately to their classrooms. We will have a 10 minute window for you to drop your child off and the doors and gates will be closed at 8.50 a.m. The registers in class will be taken at 8.50 a.m. After 8.50 a.m. access to school would be via the office where you would be asked to sign in and provide a reason for lateness.

At the end of the day, the Junior School gates will be opened at 3.15 p.m., ready for when children are dismissed at 3.20 p.m. The gates will be closed at 3.30 p.m. so that we can ensure the safety of any children who are still on site in after school provision.

The two front gates and back gate will all be open for drop off and collection; we are not operating a one way system. Please wait on the playground in the space designated for your child's class at collection time. This will be clearly labelled. In years 4 to 6, the teacher will bring the class to the playground to be dismissed. In year 3, the children will be dismissed from the classroom door onto the small playground.

If you wish your child(ren) to walk home unaccompanied, this needs to be submitted in writing at the start of term.

On Monday 6th September, Year 3 children are to come at 9am so that they can have a calm and quiet start where we can direct them personally to their classrooms and enable you to say goodbye.