

Infant & Primary Section

11th May: Back-to-School Arrangements

SAFETY AND WELL-BEING MEASURES FOR YOUNGER STUDENTS

Social distancing: although younger children are not officially required to social distance, they will need be aware of their distances and limit their physical contact with each other. They will be encouraged to stretch out their arms and use an arm's length as a reminder and useful guide.

Hand-washing: hand-washing with soap and water will be prioritised over the use of hand sanitiser wherever possible. The latter will be used only where no soap and water is available, and under adult supervision. All students will wash their hands every time they enter and leave their classroom, go to the toilet, before and after they eat anything, and at the end of the school day, as the minimum.

Masks: these do not feature in the official guidelines and should not be worn at all by those under the age of 10. As masks do not replace the need for social distancing, they will not be in general use at Haut-Lac for students and teaching staff.

Cleaning and Hygiene: furniture, surfaces, sanitary facilities, door handles, banisters and other educational equipment and resources (toys, games, classroom aids, etc.) will be cleaned frequently throughout the day with appropriate products.

- Teachers will disinfect classroom furniture every time the children leave the classroom.
- Carpets/mats will be removed to enable easy access to all floor areas for cleaning.
- Bins will remain covered at all times.
- Toys, manipulatives and role play areas will be washed twice a day (If they cannot be washed, they will be packed away).
- All school materials will stay at school. No materials should be brought to school from home, except a pencil case (P1 – P5) containing only essential stationery items, which will then stay at school.
- Students should continue to bring a school bag, which must be wiped before coming to school and again upon arriving home.
- All exercise books will remain at school. Reading books will be sent home (when appropriate) and will be quarantined or cleaned on their return to school.
- Infant children will be provided with a pencil exclusively for their them. All shared pens, colouring pencils, glue sticks, rulers etc. will be wiped frequently.
- No play dough or other sensory materials will be used.

- Children cannot bring personal toys to school, for example, Show and Tell items. The comforters E1 bring in for their rest-time are the only exception to this rule
- Soft toys and pillows/cushions/blankets will be removed. E1 blankets will be sent home every other day to be washed.
- iPads will be wiped on arrival at school each morning and frequently during the day, and must be wiped clean again on arrival at home.
- Doors will be kept open wherever possible and lights left on to limit contact with door handles and light switches. Classroom windows will be kept open as much as possible and all rooms aired frequently.

LEARNING AND TEACHING

Class Groups: Groups will be maintained at a maximum of 12 students from 11 May until the Ascension holiday. It is anticipated that government regulations will allow full classes to be taught together again after that, subject to satisfactory developments of the back-to-school measures. Where groups have to be split, teachers will partner with each other to provide the same work to all the children. For logistical reasons, and as a temporary measure only, it may be necessary to assign children to a group that may not contain the same classmates that they would normally work with.

Class teachers will inform parents of the staff team that will work with each year group via Seesaw. Staffing is subject to change if group sizes change or due to staff absence.

Classroom Layout: Desks or tables in classrooms will be rearranged so that students are facing the front of the class and, where possible, are not facing each other. They will be spread out as much as possible in the space available. Where possible, excess furniture will be removed from the room to free up floor space. Mats and carpets will also be removed to maximise useable floor space and students will not congregate on the 'carpet' as is the normal practice, but rather will sit at tables. There will be a 2-metre gap between students and teachers, wherever possible.

Specialist Subjects: The teaching of music, German, computer science and art will continue, but lessons will be adapted accordingly. Sport activities will be modified to meet the requirement for non-contact activities, and groups will be kept to a maximum of 12. EAL/FLE/FLA lessons will be cancelled and the teachers will assist their colleagues with the adapted timetable in the classroom. Students requiring IN support will be able to continue receiving this.

Library: This will remain closed until further notice.

STAYING AT HOME

We realize that students at home may understandably miss their teachers and classmates. We will do our best to post work and find solutions on a case-by-case basis that best respond to the students' needs and our organisational constraints. This will vary depending on the different age groups in school.

ORGANISATION AND LOGISTICS

DROP-OFF IN THE MORNINGS

There will be no Drop and Go in the underground car park for Infant children. Staff will be in place to supervise all car arrivals in the main car park and to guide P2 – P5 children into the building. Parents of Infant and P1 children should use the parking by the football pitches, which are best placed to access the school via the different entry points (see below).

Parents will not be allowed to enter the building. If getting out of their cars, they must respect the 2 metre social distancing rule. All Infant and Primary students should go straight to their classrooms after being dropped off, either by their parents or the school bus.

Arrival times for students brought to school by car will be staggered and the different age groups should use different entries to the building.

Year Group	Arrival Time	Entry Point
E1	Between 8:30 and 8:50	Infant dining room
E2		Main Infant door (bottom of the ramp)
E3	(or between 8:00 and 8:30 if arriving with a Primary sibling)	Door in E3 corridor
P1		Door by the Music room
P2		Main (West) entrance on the playground side
P3	Between 8:00 and 8:30	Main (West) entrance on the playground side
P4		(East) Door by the ICT room
P5		(East) Door by the ICT room

PICK-UP IN THE AFTERNOONS

No parents will be allowed inside the building. Whilst waiting to collect their children, they must respect the 2 metre social distancing rule.

Students must exit the building at the designated time and leave the school grounds promptly.

Year Group	Departure Time Mon, Tue, Thurs & Friday	Departure Time Wednesday	Exit Point
E1			
E2	Between 15:00 - 15:20	Between 11:30 – 11:50	As for arrival
E3			
P1	15:20	11:50	As for arrival

P2			P2 students will leave by the main (West) entrance
P4			P4 students will leave by the (East) door by the ICT room.
P3			P3 students will leave by the main (West) entrance.
P5	15:30	12:00	P5 students will leave by the (East) door by the ICT room.

BREAK TIMES

The students will be supervised in the playground either at different times or in different areas to the limit interaction between age groups. Students will be encouraged to maintain an appropriate distance when playing and to avoid contact games. Students will not have access to any playground toys or bikes.

In the event of wet break, all students will be supervised by an adult in their classroom supervised.

AFTER-SCHOOL SUPERVISION (STUDY AND TEDDY CLUB)

This will only be available for families in which both parents are obliged to work outside the home and are unable to make alternative childcare arrangements. The logistics details of this service, as well as the pick-up times and points, will be provided to the parents who have signed up and obtained a place. Parents wishing to use this service must send an e-mail **by Friday 8 May at the latest**.