



*Updated: Monday, 1 June 2020*

**Return to School - The Procedure**  
*for Foundation Two, Year 1 and Year 6 and Key Worker/EHCP children*

*In planning for the return for our youngest and eldest children, we have taken every reasonable precaution to reduce the risk of reproduction, should any children have the coronavirus. We will also update our plans inline with any new guidelines and advice. The following is the agreed procedure, as of the date above and must be followed by all staff, children, parents and visitors to the site of Krishna Avanti Primary School, Leicester. By sending your child to school you agree to and accept these procedures.*

1. The start and end of the school day will be staggered to limit children from different groups mixing, as follows:
  - i. 08:00 to 14:00 (Foundation Two)
  - ii. 08:30 to 14:30 (Year 1)
  - iii. 09:00 to 15:00 (Year 6)
2. School will close two hours earlier on a Friday to allow staff time to plan, prepare and a thorough deep clean. It must be appreciated that the staff at school will be with their group for the full day including breaks and lunch, limiting the number of people coming into contact with each other. For clarity, the school day on Fridays will end at:
  - i. 12:00 for Foundation Two
  - ii. 12:30 for Year 1
  - iii. 13:00 for Year 6
3. The child of a key worker in Foundation Two, Year 1 or Year 6 will be with their year group, although timings to suit the key worker as current practice.
4. Children of key workers in Foundation Two, Year 1 and Year 6 will remain with the staff member until they are picked up - we appreciate this may be later than the times above (or may need to be earlier).
5. Children from each returning year will be in new groups of no more than 15 children with a member of staff. This group number currently ranges from 6 to 12.
6. Each year group will have two groups (A and B), so six groups in total plus one for key workers from Year 2 to Year 5.
7. The new group will have a classroom of their own and not mix with other groups at any point during the day, week or term.
8. Children within a group will mix. It is our belief that to try to get our young children (even Year 6) to remain apart and not touch is both extremely difficult to do and socially and emotionally damaging. As such, it must be understood that children within a group will not be socially distancing as we have become used to in public. School uniform is preferable (no ties in Year 6). We would like children to wear different clothing each day so that clothing worn can be washed when arriving home. If this means no uniform on some days, please do ensure that clothing is appropriate.
9. No parents to enter the school building.
  - i. Those driving in, parents stop at the designated drop off/pick up point (A or B) and remain in the car to release the children to the staff member who is leading the group. When all of the group are there, the group is guided together, into class, not mixing with the children from other groups. The



staff member will bring the group to the same drop off/pick up point to get the right child in the right car, again with parents remaining in the car.

- ii. Those walking, send the child over to the staff member and receive the child from the same point. These parents must remain on the field side and maintain social distancing with others.
- iii. If the year group slot for dropping off/picking up is missed, parents will be required to drive around the field again, or wait out of the way, to avoid unnecessary contact.
- iv. Office staff will continue to work from home - there will be nobody in the office so phone calls and messages to continue as current practice.

10. On days with physical education, yet to be determined, children must come to school in physical education kit.
11. Children may bring one piece of fruit for break. No crisps, chocolates, Tupperware tubs or similar. A water bottle is also required.
12. Children's coats will be kept in class, not cloakrooms. Children do not need bags, book-bags or any other items so do not bring them. This excludes water bottles and one piece of fruit.
13. School lunches provided will be a packed lunch; sometimes hot and sometimes a sandwich. The lunch will be in a bag delivered to the classroom where the staff member will decide, depending on the weather, where it will be eaten.
14. Lunches and breaks will be staggered where necessary to avoid small groups being in the same area or passing points. Where the weather allows, different small groups may share the field or tennis courts, but there will be clearly marked areas with ample distance between groups. We will however, encourage children to talk/shout/communicate across groups from a distance.
15. Equipment will not be shared between groups.
16. The usual resources and equipment will not be available due to the excessive demands then required to clean it.
17. Worship, assemblies to all be class based. There will be a clear rota on which day different groups have the halls, allowing deep cleans between groups.
18. There will be a cleaner on site all day, every day, moving about the school cleaning doors, handles and when vacant, classrooms and toilet facilities.
19. Several cleaners will be on site at the end of the day to clean all areas.
20. We will continue the remote learning for all year groups on Google Classroom, whether at home or at school.
21. Children displaying any symptoms will be isolated and parents contacted to collect them. They will not then attend school for the advised period. PPE equipment is available in all areas for the staff member supporting, as required, the child.
22. Parents sending children to school by default, are confirming that no member of the family/household has or has recently had any symptoms.

Thank you in advance and please keep safe.

Mr Kite  
Principal



**School Map and Key Points**



 2 x F2 groups in separate rooms.

 F2 groups enter/exit by different doors.

 2 x Y1 groups in separate rooms.

 Y1 groups enter/exit by different doors.

  Y6 groups in separate rooms. 6a in Y6 area and 6b in Y5 area.

 Y6 groups enter/exit by the same door, also used by KW children for breaks.

 KW children continue in the library.

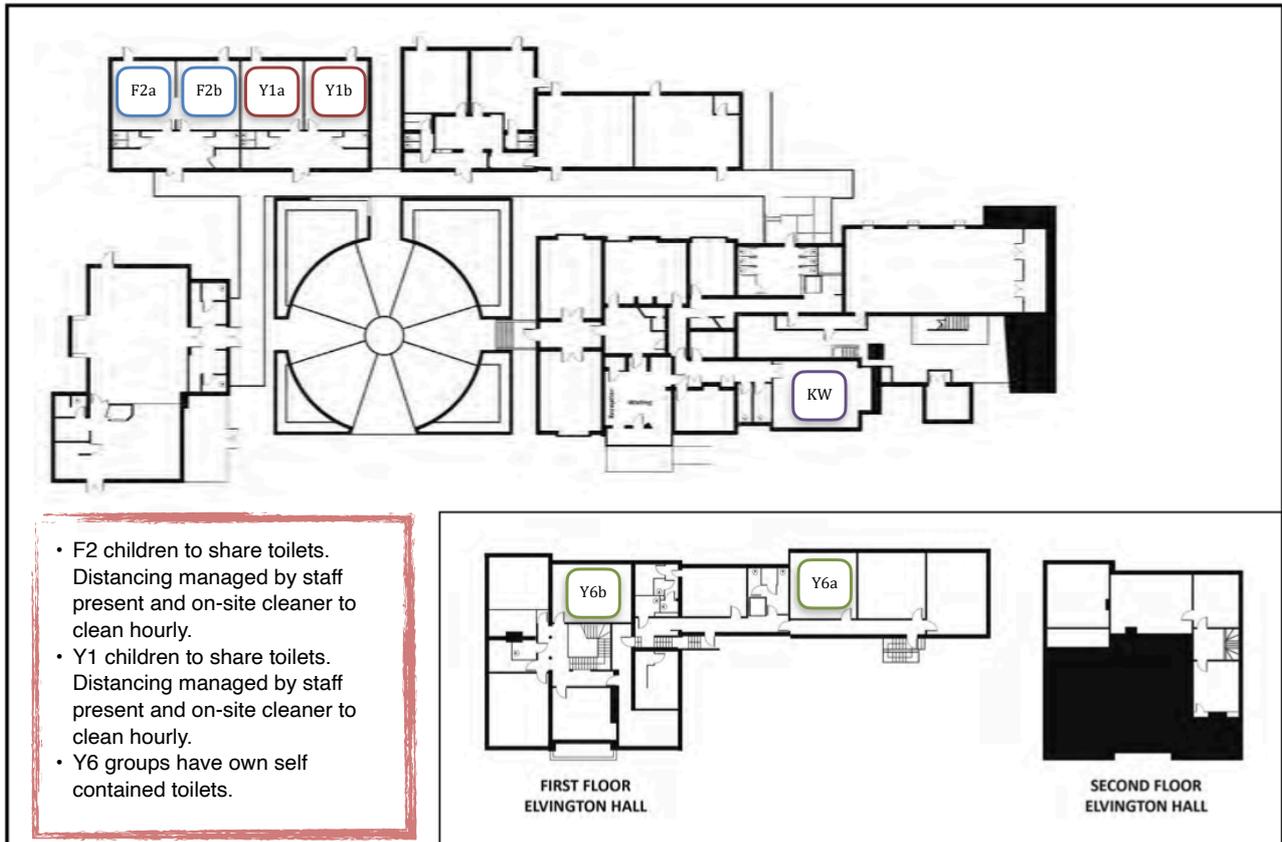
 KW children arrival/depart due to different timings.

  Drop off/pick up points

 Car route as normal, but strictly staggered times and parents to remain in the cars.  
KW to use same route but drop off/collect at point c.



### Class Bases and Toilet/had Wash Spaces



- Foundation Two and Year 1 groups have own entrances and exits.
- Year 6 and Key Workers will at some point through the day, use the same entrance/exit. Staff to guide and ensure social distancing between and cross over points.
- Y6a group to use the stairs opposite the staffroom.
- Y6b group to use the large open stair case.