POINT-VIRGULE COVID 19 PROCEDURES – Last reviewed 10 September 2021

**Arrivals to school:**

Children should arrive at the reception (left side entrance door of Laycock school) no later than 5 minutes before the start of their class, ie no later than 9:25 am for the 9:30 am class, and 11:00 for the 11:05 am class.

Parents of younger children (MAT1 to PRIM2) may wait in the school playground for their child to be collected. No parents will be admitted inside the school building (see Note below for new younger pupils). Parents will also be discouraged from congregating at the gates.

Children from PRIM3 and above will make their own way to their classroom and will respect the one-way system in the stairs and corridors.

Younger children will be taken to their class by their teacher or one of the assistants in an orderly fashion respecting the school one way system.

Late arrivals will have to wait until one of the assistants is available to admit them and take them to class. This means parents and children may have to wait for up to 10 mn outside the entrance.

**In the classroom:**

Children will remain in their classroom during the duration of the French class except for staggered playground breaks scheduled by teachers for children up to 7 years old.

Children will bring their own equipment (notebooks, exercise book, pens and pencils). No other items from home should be brought to class.

Teachers, assistants and children will not use Laycock school classroom equipment except for tables, chairs and white boards.

Teachers and assistants will encourage children to wash their hands on arrival into the classroom.

Older children (PRIM3 and above) will sit alongside in pairs, not facing each other.

**Teachers, assistants and trustees**:

Teachers, assistants and trustees will provide their own mask and wear it in common areas. Teachers and assistants are not required to wear a mask once in the classroom.

**Departures**:

Teachers and assistants will organise a staggered departure of classes starting with older children who make their own way in and out of school. Parents must collect their children immediately and move away from the school playground/gate.

**COVID symptoms and communication to/from Point-Virgule:**

COVID symptoms such as high temperature, persistent cough and/or loss of smell have been well documented. If a child or a child’s household member shows signs of these symptoms, the child should not attend Point-Virgule classes. Should a child fall ill during a class, the teacher will contact the parents for them to collect their child and  inform Point-Virgule trustees.

If any child or a member of her/his household tests positively for COVID, the parents should contact Point-Virgule trustees (contact@point-virgule.org.uk) who will then take the necessary steps in line with best practice.

***Note for parents of younger children***

To assist a child’s acclimation to the class, parents may need to accompany their child for the beginning of the class. In this case, the parent/carer will have to wear a mask at all times and sit at the back of the class. The parent/carer will have to leave the class as soon as practical.