



Please find below the Covid-19 guidelines and arrangements for this term. (The following may be subject to change in line with CAM and government guidelines):

### Arrival

- Pupils should arrive no earlier than 8:30 am. If they do, they must go to their designated waiting area.
- Junior School pupils will access the school via the Salvia 30 pathway
- Senior School pupils will access the school via the Salvia 40 pathway
- All children from the age of 3 must wear a face mask on the school bus
- Bus children from the age of 3 must wear face masks in the waiting area
- Junior School children who arrive on the bus before 8.30 am will be taken, by the bus monitors, to a waiting area where individual desks have been set up at 1.5m from each other. If they arrive after 8:30am they will be taken to their designated waiting areas.
- Before school, pupils will be supervised in their designated waiting areas
- Pupils from Pre-Nursery to Year 2 may access the school with one parent/guardian who may accompany them to the designated meeting point for their class. If possible, it should be the same parent/guardian every day.
- Parents or guardians accompanying children must wear face masks at all times
- Anyone accessing the school must use hand sanitiser which will be available at the entrances. We recommend that pupils also have their own hand sanitiser in their bags or pencil cases.

### At School

- All staff are tested for Covid-19 before the start of each term
- All staff have received Covid-19 training
- All pupils' temperatures will be checked daily
- Junior School forms will act as small "families" avoiding contact with other staff and pupils
- Classroom desks and chairs in the Senior School have been placed at a 1,5m safety distance from each other
- Separating screens have been placed between desks in Senior School classrooms in which larger groups will be taught
- Years 9, 10 and 11 will each be divided into four forms instead of three so as to reduce the number of pupils per form in those Year groups
- Years 7-9 pupils will have all their lessons in their form rooms
- Staff and pupils will wear masks at all times (except pupils in Pre-Nursery to Year 1)

- Staff and pupils will follow a clearly marked circulation system to move around the premises (see map [here](#))
- A dining table will be assigned to each Junior School form and dining tables will be separated from each other with large separating screens. Tables will be disinfected before each use
- Senior School pupils will have lunch at individual dining tables placed at a 1,5m safety distance from each other. Additional dining areas have been set up to make this possible. Tables will be disinfected after every use.
- Scrupulous hygiene measures will be observed, in particular frequent hand washing (at least five times a day)
- Pupils should bring their own refillable water bottles to School
- Hand sanitiser will be available in all entrances and common areas, as well as all classrooms. Pupils should use it whenever entering or leaving a room
- School facilities will be constantly cleaned and disinfected every day
- Cleaning, catering and maintenance staff will wear gloves and face masks at all times
- Only parents with previous appointments will be allowed to access the premises for reasons other than the drop-off or collection of a child. Where possible, meetings will be held online
- Click [here](#) to access the Team Runnymede Sports and Physical Education Covid-19 protocol. Please note that all pupils must come to school in their PE kit on days when they have PE or sports ECA's
- In the case of a suspected infection, the pupil will be isolated and parents and local Health authorities contacted immediately
- Pupils who have to quarantine, either because they are infected or because they have been in contact with an infected person, will be able to follow lessons in real time from home. In the Junior School, there will be a member of staff in charge of supporting these pupils online in every Year group.

### **Collection**

- A single parent/guardian will be allowed on premises for the collection of Junior School pupils
- The parent/guardian should access via the Salvia 30 pathway wearing a face mask and walk straight to the designated collection point
- All Senior School pupils will use the Salvia 40 exit and meet their parent/guardian outside
- Buses will be disinfected before each trip and pupils from the age of 3 will be asked to wear a mask
- Pupils who do not take the school bus or are not involved in ECA's must be collected by 4:30 pm
- Parents will not be allowed to park in the school