

## **AZBUKA PROTECTIVE MEASURES AND SAFEGUARDING PRACTICE DURING CORONAVIRUS PERIOD**

### **GENERAL – BOTH PRE-SCHOOL (NURSERY/RECEPTION) AND PRIMARY SCHOOL**

If you arrive at Azbuka and there are other children waiting to enter, please adhere to a socially distanced queue.

**\*Each child will have their temperature measured** before entering the school. If the temperature exceeds 37.5C, you will need to take them home and follow the protocol as described in **Sickness Protocol**.

\*On entry to the building, they should sanitise their hands and go to their class. They must change to their indoor shoes and they will be given a visor to wear.

\*Children will be encouraged to wash their hands at regular intervals, at least 4 times per day. They will also be encouraged to follow the Catch It, Bin It, Kill It routine for coughs and sneezes. Hand sanitisers are located at the entrance to the hall and the kitchen.

**! During school operation, no parents/guardians/responsible adults will be allowed into the school building.** With the exception of settling in period of Nursery children (by arrangements with the Nursery manager) and other visits/meetings in exceptional circumstances (and with prior arrangements):

**\*In this case face covering and overshoes must be worn at all times.**

All other meetings are subject to individual circumstances and might be conducted over the phone or Zoom. Please follow instructions in Communications should you wish to raise any concerns or meet with your teacher.

### **Enhanced cleaning**

The school have organised an enhanced cleaning schedule involving an external company and our own resources. There will be a strict checklist to follow to ensure that all surfaces are disinfected each day. Teachers and teaching assistants will also make sure that at the end of each day, surfaces in classrooms are disinfected.

### **Sickness Protocol**

If your child's temperature exceeds 37.5C they will need to return home and you should arrange to have them tested for COVID and follow the NHS Track and Trace procedures. We will follow strict protocols based on the latest government and Local Health Protection Team's advice. All will be informed.

If your child falls ill at school, they will be taken to an isolation area within the school. We will contact you immediately, by phone. They must be taken home **within one hour**, and you will need to arrange to have them tested as described above.

### **Returning from Countries on the Quarantine List**

If you have recently arrived from one of the countries on the government's quarantine list, **you must follow the advice and self-isolate for 14 days from your return.** If you have arrived from one of these countries, and we discover that you have not quarantined, we have a duty to report this, in accordance with our Safeguarding protocols.

### **Teachers and staff**

All Azbuka staff follows an additional protocol for protective measures during coronavirus.

### **Visits and meetings**

All meetings will take place in the school hall with a special seating arrangements. All visitors and/or participants will be asked to put on overshoes and use sanitising gel at the entrance. They must wear face covering at all time while inside the building.

**COVID - Cleaning/Health and Safety –** Enhanced cleaning will be in put in place

**! Please make sure we have to date contact phone number for you and you could be reached on it during the school day.**

## **Pre-school (NURSERY AND RECEPTION)**

\*Children cannot attend if they, or a family member they live with, have symptoms of Covid-19

*\*Only one adult is to drop off/collect children.*

### **The start/end of the day**

*Children be dropped off and collected downstairs*

*Start Times:*

***For Reception class - 8.40 am***

***For Nursery – 9.15 am ( doors closing time – 9.45)***

*Finish Times:*

***For Reception class - 3.15 pm***

***For Nursery –1pm /2.30pm***

### **Lunchtime and snack time**

Parents have to provide packed lunch and snacks (fruit or dry biscuit) packed in separate containers.

### **What will children need to bring/wear?**

- Children need to bring their indoor shoes and spare cloths.
- Full bottle of water (children will not be able to access water fountains during the day)
- Sunhat
- Please apply sun cream before school (as required)

## PRIMARY SCHOOL

We have decided to divide the children into two groups:

**Sun:** years 1 and 2

**Moon:** years 3, 4 and 5

### Arrival, Pickup and Drop off

Please note the revised times:

#### **Arrival/Drop off**

8:40 Moon

8:50 Sun

#### **Pick up**

15:15 Moon

15:25 Sun

### Stationery

Children in Sun will be given a personal zip bag in which to keep the stationery they need for the day such as ruler, pen, pencil etc. Children in Moon should bring their own pencil case to school, which will be kept in school on their desks. All children will be provided with the basics, but if you wish, they may also bring in some colouring pencils or pens to add.

### Break Times

Sun and Moon will have separate break times of 15 mins where they will have their snack followed by an activity to take part in, such as board games, physical activity (dance/yoga) maintaining a social distance.

### Snack Time/Lunch Break

To minimise physical contact and sharing food please provide children with following:

**Snack.** Please provide a snack for your child to enjoy at break time. This may be a piece of fruit or a dry snack.

**Lunch.** Please provide a healthy lunch in a clearly labelled lunch box (if you wish your child to have a hot meal warm it up at home and use the thermos).

**Water bottle.** Please provide clearly labelled water bottle.

### Communications

For day-to-day enquiries or concerns, Comms books/diaries

For more important concerns please e-mail school

office@azbukafoundation and we will deal with your request.

If your concern is urgent, or more serious in nature, please arrange a face-to-face meeting with your teacher via school email, or telephone the school.

### **Trips/Visits**

We will be planning limited trips following strict safeguarding procedures. More details to follow at Friday's parents' meeting.

*This document should be read in conjunction with the current Safeguarding and Risk assessment policies and procedures of AZBUKA school. For all news and updated information check our website and school office.*