



PUPIL ACCESS AND EGRESS FROM SCHOOL		
GROUP	GROUP ENTRY POINTS TO SCHOOL GROUNDS (GATES) Gates will be opened no more than 5 minutes before entry/exit – children must line up on entry to school.	GROUP ENTRY AND EXIT POINTS (SCHOOLS DOORS)
P1	Parents must ensure social distancing on entering school ground and proceed to groups designated markers.	P1 orange (Mrs Gaw) + P1 Lime (Mrs Wilson/ Mrs McGregor) – left infant door P1 purple (Miss Hail) – right front door
P2	Children should be left at one of the entrance gates and proceed to line up at designated markers. At home time – parents must collect from designated markers.	P2 orange (Miss Sclater) – right infant door P2 lime (Mrs Price) – fire exit into classroom P2 purple (Mrs Mitchell) – left infant door
P3	Children should be left at one of the entrance gates and proceed to line up at designated markers. At home time – parents must collect from designated markers.	P3 orange (Mrs Watson) – side door opposite annexe P3 lime (Mrs Dawson/Mrs Burns) – left senior door P3 purple (Miss Wallace) – left senior door
P4	Children should be left at one of the entrance gates and proceed to line up at designated markers. At home time teachers will bring children into the infant playground to dismiss.	P4 lime (Miss Ryrie) and P4 purple (Miss Collette) enter school from senior playground P4 orange (Miss Ferguson) – left infant door
P5	Children should be left at one of the entrance gates and proceed to line up at designated markers. At end of day teachers will bring children into the infant playground to dismiss.	P5 purple (Ms Dailly) – entry via annexe door P5 lime (Mr Cripps) and orange (Mr Murdoch) – enter school from senior playground door.
P6	Children should be left at one of the entrance gates and proceed to line up at designated markers outside annexe classroom fire exits. P6 Lime (Mrs Lang/Mrs Kennedy) children will be led by their teacher out of fire door, behind the annexe and into infant playground – ensuring they give way to others.	Classroom fire exits from annexe
P7	Children should be left at one of the entrance gates and proceed to line up at designated markers.	Enter and exit school via main office door

NOTES:

- **Staggered start**
 - 8.45am - Primary 7 and Primary 4 – (line up in senior playground on designated markers)
 - 9.00am - Primary 6 (line up at annexe fire doors on designated markers) and Primary 3 P3 Orange (Mrs Watson) – side door opposite annexe, P3 Lime (Mrs Dawson/ Mrs Burns) – left senior door and P3 purple (Miss Wallace) – left senior door
 - 9.15am - Primary 5 (line up in senior playground on markers) and Primary 2 (line up in infant playground on designated markers, far side of playground)
 - 9.30am - Primary 1 – (line up with parents on designated markers – left infant door: door nearest carpark)
- **Staggered breaks**
 - 10am – 10.20 – Primary 4, Infant Playground, Mrs Pointer, Mrs McMillan + SLT
- Primary 7, Senior Playground, Mrs Parrott, Mrs Armour/Mrs Henry, Mr Fisher
 - 10.25-10.45 – Primary 3, Infant Playground, Mrs Pointer, Mrs McMillan + SLT
- Primary 6, Senior Playground, Mrs Parrott, Mrs Armour/Mrs Henry, Mr Fisher
 - 10.50-11.10 Primary 2, Infant Playground, Mrs Pointer, Mrs McMillan + SLT
- Primary 5, Senior Playground, Mrs Parrott, Mrs Armour/Mrs Henry, Mr Fisher
 - 11.15-11.35am – Primary 1 – Mrs Pointer, Mrs McMillan, SLT
- **Staggered lunches**
 - Lunches will be eaten in the classroom and supervised by group teacher (20 minutes) before going into playground (20 minutes) – supervisors as at interval.
 - 12 - (12.20) - 12.40pm – Primary 7 and Primary 4
 - 12.20-(12.40pm) – 1pm – Primary 6 and Primary 3
 - 12.40 – (1.00pm)- 1.20pm – Primary 5 and Primary 2
 - 1 – (1.20pm) - 1.40pm – Primary 1
- **Staggered finish**
 - 2.30pm – Primary 7 (dismissed via main office) and Primary 4 (teachers will escort groupings into infant playground before dismissing – 20 sec intervals)
 - 2.45pm – Primary 6 (dismiss from fire exits) and Primary 3 (teacher will hand over to parents waiting on designated markers as per entry arrangements above.
 - 3pm – Primary 5 (teacher will escort groupings into infant playground and dismiss) and Primary 2 (teacher will hand over to parents waiting on designated markers – as per entry arrangements)
 - 3.15pm – Primary 1 (teachers will hand over to parents waiting on designated markers in infant playground – as per entry arrangements)
- Line markings for pupil to enter school: this work to be undertaken over summer holiday: 2m distance spots across infant, middle and senior playground to start 3m away from buildings.
- Staff will welcome their group at the designated entrance and bring into the building using hand sanitiser on entry. Once children settled in class, hand washing will commence at designated sinks one child at a time.
- Cloak areas will not be used. Children will go to their class and jackets will be placed over the back of their seat.

STAFF	
AREA	GUIDANCE
Shielded/ Clinically Vulnerable Groups	<ul style="list-style-type: none"> Staff currently in the shielding group should work from home until health advice dictates otherwise Any Staff member in this position will support online learning and planning activities.
Pupil Behaviours	<ul style="list-style-type: none"> Staff will ensure that pupils are adhering to the COVID-19 risk assessment and SOA. All staff must ensure that pupil behaviour is appropriate and respects all practices and procedures put in place e.g. 2m personal space, thorough handwashing. Should any issues arise, SLT to be involved immediately and parents may be involved, particularly where pupils repeatedly and deliberately breach the 2 metre social distancing rules.
Entry/Exit to School	<ul style="list-style-type: none"> Entry for staff will be through the main entrance – Staff will be asked to arrive no more than 30 minutes before receiving their grouping. Staff to wash hands with soap and water immediately upon entry to the school. Staff should add a laminated tick to photo in entry hall on arrival and remove this when they leave. Enhanced clean at end of day. Staff must leave the building 30 minutes after dismissing their groups and all staff must have left by 3.45pm at the very latest.
Staffroom	<ul style="list-style-type: none"> Limit number of staff in area based on revised capacity plans – 8 plastic chairs – staggered breaks and lunch No sharing of equipment e.g. microwaves/toasters/ kettles/ utensils etc. – removed from use, fridge is not to be used apart from medicine storage as agreed by First Aider. Staff to supply their own cutlery / crockery and should bring their own pre prepared snack/lunches.
Toilets	<ul style="list-style-type: none"> Only 2 members in at any one time ensuring physical distancing where possible.
Harbour	<ul style="list-style-type: none"> Only one member of staff in at a time.
Staff Bases	<ul style="list-style-type: none"> To be used as Isolation Room.
Blended Learning Model	<ul style="list-style-type: none"> Blended Learning will be predominately 'physical' follow on tasks consolidating 'in- school learning' supported by online platforms. Work sent home must stay at home. School bags should not be brought to school and will not be allowed into the building. Resources will not be transported to and from school (with the exception of water bottles).
NOTES <ul style="list-style-type: none"> Hand washing is the preferred method for personal hygiene and preventing the spread of infection. Hand sanitiser should only be used where hand washing is not achievable and for initial entry to the building for pupils. Remove sign in book from public area – staff will mark photo in entrance with tick and remove on departure. Car parking for staff – this will be more challenging with car sharing not permitted and staff arriving and leaving at staggered times. Therefore, all staff who can walk/cycle to school should do so. Cars must be parked in a marked bay and if none are available alternative parking off site should be used. 	

RULES FOR PARENTS AND VISITORS	
ISSUE	GUIDANCE
Car Parking (Parents)	<ul style="list-style-type: none"> Parents encouraged to walk, cycle, scoot to school where possible. Parents encouraged to drop off and move on as playground will be manned and secured as normal. Entry to carpark is for disabled badge holders only. Access to school grounds will only be for authorised vehicles, disability badge holders and building site workers 9.30am and 2.30pm.
Parents in the playground	<ul style="list-style-type: none"> In the morning only Primary 1 parents will be allowed into the playground. In the afternoon only P1-3 parents will be allowed into the playground, one stage at a time – staggered closing times. No P4-7 parent should be within the school grounds at any point, unless visiting the office. Primary 1 (and then P1-3) should only enter the playground 5 mins, at most, before their child's exit (and P1 entrance) times. If a parent has to collect infant children from different stages, they must leave the ground and wait until they can re-enter a maximum of 5 minutes before next collection time. Any children must remain with parent and maintain social distancing. Parents will be reminded not to congregate in groups, at the school gates, social distancing must be respected at all times.
Parents in the school	<ul style="list-style-type: none"> Parents are encouraged to use email or phone calls as a method of communication. Parents will not be permitted within the school building unless an urgent situation arises. Parents who are required to collect children who are unwell or injured may only enter with the permission of a member of SLT.
Visitors to the School	<ul style="list-style-type: none"> In line with Irvine Royal Cluster decision other than deliveries, other than emergency situations (eg child protection) all other visitors to schools will be discouraged at this current time Any unplanned visitors to the school are discouraged from entering unless in an emergency situation No plastic visitor ID badges/lanyards will be used. Schools should source a single-use sticky label will be used as alternative. All visitors must use the hand sanitising facilities at the main entrance. All visitors must be reminded on the need for physical distancing at all times.
Contractors	<ul style="list-style-type: none"> Contractors will only be allowed to enter the school to carry out essential works, which will be authorised by PMI or as part of the construction site.
NOTES: <ul style="list-style-type: none"> Late coming, signing out and visitors – will be signed in by office staff – no one to handle. Contractors will be signed in by the Janitor. 	

INFANT / MIDDLE/ SENIOR DEPARTMENT				
CLASS	TOTAL NO. OF PUPILS PER YEAR	PUPILS MON/TUE	PUPILS THUR/FRI	NO OF PUPILS PER CLASS / BAY
P1	53	27	26	
P1 orange		9	9	9 rectangular tables in classroom.
P1 lime		9	8	9 rectangular tables in classroom.
P1 purple		9	9	9 rectangular tables in classroom.
P2	63	32	31	
P2 orange		10	9	10 rectangular tables in classroom.
P2 lime		10	10	10 rectangular tables in classroom.
P2 purple		11	12	12 rectangular tables in classroom.
P3	53	26	27	
P3 orange		9	9	9 rectangular tables in classroom.
P3 lime		9	9	9 rectangular tables in classroom.
P3 purple		8	9	9 rectangular tables in classroom.
P4	56	28	28	
P4 orange		9	9	9 rectangular tables in classroom.
P4 lime		11	11	11 rectangular tables in classroom.
P4 purple		8	8	8 rectangular tables in classroom.
P5	58	29	29	
P5 orange		10	10	10 rectangular tables in classroom.
P5 lime		9	9	9 rectangular tables in classroom.
P5 purple		10	10	10 rectangular tables in classroom.
P6	52	26	26	
P6 orange		13	13	14 rectangular tables in classroom.
P6 lime		13	13	13 rectangular tables in classroom.
P7	50	25	25	
P7 purple		25	25	25 rectangular tables in gym hall.

NOTES:

- All soft furnishings including cushions, rugs and cuddly toys have been removed to a storage area.
- Changes to School layout:
 - The gym hall is being used for our Primary 7 groupings
 - The Library will be used for P4 orange groupings
 - The Infant Structured Activity room will be used for P2 purple groupings.
 - The Harbour used for supporting teacher's base
 - The staff base is to be used as an isolation base should that be required
 - The two open areas will be used as circulation areas only with no work space areas for pupils
 - P5a classroom will be used as storage and catering serving area
 - The middle annexe room will be used for P5 purple groupings.
 - The changing rooms, Music room and courtyard are used for the storage of furniture.
- Play equipment has been removed from open area to allow for additional tables and space to line up for handwashing etc.
- Clear and visual spots will be placed floor to line up for handwashing: during summer holiday
- Individual trays/ stationary etc. have been organised for every pupil.
- Lunch will be served in classrooms at children's desk under the supervision of the grouping teacher.

CIRCULATION AROUND THE SCHOOL	
PUPIL MOVEMENT	GUIDANCE
Corridors/ open areas	<ul style="list-style-type: none"> Usual pupil movement around the school will be reduced to an absolute minimum. Passing places: at identified pinch points, floor marking at physical distance as a waiting point for others to come through. Existing one way arrangements will be enhanced further.
Access to Toilets	<ul style="list-style-type: none"> Entrance to toilets will be limited to 3 at a time. Toilets and sinks will be marked for use of one of the three grouping colour; lime, purple or orange. Hand washing will be compulsory; hand sanitiser will be used on returning to room as an additional measure.
Access to Outdoor Spaces	<ul style="list-style-type: none"> Where classes have a fire exit door to outdoor spaces these will be used as the pupil exit and entry point.
NOTES <ul style="list-style-type: none"> Hand sanitiser and antibacterial wipes will be supplied throughout the school. One way movement within grounds is challenging due to building works blocking kitchen side of the building, staff will support movement of pupils. Access to outdoor space will be maximised at all times – daily timetables for exercise, PE and outdoor learning to be prepared. Standard use of the central bell will be discontinued. Cleaning – the school will secure an additional day cleaner, who, together with the janitor, will ensure constant cleaning of all pupil (and staff toilets) throughout the day from 11am-2pm initially (to be confirmed). Multi touch points across the school will also receive additional cleaning throughout the day. 	

TOILETS		
TOILET	NO OF CUBICLES/ SINKS	ALLOCATION
P1 – 3 GIRLS	5 cubicles and 5 sinks	Cubicles and sinks identified each individually identified for groupings (lime, purple and orange).
P1-3 Boys	2 cubicles and 4 sinks	Cubicles and sinks identified each individually identified for groupings (lime, purple and orange).
P4-7 Girls	5 cubicles and 4 sinks	Cubicles and sinks identified each individually identified for groupings (lime, purple and orange).
P4-7 Boys	2 cubicles and 4 sinks	Cubicles and sinks identified each individually identified for groupings (lime, purple and orange).
Disability toilet	1	P7 handwashing, for use by P7 girls as required, urgent infant use and changing.
Annex	6 individual toilets and sinks	Boy/ girl cubicle for each P6 grouping – P5 purple girls use left hand cloakroom cubicle and boys use right hand cloakroom cubicle.

SCHOOL AREAS	
ARRANGEMENTS	GUIDANCE
Drinking Stations	<ul style="list-style-type: none"> These will not be available, and pupils should be advised to bring their own water bottles - request to remove



ANNICK PRIMARY SCHOOL OPERATIONAL ARRANGEMENTS



Classrooms	<ul style="list-style-type: none"> These have been laid out according to the revised and agreed capacity plans Pupils have been issued with their own tote tray and stationery pack P1 classrooms will be organised in play bubbles, according to the Scottish Government Early Years Guidance. (See below)
Open Areas	<ul style="list-style-type: none"> Open areas will not be used for pupil activity other than circulation, handwashing and entrance/exit. Tables/furniture arranged in the middle to promote a one way system and 2m distancing.
Wall Displays	<ul style="list-style-type: none"> All low level wall displays have been removed All fabric notice boards have been covered with milskin as this can be wiped. A member of staff wearing disposable gloves will add items to high level wall displays at the end of the school day as required. All non-essential information posters have been removed.
Library	<ul style="list-style-type: none"> Designated as P4 orange class bay. Physical books will not be in use.
Gym Hall	<ul style="list-style-type: none"> P7 classroom area, minimise traffic through hall (P5 classroom to be used as a serving area for kitchen to offset any access to gym hall)
PE	<ul style="list-style-type: none"> PE/games/ exercise will take place outside and children will not get changed.
Pupil support room	<ul style="list-style-type: none"> Maintained as an isolation room as required.
Music Room	<ul style="list-style-type: none"> Storage area
Support Base (Harbour)	<ul style="list-style-type: none"> To be used by Learning Support Teacher.
Music Instruction	<ul style="list-style-type: none"> In line with Irvine Royal Cluster, music instruction will happen virtually on the days children are not in school.
External Teaching Spaces	<ul style="list-style-type: none"> Any activity undertaken must have a revised risk assessment in place.

NOTES

- A review of all existing risk assessments will take place prior to the pupils return. These will be shared with all staff as required.
- Our P1 groupings will be further split into 2 play bubbles where children will be able to play and share resources. These bubbles will physically distance from each other but not within, the make up the bubbles will not change.
- All cold water taps in the open areas are available to pupils for drinking water to refill their own water bottles.

PLAYGROUND			
INFANT PLAYGROUND			
TIMES	ORANGE ZONE – Mrs Pointer	LIME ZONE – Mrs McMillan	PURPLE ZONE - SLT
10am – 10.20am + 12.20pm-12.40pm	P4 orange	P4 lime	P4 purple
10.25am-10.45am + 12.40pm – 1pm	P3 orange	P3 lime	P3 purple



ANNICK PRIMARY SCHOOL OPERATIONAL ARRANGEMENTS



10.50am – 11.10am + 1pm – 1.20pm	P2 orange	P2 lime	P2 purple
11.15am – 11.35am + 1.20pm – 1.40pm	P1 orange	P1 lime	P1 purple (Mrs Armour)
SENIOR PLAYGROUND			
	ORANGE ZONE – Mrs Parrott	LIME ZONE – Mrs Armour	PURPLE ZONE – Mrs Henry/Mr Fisher
10am – 10.20am+ 12.20pm – 12.40pm	P7 play bubble 1	P7 play bubble 2	P7 play bubble 3
10.25am – 10.45am + 12.40pm – 1pm	P6 Orange	P6 lime	
10.50am – 11.10am + 1pm-1.20pm	P5 Orange	P5 lime	P5 purple

NOTES:

- Pupils should not have access to the trim tracks.
- Lines and signs to be clearly marked to define each zone (including extending on the grass area).
- Markings for lining up at each door to be installed.
- No equipment to be used.
- Teachers must be ready to receive children promptly to limit cross over – one way system to enter/exit building will be in place.
- Access to toilets during break times will require permission from supervising adult (not free access) to limit the number of children in toilets.
- Hand washing will take place at the start of interval and on re-entering the building.

PUPIL LUNCH ARRANGEMENTS	
ISSUE	GUIDANCE
Pupil Circulation / Arrival	<ul style="list-style-type: none"> • Staggered lunch breaks will reduce the pupil circulation • Lunches could be delivered to classes to prevent pupil movement
Collection / Serving	<ul style="list-style-type: none"> • Lunches will be pre ordered each morning and it will be delivered to the class and served by class teacher
Packed Lunches	<ul style="list-style-type: none"> • Children with packed lunches will eat with their grouping - packed lunches to be brought in disposable bags to be thrown away after use. Lunches to be stored at pupils desks.
Tidy-up / Disposal	<ul style="list-style-type: none"> • Consult with Catering Supervisor and include detail once known – teachers will scrape food waste and stack plates ready for collection, trolley will be placed outside door for collection.
Staff Supervision	<ul style="list-style-type: none"> • Staff have been consulted and will supervise own grouping for 20 minutes, children will then go outside with classroom assistant for 20 minutes playtime.
NOTES <ul style="list-style-type: none"> • The Catering Supervisor has detailed arrangements in place that have been produced by Facilities Management. The school has been guided by these arrangements. 	

HYGIENE AND CLEANING	
ISSUE	GUIDANCE
Hand Washing Facilities	<ul style="list-style-type: none"> Pupils will sanitise their hands on arrival in the morning, settle in class and then wash their hands. Pupils must wash their hands-on arrival at the school, before and after eating, and after sneezing or coughing and before leaving. The school will maintain plentiful supplies of soap, paper towels and bins
School Uniform	<ul style="list-style-type: none"> Parents informed school uniform is still promoted but under the circumstances a more flexible approach will be taken to allow clean clothes each day. This is due to 'new' clean clothing being required every day. Parents informed that children should change out of school clothes once home and these should be washed.
Intimate and Personal Care	<ul style="list-style-type: none"> Staff carrying out intimate care will wear an apron, gloves and a mask unless a risk assessment has identified that additional PPE must be used. This PPE will be supplied by the Local Authority.
Hand Sanitiser	<ul style="list-style-type: none"> Due to lack of sinks children will use hand sanitiser on entry to building to allow entry to classroom and hand washing will begin once settled to ensure physical distancing. (Hand sanitiser will be provided by the Local Authority)
On-going Cleaning of Surfaces	<ul style="list-style-type: none"> Staff will be advised to ensure that shared resources are wiped down with antibacterial wipes / spray before and after each use Local Authority will provide supplies of antibacterial spray and wipes. Day cleaner and Janitor will continue to clean surfaces, toilets and touch points throughout the day.
Toilets	<ul style="list-style-type: none"> Clear signage will be displayed in toilet areas regarding handwashing and use of appropriate hand drying equipment. Groupings will be allocated a cubicle and sink to limit number of children using throughout the day. Entry to toilet will be limited to 3 children at a time. Regular cleaning throughout the day.
Dining	<ul style="list-style-type: none"> Will take place in classroom, supervised by teacher, children will remain at own desks. Teacher responsible for ensuring plates gathered and stacked Day cleaner to spot clean once room empty and before pupils return.
Outdoor Play	<ul style="list-style-type: none"> Outdoor play equipment must not be used unless it can be cleaned between each use. Each grouping will have access to outdoor resources to be used under supervision of teacher and will be cleaned after use. Update and revise risk assessments
End of Day Cleaning	<ul style="list-style-type: none"> Cleaning staff will clean all areas at the end of each day. These areas must be vacated to allow cleaning to take place. Staff must not remain in the areas after school. Staggered leaving times will support this – teachers should leave school within 30 minutes of group finishing.

NOTES

- There is a social responsibility upon staff and pupils to ensure surfaces and resources are clean for learners to use. Antibacterial wipes will be available in all classrooms.

INTERFACE WITH OTHER GROUPS	
GROUP	GUIDANCE
Breakfast Club/ Afterschool Care	<ul style="list-style-type: none"> At the time of writing Breakfast Club and Afterschool Care arrangements are not in place. For further details please contact Girdle Toll Out of School Care Group: 07790604796
Other	<ul style="list-style-type: none"> Cluster decision to minimise visitors to school, no peripatetic teachers will come into school.

FIRST AID, ADMINISTRATION OF MEDICINES AND EMERGENCY EVACUATIONS	
ISSUE	GUIDANCE
First Aid	<ul style="list-style-type: none"> First aid risk assessment have been reviewed to ensure first aid cover is available.
Administration of Medicines	<ul style="list-style-type: none"> Appropriate arrangements will be agreed in consultation with parent / carer and signed documentation stating their agreement will be obtained. (August 2020)
Development of Symptoms	<ul style="list-style-type: none"> Staff, pupils and parents/carers will be reminded daily that they should not attend school if they or anyone within their household is showing symptoms (as per Scottish Government guidelines) HT must inform the parent/carers of a child where COVID-19 is suspected; the parent/carers must make contact with the Test, Trace, Isolate and Support team and follow their guidance.
Exiting School in an Emergency	<ul style="list-style-type: none"> Normal emergency evacuation procedures will apply whilst maintaining physical distancing (where possible). The evacuation plan, will be reviewed, updated and communicated to all staff and pupils (August 2020).
Muster / Assembly Points	<ul style="list-style-type: none"> Clear muster points to be marked identified for each class/year group (Summer 2020).