**St James’ Entry and Exit Policy**

It is essential that we all reduce potential exposure to COVID 19. This means that we must limit the amount of people using certain areas and routes around the school. Staff, Parents/Carers and pupils must be vigilant at all times when moving around the school and surrounding area. Please see site map showing drop off zones, direction of travel and entry and exits for each group of pupils.

***Site Map added here (Janice getting for us)***

**Corridor/Stairways**

It’s essential that groups who are in the same classroom use the same routes consistently even if it is not the quickest route. Staff must train children in this and be vigilant to children not following these rules. Regular reminders should be given to children.

As there are 3 classes in each base there may be times when one class is entering and another exiting around the same time. There should not be times when one class is coming up the stairs and another class coming down the same stairs. It is the responsibility of the adults sharing the base to minimise this as much as possible by agreeing procedures e.g. class does not exit until another class has come back in. However, we acknowledge that there may be times that this is problematic. Each class will identify a class spotter who checks from a safe social distance that there is no one on the stair well before the class exits.

No child or class should be walking through another base (not their own base) to get to another destination.

Children leaving the class base should be minimised at all times. Children should only be sent on errands in emergency situations.

**Toilets**

The toilet each base must use will be clearly signed and staff must regularly reminders about which toilet facility to use. It is essential that children in the same classroom use the same toilet facilities. To accommodate this for some bases there will no longer be separate girls and boys toilets. Where possible children should be encouraged to go to the toilet in a managed way by the class teacher at agreed intervals. As there are 3 classes in each base using the same toilet facilities staff in the base will have to agree with their DHT an age and stage appropriate system for monitoring who is in the toilet at any given time to ensure social distancing is adhered to and we minimise any concern around boys and girls using the same toilet facility. A spreadsheet has been prepared and will be shared with all staff and pupils for the details of this plan.