**Sequences for Video and suggested points for voiceover.**

Procedures around school

Important that everyone works together. Pupils and Staff are all following same rules.

1. **Arrival at school**
* Socially Distanced arriving at school.
* Discuss Uniform rules. Rules will be relaxed slightly but a jumper, shirt, tie, dark trousers black shoes/trainers will be required to identify you as Eirias pupils as you make your way to school and leave.
* No PE Kit needed initially
* Essential you bring a water bottle and standard school equipment
* A packed lunch will be needed. There will be no school meal provision
* Do we reference school transport?
1. **Lining up on quad**
* Show 2m distance spacing lines, students lining up and led off by teacher
* More information on when your arrival time will be communicated through usual channels/social media
* Wash hands at sanitising stations before lessons
* Important social distancing is enforced at all times
1. **In classroom/Teaching & Learning**
* Note new look classrooms. Max of 8? Children
* Students will potentially move to a different classroom during the course of the day but we are looking at a morning and afternoon session in separate classrooms
* Windows will be open to increase ventilation
* Classroom doors will be open
* Pupils will experience a mix of lessons across the curriculum
* Underline equipment again
* Reference to Workzone/HwB and Teams for home learning and work in school will complement
1. **Lunchtime**
* Packed Lunch
* Water bottle
* A number of larger venues may be used or use classrooms to eat lunch and use remaining time to get fresh air
* Members of staff will be visible around the school throughout the day to ensure social distancing is adhered to.
1. **Toilets**
* No child will be refused use of toilet facilities. Children should, however, take every opportunity given to use the toilet.
* Queuing system will be used and monitored by a member of staff at each toilet entrance.
* Main toilet door removed/jammed open
* Wash hands before and after using the toilet.
* One person in a toilet at any one time. (does partition offer enough protection to have 2 learners in)
1. **Breaktime/Lunchtime**
* Certain areas of the school will be out of bounds
* Card system on doors and on computers?
* Any closed doors will not be in use. Cleaners will be rotating around the building cleaning desks/computers/door handles etc
* Important you stay outside as much as possible in warm weather
* If it rains you will stay in your class base.
* Social distancing very important but understand you want to mix with your friends in a socially distanced manner
1. **On the Corridor**
* Look out for marking tape
* Keep Left
* 2m distance signs
* Junctions of corridors/narrow corridors
* No running
* All double doors will be open on corridors for air flow.
1. **Leaving School**
* Phased release from school
* No child will leave school after 3pm
* No afterschool activities
* Any concerns in the day ring school reception.
* Teachers will escort classes to school gate.
* LG member on duty to control queuing at the bus stops.