

In order to comply with Covid regulations and specifications set out by Goffs Academy, Greek parents Association and KEA we have set out the following guidelines.

Symptoms

- If anyone has symptoms, they must not attend the school and adhere to current testing and isolating guidelines.
- If anyone feels ill whilst at the school, they must contact a committee member who will advise what to do next. If it is a child the parents will be contacted and they must be collected from the layby outside the school. A covid test must be taken ASAP. **Please advise the committee whether Negative or Positive results.** Any positive results must not return for 14 days. The committee will contact the Facilities Manager so they can start a deep clean.
- If anyone has symptoms after 4 days of visiting the school, they must advise the committee and obtain a test.
- All Teaching staff and committee members must agree to join the track and trace system when prompted to.
- Anyone returning to the UK from abroad must adhere to government guidelines and if a 14-day quarantine is necessary please do not attend.

Expectations of Parents/Carers/Visitors

- Parents/carers/visitors are **not permitted to enter the school building under any circumstances.** This is a specific requirement by the Academy as it also applies to their day to day running of the school.
- If you wish to talk to committee or teachers you can either email, telephone or send in a note. The committee will be outside at the beginning and end of the day if you need a chat and will happily come out on request.
- Parents must not congregate in groups of more than 6 and remember to social distance.
- No smoking in the school grounds this includes vaping.
- Payments can be made by cash or cheque dropped off in an envelope with name of student and class or Bank Transfer to the GPA account with reference Goffs\Child Name.
- Please explain to your children the importance of staying clean, healthy and that following the new rules is very important.
- Children must be dropped off outside to enter the school and at the end of the day collected from outside.

Expectations of pupils

- Pupils must sanitise their hands when entering school, after using toilets, before and after eating. Try not to touch surface other than those necessary. The Academy has installed sanitisers at all entry points including outside the classrooms. You can provide your child with sanitizer and a mask if you wish
- **CATCH IT – BIN IT – KILL IT**
- Use designated toilets for your year groups

Expectations of Teachers

- Teachers shall be supplied with their own sanitiser wipes, whiteboard pens and wiper in a sealed bag to be handed in at the end of the day with name badges.
- Must sanitise the tables and chairs at the beginning and end of the day.
- Must not move chairs and tables in the class rooms as they are set out to adhere to regulations by the Academy for their day to day operations. All classrooms should be left as they found them.
- Ensure pupils stick to the guidelines in and out of the class room.
- Show pupils the toilets they must use and to limit children going during the lessons to reduce unnecessary movement within the set area allocated to the Greek School.

Expectations of Committee members

- There shall be a selected number of committee members at school each week.
- Sanitise lunch area before and after lunch breaks
- Report immediately to Goffs Academy any person with Covid Symptoms.
- Report if any restricted areas entered so they can be sanitised accordingly.
- Follow Goffs Academy guidelines.
- Goffs Academy will have cleaners on site to help.

The school day

Start of the Day

- Pupils will enter the school alone and go straight to class (younger classes can meet outside and be accompanied in by their teacher). Possibly a quick meet and greet with the parents.
- **Nursery, Reception, Year 1 and Year 1+ to start at 09:45 except of the first Saturday of the month 10:10**
- **Yrs 2 to GCSE to start at 9:30 except of the first Saturday of the month 10:00.**

Breaks

- **Nursery, Reception, Years 1 and 1+ will have a break between 11.00 – 11.20am**
- **Years 2 to GCSE2 will have a break at 11.30 – 11.50am**
- Please provide children with water bottles and pack lunches as there will be no tuck shop until advised it is safe to do so.

Dancing & Music

- Unfortunately, as we start the term under current conditions, we have been advised that there will be no Dancing or Music lesson this side of Christmas.

End of the Day

- Pupils will be brought outside and collected from the designated areas.
- **Nursery, Reception, Yr1 , Yr1+, Yr2 to finish at 1.15pm – to commence rear canopy area.**
- **Yrs 3 to GCSE2 to finish at 1pm and to vacate the building from the main entrance\exit**

Maximum numbers

Main hall: 37 Class rooms: 15