



STANDARD OPERATING PROCEDURES FOR LEARNERS ENTERING ST MARTIN'S PRE-PRIMARY SCHOOL

To allow sufficient time for screening each pupil, a link for the Daily COVID-19 Health Survey will be sent to each child's parent, this questionnaire **MUST** be completed by 7am each and every school day. We have allocated different drop off times for each class. Younger siblings may arrive at the older child's drop off time.

To access the drive-through drop off, parents **MUST** come down Brooklands Crescent and turn left into Chelsea Drive. Parents may not access the drive-through by travelling north on Chelsea Drive.

PARENTS MUST BE MINDFUL OF BLOCKING PEOPLE'S DRIVEWAYS AND ARE ADVISED THAT THEY WILL NOT BE PERMITTED TO EXIT THEIR VEHICLES OR ENTER THE SCHOOL PREMISES.

Each parent shall be given a coloured label of their child's name to affix to their vehicle's windscreen, for ease of identification.

Allocated times are as follows:

7:15am - Orange Group

7:30am- Red Group

7:45am - Green Group

8:00am - Blue Group

8:15am - Purple Group

8:30am – Yellow Group

Drop off Procedure:

- Six members of the teaching staff will be on duty at the Chelsea Drive entrance.
- At the first or second stop, while sitting in the car, children will have their temperatures taken by one member of staff through the car window (the parent will open the car window in preparation), another member of staff will confirm that the Daily COVID-19 Health Survey has been **COMPLETED PRIOR TO ARRIVAL**. (If children display any symptoms of COVID-19 or have been in contact with anyone having COVID-19, they will not be allowed to enter the school).

- At the next stop, without the parent exiting the car, the parent will open the door for another member of staff to lead the child down the ramp to have their feet sanitised on the mats provided. (No shoes will be permitted unless for medical reasons).
- Learners will be required to have on a clearly-marked clean mask before entering the School, with their clearly-marked disposable snack packets (and a lunch for After-Care, if applicable). Optional face-shields may be worn.
- On the first day, the learner will bring in a clearly-marked Ziplock bag:
 - a change of clothes
 - 2 pairs of underpants/panties
 - 2 clearly-marked face masks
- Lastly, another member of staff, will take the learner to sanitise their hands at the Church gate and they will be escorted to their classrooms.
- Once all learners have arrived, a class register will be taken by each teacher.