



## Planning for June 1<sup>st</sup> 2020

### Nursery Hub

Parents entrance – Griffin road gate. Queue at wooden gate. Parents do not come through wooden gate. Staff accompany children from wooden gate. Meeter and greeter has walkie talkie.

Children's entrance – Nursery double doors.

Children to wash hands upon entry and throughout the day.

Enter	Griffin Road gate	Parents queue wooden gate (no parents past this gate)
Time	8.45am	
Collection	11.45am	

### **All hubs**

On entry children wash hands.

Quick registration on SIMS. No paper registers. If SIMS does not work, walkie talkie Helen. Helen to organise lunches.

3x 1 hour slots, each slot 45 minutes lesson and 15 minutes contrasting activity (yoga, Joe Wicks etc).

### **Year 6 hubs**

Parents entrance – Griffin Road gate. Queue at wooden gate. Staff meet and greet. Parents do not come through wooden gate. Meeter and greeter has walkie talkie.

#### **Y6 HUB 1 6JS (6JS internal door/not the fire door)**

Enter	Griffin Road gate	No parents double wooden gate
Time	9am	
Handwash and register	9-9.15	
1 <sup>st</sup> session	9.15-10.15	
2nd session	10.15-11.15	11-11.15 break time, handwashing
3 <sup>rd</sup> session	11.15-12.15	12 handwashing for lunch



Lunch	12.15-12.30	
Time out	12.30pm	Double wooden gate to parents

**Y6 HUB 2 6ZM (year 6 external door)**

Enter	Griffin Road gate	No parents double wooden gate
Time	9.15am	
Handwash and register	9.15-9.30	
1 <sup>st</sup> session	9.30-10.30	
2nd session	10.30-11.30	11.15-11.30 breaktime, handwashing
3 <sup>rd</sup> session	11.30-12.30	12.15 handwashing for lunch
Lunch	12.30-12.45	
Time out	12.45pm	Double wooden gate to parents

**Y6 HUB3 5CM (year 6 external door)**

Enter	Griffin Road gate	No parents double wooden gate
Time	9.30am	
Handwash and register	9.30-9.45	
1 <sup>st</sup> session	9.45-10.45	
2nd session	10.45-11.45	11.30-11.45 breaktime, handwashing
3 <sup>rd</sup> session	11.45-12.45	12.30 handwashing for lunch
Lunch	12.45-1	
Time out	1pm	Double wooden gate to parents

**Keyworker hubs (for children who are not Nursery, R1, Y1 or Y6).**

**Parents entrance – queue outside main Griffin gate. Parents do not come through. Meeter and greeter, with walkie talkie, will accompany children to Year 3 / 4 door.**

**Key hub 3 (year 3 / 4 door)**

Enter	Barham Road gate	No parents on site
Time	9am	
Handwash and register	9-9.15	



1 <sup>st</sup> session	9.15-10.15	
2nd session	10.15-11.15	11-11.15 break time, handwashing
3 <sup>rd</sup> session	11.15-12.15	12 handwashing for lunch
Lunch	12.15-12.30	
Time out	12.30pm	

### Key hub 2 (year 3 door)

Enter	Barham Road gate	No parents on site
Time	9.15am	
Handwash and register	9.15-9.30	
1 <sup>st</sup> session	9.30-10.30	
2nd session	10.30-11.30	11.15-11.30 breaktime, handwashing
3 <sup>rd</sup> session	11.30-12.30	12.15 handwashing for lunch
Lunch	12.30-12.45	
Time out	12.45pm	

### Key hub 1 (year 3 door)

Enter	Barham Road gate	No parents on site
Time	9.30am	
Handwash and register	9.30-9.45	
1 <sup>st</sup> session	9.45-10.45	
2nd session	10.45-11.45	11.30-11.45 breaktime, handwashing
3 <sup>rd</sup> session	11.45-12.45	12.30 handwashing for lunch
Lunch	12.45-1	
Time out	1pm	

### Reception hubs

#### Reception hub 1 (reception cloakroom door)

Parents entrance – queue outside main Griffin gate. Parents do not come through. Meeter and greeter, with walkie talkie, will accompany children to reception door.

Enter	Barham Road gate	No parents on site
Time	9.45	
Handwash and register	9.45-10	
1 <sup>st</sup> session	10-11	10.45-11 breaktime, handwashing



2nd session	11-12	11.45 handwashing for lunch
lunch	12-12.15	
3 <sup>rd</sup> session	12.15-1.15	
Time out	1.15	

### Reception hub 2 (reception cloakroom door)

Enter	Barham Road gate	No parents on site
Time	10	
Handwash and register	10-10.15	
1 <sup>st</sup> session	10.15-11.15	11-11.15 breaktime
2nd session	11.15-12.15	12 handwashing for lunch
lunch	12.15-12.30	
3 <sup>rd</sup> session	12.30-1.30	
Time out	1.30	

### Year 1 hubs

Parents entrance – queue outside main Griffin gate. Parents do not come through. Meeter and greeter, with walkie talkie, will accompany children to Year 1 / 2 door.

#### Y1 Hub 1(year 1/2 door)

Enter	Barham Road gate	No parents on site
Time	10.15	
Handwash and register	10.15-10.30	
1 <sup>st</sup> session	10.30-11.30	11.15 break time
2nd session	11.30-12.30	12.15 handwashing for lunch
lunch	12.30-12.45	
3 <sup>rd</sup> session	12.45-1.45	
Time out	1.45	

#### Y1 Hub 2 (year 1/2 door)

Enter	Barham Road gate	No parents on site
Time	10.30	
Handwash and register	10.30-10.45	
1 <sup>st</sup> session	10.45-11.45	11.30 break time
2nd session	11.45-12.45	12.30- handwashing for lunch
lunch	12.45-1	
3 <sup>rd</sup> session	1-2	
Time out	2	



**Y1 hub 3 (year 1/2 door)**

Enter	Barham Road gate	No parents on site
Time	10.45	
Handwash and register	10.45-11	
1 <sup>st</sup> session	11-12	11.45 break time
2nd session	12-1	12.45 handwashing for lunch
lunch	1-1.15	
3 <sup>rd</sup> session	1.15-2.15	
Time out	2.15	

**All children on site by 11am**

**All children off site by 2.15pm**

**All staff need to feedback to CP and Assistant heads by email daily.**

**We will review this daily.**