

## **Extended day Procedures**

### **Term 1 2020**

- All staff should begin to collect pupils at 3:10pm and bring them to allocated classroom, these classrooms are dismissed at 3:15pm
- Activities should be set up for all pupils
- Snack will be delivered to each bubble by kitchen team
- Miss Senel/SMT/SLT will be on rota for early collection of pupils in bubbles
- Bubbles should begin to pack up at 5:15pm and take pupils down to the pitch for collection at 5:30pm
- Once two children are left in the bubble Miss Senel/SMT/SLT will take children for late collection
- All staff must remember to elbow bump each pupil and ensure they see/know the adult that child is going home with.

**No children should be left unattended in bubbles**

**Absences should be reported no later than 7:30am so bubbles can be covered or bubbles may need to be cancelled**