

**Updated 18-04-2021**

# **South Kensington primary School**

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**Addendum to the Vademecum  
relating to the welcoming of pupils  
back at the Primary schools**

**September 2020**

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## INTRODUCTION

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### General framework

This addendum supplements the “Vademecum relating to the welcoming of pupils back at the Primary Schools - September 2020”. It describes the specific measures that have been adopted for the South Kensington Primary School:

- conditions of access to the school
- organisation of the pupils’ day at school
- specific features of the school spaces (buildings, playgrounds,...)

The measures that have been adopted will be monitored and will be amended if needed. Evaluation and adjustment are and will be the result of regular consultation with the various representatives of the school community. They will also depend on developments in the recommendations issued by local authorities.

The operating methods described in this addendum are drawn up from the recommendations transmitted by the British and French authorities, and in compliance with the framework defined by the AEFÉ for the *Etablissements en Gestion Directe* (“EGD”, the schools managed directly by the AEFÉ) and in particular the following texts:

- Safe working in education, childcare and children’s social care: guidance
- Guidance for full opening: schools
- Actions for schools during the coronavirus outbreak
- Schools coronavirus (COVID-19) operational-guidance
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings

## EDUCATIONAL ORGANISATION

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Pupils will be welcomed in normal class sizes.

The classes of the school have been split in bubbles, by taking into account class levels and the geographical location of classrooms in the building.

- Bubble N°1 : PS
- Bubble N°2: MSA – MSB
- Bubble N°3 : MS-GS – GS
- Bubble N°4 : CPA – CPB
- Bubble N°5 : CE1A – CE1B
- Bubble N°6 : CE2A – CE2B – CE2C
- Bubble N°7 : CM1A – CM1B – CM1C
- Bubble N°8 : CM2A – CM2B – CM2C

Lessons are taught from Monday to Friday on the basis of a volume of hours and a timetable that are in line with those set out in the school rules. However, in order to comply with local authorities' guidance, arrivals and dismissals will be staggered.

English lessons will be taught on site, primarily in the pupils' classroom.

## ARRIVALS AND DISMISSALS

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### School arrivals

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Pupils' arrival times may be modified following the findings of the school heads. Elected parents and teachers will be consulted.

In order to avoid any contact between pupils of different bubbles, there will be no breakfast club at the beginning of the school year.

Pupils will be welcomed at Gate A or Gate B, in successive time slots in accordance with the schedule on page 6.

**Parents will drop off their child at the specified time.** They should keep their child with them and respect social distancing before dropping their child off, and not linger at the roundabout after their child has been dropped off. Compliance with these provisions is essential for everyone's safety and the proper functioning of these procedures.

Arrival of *Petite Section* (PS) pupils: Parents of PS pupils will drop their child off at 14 Harrington Road, where they will be welcomed by their teacher and their Asem. Pupils will wash their hands when entering the classroom. PS children will need to be dropped-off between 8.35am and 8.45am.

Arrival of MS and GS (*Moyenne section* and *Grande section* of *maternelle*)

When they arrive at school, *Moyenne Section* and *Grande Section* pupils will be welcomed at the school gate by their teacher and their class preschool assistant (*Asem*), will then wash hands and walk up to their classroom.

Arrival of elementary school pupils

When they arrive at school, elementary school pupils will wash their hands, then they will line up while respecting social distancing measures in the place indicated for their class under the supervision of adults (supervisors, teachers). They will then go to their classroom with the teacher.

In the event of late arrival

The family will need to go to the lodge on the roundabout (Gate C) and ask that the person in charge of school life (*vie scolaire*) be called; such person will then pick up the child and take him/her to his/her classroom.

## School dismissals

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Pupils' dismissal times may be modified following the findings of the school heads. Elected parents and teachers will be consulted.

Extracurricular activities in the evening after class and on Wednesday afternoons can only be organised respecting the bubbles. The agreement signed with the company "Loisirs à l'école" in charge of extracurricular workshops specifies the health rules to be observed.

Pupils exit through different gates, to enable social distancing inside the school and outside, and pupils will exit at the staggered times indicated on the schedule page 6.

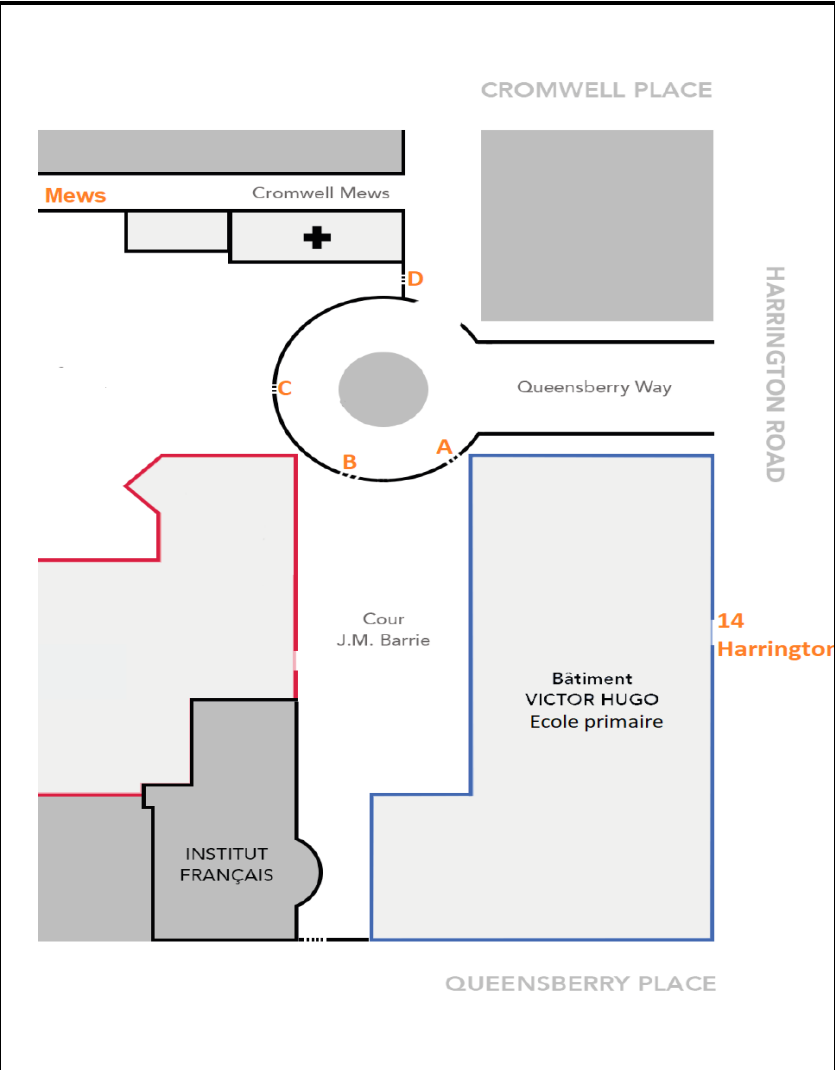
**Parents will pick-up their child at the specified time.** They will be asked to line up at the roundabout by order of arrival, to respect social distancing measures (floor markings). When the gate opens, parents in the line will introduce themselves one after the other to the teacher, who will call the child.

Parents are kindly asked to comply with the specific time slot allocated to their child's class, and to not remain at the roundabout after their child has been picked up. Compliance with these provisions is essential for everyone's safety and the proper functioning of these procedures.

It will not be possible to leave scooters and bikes inside the school.

**Schedule for drop-offs and pick-ups**

	Morning drop-off		After school pick-up		
	Time slot	Gate	Time Mon-Tue- Thu-Fri	Time Wed	Gate
<b>PS</b>	8.35 to 8.45am	14 Har.	3.20pm	12.20pm	14 Har.
<b>MSA</b>	8.35 to 8.45am	A	3.20pm	12.30pm	A
<b>MSB</b>	8.35 to 8.45am	A	3.20pm	12.30pm	B
<b>MS-GS</b>	8.45 to 8.55am	A	3.35pm	12.30pm	14 Har.
<b>GS</b>	8.45 to 8.55am	A	3.35pm	12.30pm	D
<b>CPA-CPB</b>	8.35 to 8.45am	B	3.25pm	12.45pm	C A on Wed.
<b>CE1A-CE1B</b>	8.35 to 8.45am	B	3.25pm	12.45pm	B
<b>CE2A-CE2B- CE2C</b>	8.45 to 8.55am	B	3.45pm	12.20pm	A
<b>CM1A- CM1B-CM1C</b>	8.45 to 8.55am	B	3.45pm	12.20pm	D
<b>CM2A- CM2B-CM2C</b>	8.45 to 8.55am	B	3.45pm	12.20pm	Mews

The site map shows the following locations and pick-up/drop-off points:
 

- Cromwell Mews**: Located at the top left, with a pick-up point labeled 'Mews'.
- Cromwell Place**: Located at the top right.
- Queensberry Way**: A central horizontal road.
- Harrington Road**: A vertical road on the right side, with a pick-up point labeled '14 Harrington'.
- Queensberry Place**: A horizontal road at the bottom.
- Cour J.M. Barrie**: A central courtyard with pick-up/drop-off points labeled A, B, C, and D.
- INSTITUT FRANÇAIS**: A building on the left side.
- Bâtiment VICTOR HUGO Ecole primaire**: A large building on the right side.

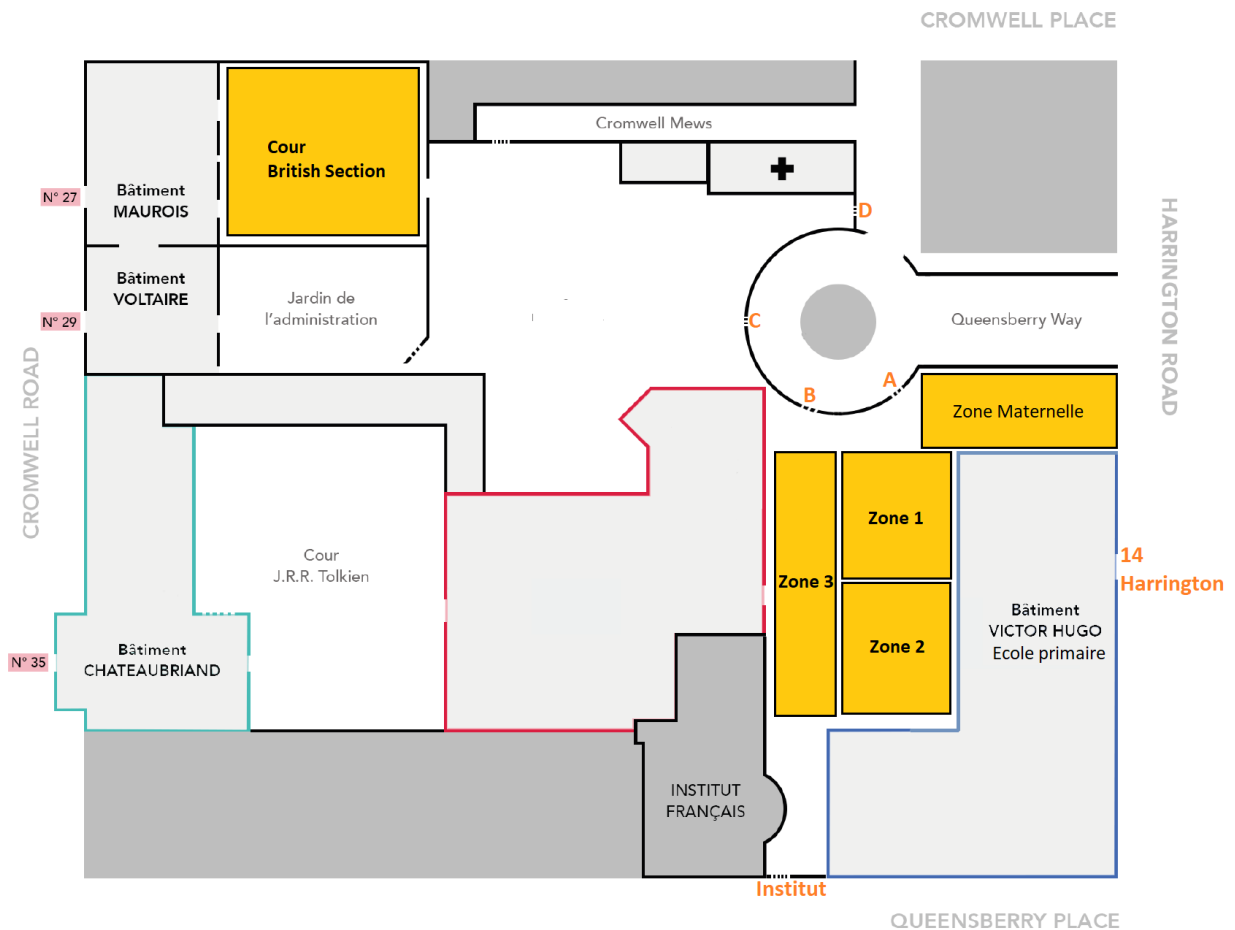
## ORGANISATION OF SCHOOL LIFE

### Break time adjustments

During break times, bubbles will not mix. Each bubble will have a designated time and a designated zone in the primary school playground or in the secondary school playground that will have been allocated to it, and the bubble will remain in this space under the supervision of the person who acts as referent for the class, their teacher or an educational supervisor.

Pupils will go to the toilet and will wash hands, always under the supervision of an adult, at the beginning and at the end of their break.

### Map of zones



### Break Time Schedule

Breaktime area	Breaktime area when it rains	Class	Morning break	Lunch break	Afternoon break
Maternelle Zone	Primary covered playgr.	PS	9.45am 10.00am	11.25am 12.25pm	2.30pm 2.45pm
Maternelle Zone	Primary covered playgr.	MSA and MSB	10.00am 10.15am	11.25am 12.25pm	2.00pm 2.15pm
Zone 3 Primary playgr.	Zone 1 Primary covered playgr.	MS/GS and GS	10.15am 10.30am	11.25am 12.25pm	2.00pm 2.15pm
Zone 2 Primary playgr.	Zone 2 Primary covered playgr.	CP	10.35am 10.50am	12.05pm 1.05pm	1.55pm 2.10pm
Zone 1 Primary playgr.	British Section covered playgr.	CE1	10.35am 10.50am	12.05pm 1.05pm	1.55pm 2.10pm
Zone 1 of Primary	Zone 1 Primary covered playgr	CE2	9.55am 10.10am	11.25am 12.25pm	2.15pm 2.30pm
Zone 2 of Primary	Zone 2 Primary covered playgr.	CM2	9.55am 10.10am	11.25am 12.25pm	2.15pm 2.30pm
Zones 1 and 2 of Primary	Primary covered playgr.	CM1	10.15am 10.30am	11.25am 12.25pm	2.35pm 2.50pm

For the recess following lunchtime in the large refectory, one of the CE2, CM1 and CM2 bubbles will alternate in the British Section courtyard. A rotation will be carried out every week.

### Circulation within the school

A circulation flow is organised within the school to prevent children from crossing paths either inside the buildings or in the playgrounds. Class movements will be organised so that all classes go in the same direction in corridors. A one-way system will be implemented on the stairs: pupils will use a staircase to go up and will use another one to go down, so that groups avoid crossing paths.

Doors will be blocked in the open position when this is possible, to avoid contacts with doorknobs as much as possible.

Doors must primarily be opened first by adults, who will then wash hands as soon as possible.

Children are not allowed to go to the toilet on their own. The maximum number of children admitted to each toilet at the same time is displayed at the entrance.



## Canteen organisation

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Meals will be taken in the school refectories.

- Pupils of PS, MS, GS, CP and CE1 will have lunch in the « small refectory » (*Petit réfectoire*). A first meal period will be organised for the *maternelle* pupils (PS, MS and GS levels). A second meal period will be organised for CP and CE1 pupils. Pupils will be served. Tables will be cleaned between the two meal periods. Each class will be allocated a specific area in the refectory.
- Pupils of the following 3 bubbles: CE2, CM1 and CM2 will have lunch in the « large refectory » (*Grand réfectoire*). Pupils will enter into and leave the refectory bubble by bubble, under adult supervision. Each bubble will respect social distancing with the bubble that precedes it and the bubble that follows it. Each class will be allocated a specific area in the refectory.

Pupils will wash hands before and after meals.