



Sandringham Primary School & Sandringham Pre-School

A great place to be two



September 2021 Organisational aspects and rotas

Start and end of day routine

Start and end of the school day principles:

- Start and end of the school day
- To keep all children safe
- To have a safe and welcoming start of the school day
- To have timings that fit with break and lunch times
- To have a clear plan for wet mornings

Year group	Start	Location	End	Location
Daycare	8:00am	Daycare Gate	6:00pm	Daycare gate
Morning Pre-school	8:30am	Sandringham Central	11:30am	Sandringham Central
Afternoon Pre-school	12:15pm	Sandringham Central	3:15pm	Sandringham Central
Morning Nursery	8:45am	Sandringham Central	11:45am	Sandringham Central
Afternoon Nursery	12:30pm	Sandringham Central	3:30pm	Sandringham Central
30 Hour Nursery	8:45am	Sandringham Central	3:30pm (Fridays 11:45am unless buying in for afternoon session to end at 3:30pm)	Sandringham Central
Reception	8:50am	IN Henderson Road OUT Sandringham Road	3:05pm	IN Henderson Road OUT Sandringham Road
Year One	8:40am	IN Henderson Road OUT Sandringham Road	3:10pm	IN Henderson Road OUT Sandringham Road
Year Two	8:45am	IN Henderson Road OUT Sandringham Road	3:15pm	IN Henderson Road OUT Sandringham Road

Year Three	8:40am	KS2 single gate Drop at the gate <i>Sandringham Road</i>	3:10pm	IN KS2 single gate <i>Sandringham Road</i> OUT Sandringham double gate
Year Four	8:40am	KS2 double gate Drop at the gate <i>Sandringham Road</i>	3:10pm	IN KS2 double gate <i>Sandringham Road</i> OUT KS2 single gate
Year Five	8:45am	IN KS2 single gate Drop at the gate <i>Sandringham Road</i>	3:15pm	IN KS2 single gate <i>Sandringham Road</i> OUT Sandringham double gate
Year Six	8:45am	KS2 double gate Drop at the gate <i>Sandringham Road</i>	3:15pm	IN KS2 double gate <i>Sandringham Road</i> OUT KS2 double gate
Gym Bubble	9:00am	Sandringham Road Entrance	2:50pm	Daycare gate

Wet Morning Plan

Key Stage Two: If it is a wet morning, we allow the children to walk straight up to their classrooms 5 minutes before their normal start times- this would be to reduce lining up in the playground/ outside. Staff on duty should spread themselves around the playground/ entrances to the school. Class teachers should be ready to welcome their children at the classroom doors.

Key Stage One/ Reception: If it is a wet morning, we allow the children to walk straight into their classrooms 5 minutes before their normal start times- this would be to reduce lining up in the playground/ outside. Staff on duty should spread themselves around the playground/ entrances/ hall way into the school to ensure that children walk calmly and safely. Class teachers should be ready to welcome their children at the classroom doors.

Staff rota of support for start/ end of the day

8:30- 9:10 3:00-3:30	Staff member
Henderson Road - managing lines	RC, RH,
KS1 playground	RN, CB,
Sandringham KS1 exit - managing good byes	AF, MMA, RL
Sandringham Central Entrance / exit managing welcomes and goodbyes	KB / TR (plus normal rota of EYFS staff)
Sandringham Road KS2 entrance/ exit one	LB, JP, RS, CarolineB, EOR
Sandringham Road KS2 entrance two	BR, JK-N, CG, DA, HV
Float on rota KS1/2	ZV, JD, JH, AR

****Rotation of staff on morning duty half termly***

Lunchtimes

Lunchtime principles:

- The children to have a warm lunch for the vast majority of the school week
- To have a “sitting” for each year group

- To provide a calm and self-contained area for the Resourced Provision children
- The opportunity for hand washing before eating lunch
- Better quality play opportunities for all children

Reception	Year One	Year Two	Year Three	Year Four	Year Five	Year Six	Gym bubble
11:20-12:20	11:30-12:30	11:30-12:30	11:50-12:50	12:10-1:10	12:30-1:30	12:30-1:30	12:20-1pm

Year Groups eating in classrooms

Monday	Tuesday	Wednesday	Thursday	Friday
Year Six	Year Five	Year Four	Year Three	Year Two

Staff rota - lunch time

	Dining room (half an hour sitting- Reception. 20 minute sittings Y1-6)	KS1 playground (plus the sensory garden)	KS2 playground (plus the Gruffalo playground)	Eating in classroom	Gate duty	Nursery
11:20-11:50	X4 Nursery nurses (11:20 - 11:30) From 11:30- 11:50 middays X10	X4 Y1 TAs	X4 Y2 TAs		X1 midday	X1 midday
11:50-12:30	X5 middays	X2 sports coaches X3 middays	X2 sports coaches X3 middays			
12:30-1:00	X5 middays	X2 sports coaches X2 middays JH, AR	X2 sports coaches X4 middays JH, AR (on days when classes are eating in their rooms, middays to support inside)			
1:00-1:30	CBe, JP, CG, NP, RS, JKN		X4 sports coaches (or supervising children in classes eating) depending on day			

*See separate sheet for detailed daily lunchtime plan

Breaktimes

Year group teams - please decide on the day that each class teacher/TA is on break duty. There should be two class teachers and one TA on duty each break time in KS2. In KS1, there should be two TA's and two class teachers on duty each break time. Although there is a welfare assistant in the first aid room, staff on duty also need to maintain supervision of the toilet block over breaktime. There is a five minute period between break times to allow all children to get back to class before the next year group arrives outside. Please stick to the times and locations allocated. Children should be encouraged to bring along a healthy snack to eat at breaktime- some fruit for example.

Time	Year group	Where	Stairs
10:00 - 10:15 am	2	KS1 playground	Main entrance
10:20 - 10:35 am	1	KS1 playground	Main entrance
10:00 - 10:15 am	3&4*	KS2 playground	Year 3. Grey stairs Year 4. Red stairs
10:20 - 10:35 am	5	KS2 playground	Blue stairs
10:40 - 10:55 am	6	KS2 playground	Grey stairs

*This would revert to separate breaktimes if instructed to reinstate the bubbles

Staircase allocations

Year Three	Year Four	Year Five	Year Six
Green stairs	Red Stairs	5A & 5B- Grey stairs 5C- Red stairs 5D- Blue stairs	Blue stairs

We ask that everyone walk on the left hand side of stairs and corridors.

Library Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Pre-school 9.00 – 10.50	Nursery 9.00 – 10.35	Reception 9.00 – 9.30	Year 1 class 9.00 – 9.30	Year 6 class 9.00 – 9.30
Year 3 class 10.50 – 11.20	Year 2 10.35 – 11.05	Reception class 9.30 – 10.00	Year 1 class 9.30 – 10.00	Year 6 class 9.30 – 10.00
Year 3 class 11.20 – 11.50	Year 2 11.05 – 11.30	Reception class 10.00 – 10.30	Year 4 class 10.15 – 10.45	Year 5 class 10.35 – 11.05
Librarians 12.00 – 1.00	Free 11.30 – 12.00	Free 10.30 – 12.00	Year 4 class 10.45 – 11.15	Year 5 class 11.05 – 11.35
Pre-school 1.00 – 2.00	Librarians 12.00 – 1.00	Librarians 12.00 – 1.00	Librarians 12.00 – 1.00	Librarians 12.00 – 1.00
Year 3 class 2.00 – 2.30	Year 2 class 1.00 – 1.30	Nursery 1.00 – 2.30	Year 4 class 1.10 – 1.40	Year 1 class 12.45 – 1.15
Year 3 class	Year 2	Reception class	Year 4 class	Year 1 class

2.30 – 3.00	1.30 – 2.00	2.30 – 3.00	1.40 – 2.10	1.15 – 1.45
	Year 5 class 2.00 – 2.30		Year 6 class 2.10 – 2.35	Free 1.45 – 3.15
	Year 5 class 2.30 – 3.00		Year 6 class 2.35 – 3.00	

PE Timetable (and use of KS2, KS1 and GHF)

TBC

AHT Assemblies

	GFH	Dining hall
Monday	Claire - Year 4	Rania - Year 1
Tuesday	Tanya - Year 3	
Wednesday		Ruby - Year 6
Thursday	Kate- Year 2	Rakhsana- Year 5
Friday	2:15 Kindness/ sharing LB/BR	2:15 Attributes RC

Singing Assembly

	Year group	Location
Monday	Year 5/6	Specialist block
Tuesday	Year 3/4	Specialist block
Wednesday	Year 1/2	Amphitheatre steps
Thursday	Reception	Outside reception block/in class
Friday		

PPA timetable (Term 1)

	Monday	Tuesday	Wednesday	Thursday	Friday
All day	PPA- Y5 & 6 PPA- N	PPA- Y3 & 4	PPA- Y2 & 1	Pupil progress Reception PPA	PPA- ECT Pupil Progress

*We will begin PPA the week beginning 6/9/21, Y5, Y3, Y1, R will have PPA am the first week.

Please see the cover folder in the staff handbook for more details on cover.

Fire Wardens 2021/2022

Ground Floor (hall ways, classrooms, stockroom, offices, children toilets)
<p>Nafisa Patel* Indu Ahluwalia* Gursharon Sandu* Shabeda Patel*</p> <p>Carmena MckenZie* Mana Varsani Usha Patel</p> <p>*To also attend daycare if fire wardens are called to support with the evacuation of children</p>
First Floor (hallways, classrooms, offices, storeroom at the back of 6D, gym and staff toilets blue stairs)
<p>Ruby Langford Rubina Patel Rani Shah Satvinder Kudail Mandy Morgan-Abel</p>
Second Floor (hallways, classrooms, RP room, conference room, children's toilets, staff toilets green stairs and PPA rooms)
<p>Carina Gordon Caroline Benmbarek Jashu Patel David Adams</p>
Reception (hallways, classrooms, outdoor area, toilets)
<p>Amy Fisher Suzan Kakalw Shelley Rahman Sarjina Begum Salma Adam</p>
Nursery (hallways, classrooms, family room, outdoor area, toilets)
<p>Najibah Hajat Mary Choudhury Oriell Hunt Umerah Khanom</p>
Pre-School (hallways, classrooms, family room, outdoor area, toilets)
<p>Salma Yasmin Miah Sumayyah Bahai Toni Gibbins</p>
Playground - KSI area registers
<p>Carole Beasley Farzana Ishaq</p>
Playground - KS2 area registers
<p>Shehnaaz Patel Dennice Braham Julie Boardman</p>
Sensory Room and toilet
<p>Jacqueline Denyer Zarina Valli Arbella Rasheed</p>
All visitors and Inventory System (not marshal trained)
<p>Syra Meah / Asiya Khatun</p>
Ground floor toilets
<p>Kerry Solomou Kavita Ramchandani</p>
Daycare (KS1 and Reception to support where required)

Mahmuda Begum Jasmen Begum Frazana Valli Patel Lubna Rahman
Family Hub / Site Supervisor House (KS1 and Reception to support where required)
Tahera Choudhury Danny Lynskey
Specialist classrooms (hall ways, classrooms, outdoor area, toilets)
Michael Pearmain Lucy Parker Sara Saddington-Adams
Overseeing the alarm systems
Danny Lynskey / Medi Badika
Ensuring KS2 fire gates are open
Kerry Solomou Julian Hilaire Helen Hollinsworth
Overseeing the Fire Brigade (in absence - Fathima Essop, AHTS)
Robert Cleary Becky Reuben Louise Bridge AHTS
To report to RC, BR or LB buildings are empty, gathering information from admin collecting registers
Julie Boardman Rakhsana Hussain
Lunchtime
All Midday Supervisors
Support children with SEND
Helen Hollinsworth, KS2 playground Amy Fisher- KS1/ EYFS playground Mandy Morgan-Abel (as required Rania Nisar)

- Fire marshals should work as a team with the other marshals in their area and check all rooms/ areas are clear of children/ adults. Once a room is checked, please turn off lights and close the doors to indicate that the space has been checked off. Once the area is clear, inform the member of admin in the closest playground who will call this in as part of the process to ensure the buildings are clear of children and adults.
- Names in red are considered lead fire marshals and in the event of an all points call should attend to support the evacuating building wherever possible.
- Following an evacuation, fire wardens involved in that area/ evacuation should attend a short briefing if possible (i.e if child ratios allow) in the ground floor hall. A follow up email will be sent by a senior member of staff with evacuation notes
- If you are covering a class, please focus on evacuating your class