



Woodford International School

WIS Primary School HEALTH & SAFETY PROCEDURES

Section A. Attendance

1. If a student or staff member is experiencing any sort of illness, they must remain at home, regardless of the type illness. If a student falls ill during the day, parents/guardians will be contacted straight away and the child needs to be picked up immediately.

Section B. Arrival and departure

1. Upon arrival at school students and staff are required to wash their hands with water and soap.
2. Students and Staff are to go through temperature checks upon arrival at school.
3. Students need to go to their classroom as soon as they arrive at school.
4. Students should be picked up straight after school. If the student is not picked up, they need to go to the "Happy Place" and wait there.

Section C. Recess and Lunch times

1. All food and drinks to be acquired from the tuck shop must be pre-ordered in the classroom.
2. Only authorised students will collect food and drinks from the tuck shop prior to recess and lunchtimes.
3. No students or staff are allowed to buy food from the tuck shop over the counter.
4. All playgrounds are out of bound for all students.
5. Students are allowed to play on the field as long as they stay 1.5 meters apart.
6. No games (ball, contact, card or related games) or group gatherings during recess and lunch time.
7. Social distancing is a priority requirement for all students at all times (at least 1.5 meters apart).

Section D. Homeroom, class and instructional time

1. Students are to wash their hands before going into a classroom. (either hand sanitiser or washing with soap)
2. Students are to socially distance themselves from each other. At least 1.5 meters apart. Students are required to sit only on marked (X) spots in the classrooms and on benches outside.
3. No physical contact between students (handshake, hugs, high fives, fist bumps)
4. Avoid crowding up to enter and exit the doors.
5. No contact or team games during P.E. (fitness and exercises only)
6. No card, group or contact games in class.
7. No school assemblies.
8. No excursions
9. Always listen to your teacher for instructions.

Section E. General

1. Gates will be closed at 9:00am.
2. Gates will be closed at 4:30pm.
3. Students and staff are to wash their hands every time they visit the bathroom or toilet.
4. No students are allowed to remain in the school compound after 3:15pm (if they don't have ECA) or 4:15pm if they have ECA.

