

	Hellenic School Of Manchester	SOP #	001
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SOP Owners	Hellenic School of Manchester Committee Angela Stivaros Koulla Levendis Michalis Mallouris	Approval	

Standard Operating Procedure

1. Purpose

To allow a SAFE Procedure for Entering, Receiving Lessons and Exiting the Greek School Premises **at The Greek Church of Manchester, Bury New Rd, Higher Broughton, Salford M7 4EY**, during the Pandemic (Covid19) ill-disposed period.

2. Scope

Ensure ALL entering and using 1) The Community Hall, 2) The School Premises and 3) The Toilets are SAFE from Covid19 infections during School Hours.

3. Prerequisites

- A. All teachers, pupils and parents and anyone else who would normally attend the school will be reminded at regular intervals (by way of notices displayed in the hall, emails to parents etc.) to adhere to all Government guidance to stop the spread of infection. Anyone displaying any symptoms of Covid-19, or who has been in contact with anyone with Covid-19 should be advised not to attend the school premises.
- B. Ensure Social Distancing of Children and Teachers
 - a. One-way systems within the hallway and School.
 - b. Paint social distancing markings on floors.
 - c. Entry limitations to be put in place – pupils, teachers and support personnel.

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- d. Classroom available sitting to be rearranged with Social Distancing in mind, to:
- Classroom 1 – 4 children maximum
 - Classroom 2 – 6 “
 - Classroom 3 – 6 “
 - Classroom 4 – 8 “
 - Classroom 5 – 9 “
 - Classroom 6 – 9 “
 - Classroom 7 – 11 “
 - Classroom 8 – 8 “
 - Classroom 9 – 12 “ (Community Hall if required)
- C. Disinfect and Sanitize surfaces and areas as required. Make sanitizers available within each classroom. Make available water for all students within each classroom.
- D. Ensure Hygiene, disinfection and single occupancy of Common areas such as Toilets and Library.

4. Responsibilities

The following person/s will be responsible for:

Teachers

- Guidance of children to their classrooms
- Authorisation of children to visit the Bathroom
- Ensure social distancing between pupils
- Releasing of children to their parents safely at the end of schooling hours

Parents

- Ensuring that no-one displaying any symptoms of Covid-19 attends the school or the school premises.
- Ensuring prompt and efficient school premises entry with minimum direct interaction with other parents and pupils.
- Ensure abdication of their children to school at the right time allocated for their class.
- Ensure correct time collection of their children as allocated for their class.
- Ensure Social Distancing while on school premises

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- Not to enter School Premises at any time unless instructed and authorized by a teacher and or a member of the committee. Face cover must be worn if and when entering the school premises.

School Committee Members & Helpers

- Ensure adherence of Social Distancing within the school premises
- Ensure hygiene and sanitization is undertaken and carried out when required
- Ensure one-way system is followed within the school premises
- Ensure single occupancy of social areas within the school
- Ensure smooth operation of the School throughout the day to minimize the risk of contracting or infecting Covid19.

5. Procedure

1. All teachers, pupils and parents, and anyone else who would normally attend the school to be reminded to adhere to all Government guidance to stop the spread of infection. In particular, anyone displaying symptoms of Covid-19 or who was been in contact with anyone with Covid-19 should not attend the school premises.
2. Parents will bring their children to school minimum 15-minutes before lessons will start. One parent only to accompany their child into school.
3. Parents will line-up outside Fire Exit 1 entrance/exit as this will be the NEW point of School Entrance.
4. Parents will line-up outside the Entrance adhering to guidelines indicated by the lines drawn on the floor to ensure Social Distancing of 2 meters.
5. Parents will allow their children to enter the School Premises when authorized to do so. Parents will NOT be allowed to enter the school premises at this stage.
6. Each class will be allocated a time slot for starting their lessons.
7. 2x Classes will start at the same time.
8. To minimize interruption especially as classroom doors will have to be kept open classes 5 & 6 will start first, then 4 & 7, then 3 & 2 and then 8 & 1.
9. Classes 5 & 6 will start lessons at 11:00. Parents should bring their children to school at 10:45 the latest.
10. Classes 4 & 7 will start lessons at 11:15. Parents should bring their children to school at 11:00.
11. Classes 3 & 2 will start lessons at 11:30. Parents should bring their children to school at 11:15.

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12. Classes 8 & 1 will start lessons at 11:45. Parents should bring their children to school at 11:30.
13. If any student and parent are an early arrival, please remain within your car until your time allocation.
14. Once the children are allowed to enter the school premises, they will need to line-up within the Church Hall in front of their teacher ensuring social distancing and in accordance to the line markings on the floor.
15. Each teacher will then lead their pupils to their classroom in an orderly manner ensuring social distancing, adherence to the one-way-system.
16. Once the second class goes upstairs then and only then the next 2x classrooms of pupils will be allowed to enter the school premises and line-up within the Church Hall....
17. Classes will last for 2-hours. A minimum of 1x break will be allowed for a minimum period of 15 minutes. This break(s) will be confined within the classroom occupied. Water will be provided by the school within the classrooms.
18. Sanitizers will also be provided by the school and will be allocated 1x in each classroom.
19. Classes will finish as below:
 - i. 5 & 6 13:00
 - ii. 4 & 7 13:15
 - iii. 3 & 2 13:30
 - iv. 8 & 1 13:45
20. Teachers will usher their pupil's downstairs to the community hall ensuring all H&S measures are followed.
21. Parents will line up outside to wait for their children to finish school adhering to the social distancing guidance.
22. Parents one at a time will be allowed to enter the hall via Fire Exit Entrance 1 take their child(ren) and exit the premises via Fire Exit Entrance 2.
23. Each classroom will be released and allowed to leave as per the times allocated above.
24. Teachers will be asked to wear a face protection during classes.
25. In case a child needs to leave their class a member of the committee and/or helpers will be asked by the teacher to supervise and ensure all safety measures are adhered to.
26. In case a child needs to attend the Bathroom facilities a committee member or a helper(s) will ensure sanitization of the facilities before and after use and ensure that the child is safe and adheres to the guidance.

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27. In case a teacher must leave the classroom a replacement person (another teacher or helper) must be called to ensure the class remains orderly with social distancing.
28. In case a child is unwell the teacher or a member of the committee or helper will contact his/her parents to collect their child as soon as possible.

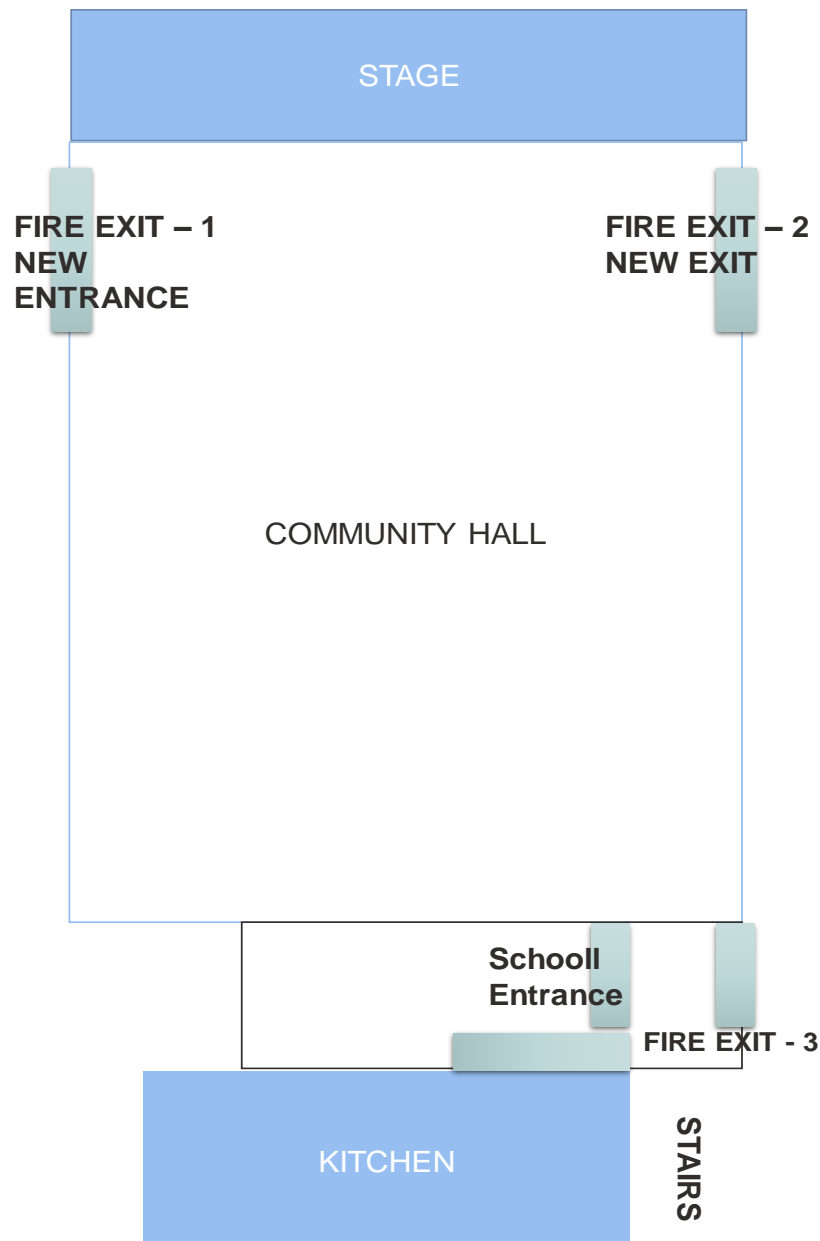
6. References

This SOP has been put together based on the Risk Assessment carried out on the 8th August 2020, 08/08/2020_V.1.1 // MM, COVID19 - OPENING THE SCHOOL DURING THE PANDEMIC, Attending & Participating in School Lessons while the Risk of contracting and/or infecting others with Covid19.

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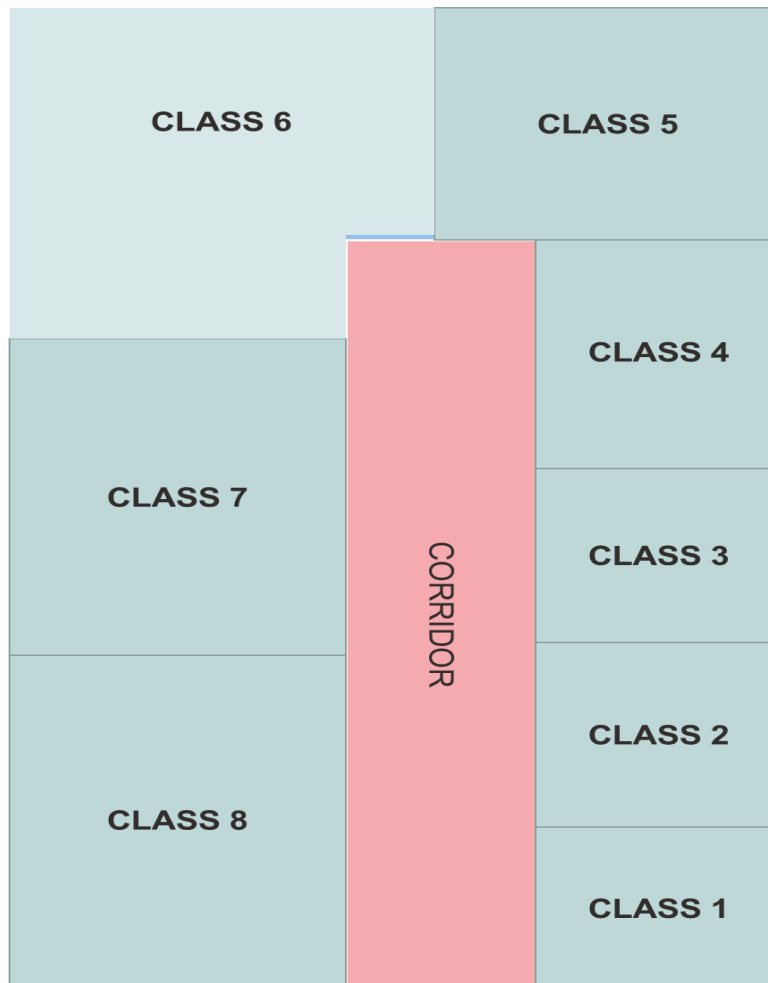
7. Definitions

A schematic diagram of the Community Hall and the School Premises is included below:



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FIRST FLOOR – SCHOOL PREMISES



Maximum Class Occupancy

Class 1 – 4
 Class 2 – 6
 Class 3 – 6
 Class 4 – 8
 Class 5 – 9
 Class 6 – 9
 Class 7 – 11
 Class 8 – 8
TOTAL - 61