

Protocol for the arrivals and departures of the educational centre during the school year

Novaschool initially sets the following procedures to maintain highest standards in health, safety and hygiene:

- In centres with a high volume of students that may result in congestion, a staggered entrance timetable will be applied (the centre will inform parents of the specific details) and they will only be able to stay at the centre during school hours.
- Students will access the school through the assigned entrance, one by one, respecting the social distance that is recommended throughout the day.
- To access the centre, families will not be able to enter as pedestrians, they will do so by car. At all entry points, the temperature of all students will be taken, in the event that one of them has a fever, the student will have to return home. Families are advised to take their temperature before leaving home. In the case of centres with internal road for cars, it will be informed at the beginning of the school year how to proceed.
- Students should wash their hands before entering the classroom and use disinfectant gel (there will be a dispenser at the entrance of each classroom). There will be a person assigned to supervise this practice.
- If a student arrives late, they must enter through the main door of the centre and go to the office, where their temperature will be taken, and they will be able to wash their hands before going to their classroom.
- If a student who is late needs guidance, a member of the office staff will be help guide them to their classroom or accompany them if necessary.
- The same guidelines will be followed when picking up students upon departure. Families will not be able to access the centre on a pedestrian basis and the exit will also be staggered. In the case of centres with internal road for cars, parents will be informed at the beginning of the school year how to proceed.

- The same guidelines will be followed in the collection of students during the departure. Families of students over 6 years of age will not be able to access the centre and the exit will also be staggered. In the case of centres with an internal road for cars, you will be informed at the beginning of the school year how to proceed.

We emphasise the importance of following the schedules assigned to each student for arrival and departure.