

Protocol for 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 about 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 to the centre, families of students over 6 years old will not be able to enter the centre to accompany the students. Regarding students from 0 to 6 years old. A person in charge of the centre will pick them up at the entrance assigned to them and will accompany them to their classroom. Families will not be able to enter pedestrianly, in the case of the centres with internal road for cars will be informed at the beginning of the course school how to proceed. Families are advised to take their temperature before leaving home.
- 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 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.