



## Drop off and pick up to be implemented with effect Tuesday 13<sup>th</sup> October 2020

As we continue to review our systems in school, we have become aware of difficulties when passing on the narrow path between the staff car park and the main entrance. In order to eliminate this, we are implementing a one-way system of arrival through the main gate and departure through the staff car park.

You have all been fantastic in ensuring social distancing when on the school site but there is sometimes a large amount of people waiting for classroom doors to open. To further avoid congregation of groups in a morning, we would ask that you arrive only once the classroom doors are open and there by children are able to go straight into their classrooms.

At the end of the day, each class has a 10 minutes window for collection. Again, to avoid congregation of groups, please arrive for pick-up within these times and leave the site swiftly.

We will continue to monitor the start and end of the day to ensure that our procedures are working and will make changes if needed.

	Where	How	Drop off	Pick up
Class 1	Class 1 door	Enter the school site through the small metal gate.  Your child will be invited into the classroom and then directed to you at the end of the day.  Exit the school site through the staff car park.	8.55- 9.00 am	3.20 – 3.30 pm
Class 2	Gate into Class 1 outside area		8.45- 8.50am	3.10 – 3.20 pm
Class 3	External hall door (old large one on the left as you enter the school site)		8.45- 8.50am	3.10 – 3.20 pm
Class 4	Staff car park		8.55- 9.00 am	3.20 – 3.30 pm
Class 5	Class 5 door onto the playground		8.45- 8.50am	3.10 – 3.20 pm
<p><b>If you are delayed and miss the allotted time, please telephone the school office to make alternative arrangements.</b>  <b>Please do not enter the school site if you are displaying any coronavirus symptoms.</b></p>				

If you have children in more than one class:

If the eldest's child's surname falls in the alphabet A-M inclusively	Use the earlier times
If the eldest's child's surname falls in the alphabet N-Z inclusively	Use the later times

For anyone with a pushchair, the path along the side of the school is very narrow and therefore you may need to exit through the metal gate. We would ask everyone to be aware that people with pushchairs may need to use the metal gate to exit the site and that you show consideration by allowing enough room to socially distance.

*Jacqui Palmer*  
Executive Headteacher