

We appreciate that the following arrangements are not ideal. We think it is vitally important for parents to feel welcome at our school, but in order to keep all of our children and families safe in this unprecedented time, please follow these procedures when dropping off and picking up your child / children. We will be constantly reviewing this until the government release further guidance and welcome feedback from parents and pupils. Please be aware of social distancing at all times. We encourage the use of masks when dropping off and collecting your child at the beginning and end of the day.

Morning Drop-off Arrangements

My child is in Reception:

Please wait in a socially distant queue at the EYFS gate at 9:00am or 1pm (depending of the group your child is in, as they are part time for the first two weeks). Please do not arrive before 9:00am as other classes will be using this space at that time. An adult from class will collect your child and take them into school.

My child is in Year 1:

Please wait with your child in the EYFS playground between 8:45 and 8:55am on one of the yellow spots. An adult from class will collect your child and take them into school. Please ensure you leave the playground before 9am, so it is safe for Reception parents to drop off.

My child is in Year 2:

Please wait with your child at the front entrance between 8:45 and 8:55am. Please ensure you have left this area before 9am so it is safe for the Reception Parents to drop off. An adult from class will collect your child and take them into school.

My child is in Year 3, 4, 5 or 6:

Drop off your child at the back gate. You will not need to come into the school grounds at this time. Your child will be expected to walk to their classroom independently, but members of staff will be available to assist them.

I have a child in Reception **and** Year 1 or 2:

Please wait with your Year 1 / 2 child as above between 8:45 and 8:55 and then drop off your Reception aged child at 9am.

I have a child in Reception **and** Year 3, 4, 5 or 6:

Drop off your Year 3, 4, 5 or 6 aged child at the back gate between 8:45 and 8:55am and then walk around to the front of the school (using the pedestrian pathway between De Carle Smith Road and Cardington Close) to drop off your Reception aged child.

I have a child in Year 1 or 2 **and** a child in 3, 4, 5 or 6:

Please wait with your Year 1 / 2 child at the Reception playground (Y1) or front entrance (Y2) between 8:45 and 8:55am while the older child walks to their classroom using the pathway beside the school hall. Members of staff will be available to ensure that children go to their classroom safely and swiftly.

I have a child in all three key stages:

As above. You may then drop off your child at the Reception Gate at 9:00am.

Afternoon Pick-Up Arrangements

My child is in Reception:

Please find a socially distant space in the Reception playground at 12pm or 3pm (depending of the group your child is in, as they are part time for the first two weeks). Your child will be sent to you when the adult in class can see you. Please vacate this area by 3:05pm as this space will be needed for Year 1 parents afterwards.

My child is in Year 1:

Please find a socially distant space in the Reception playground any time between 3:10 and 3:20pm. Your child will be sent to you when the adult in class can see you. Please do not arrive earlier than this time as this space will be needed for Reception parents beforehand. Please vacate this area as soon as your child is with you. You must not stay on school premises to talk to or wait for other families.

My child is in Year 2:

Please join the socially distant queue at the front entrance any time between 3:10 and 3:20pm. A TA will bring your child to you. Please vacate this area as soon as your child is with you. You must not stay on school premises to talk to or wait for other families.

My child is in Year 3:

Please find a socially distant space on the lower car park (near the top of the field) any time between 3:10 and 3:20pm. The adults in the Year 3 classroom will be able to see you and will send out your child to greet you through the Year 3 fire exit door. Please ensure you leave this area promptly as some staff will need to leave the car park at 3:30pm.

My child is in Year 4, 5 or 6:

Please find a socially distant space on the playground (please see that attached grid, which tells you which area to wait in for your child's year group) at any time between 3:10 and 3:20pm, in a space that can be seen from your child's class window. The adults will send out your child to greet you. Each class will do so through a separate door. Please vacate this area as soon as your child is with you. You must not stay on school premises to talk to or wait for other families.

I have a child in Reception **and** Year 1:

Please come to the Reception playground at 3pm. You may wait on the Reception Playground until you have both children. Your children will be sent to you when the adult in class can see you. Please vacate this area as soon as your child is with you. You must not stay on school premises to talk to or wait for other families.

I have children in **multiple classes**:

Please pick up children in age order, starting from the youngest, following the guidance above. Please make your way around the school grounds safely and swiftly, leaving as soon as you have all of your children with you. You must not stay on school premises to talk to or wait for other families.

Breakfast Club Arrangements

Please drop off your child / children at the doors at the back of the school hall. Children will be taken to their classes at 8:45 by breakfast club staff.

Owl Club Arrangements

Please collect your child / children from the usual Owl Club door (near the Year 4 classroom). Children will be in the care of their teachers and TAs until 3:30 and will then be taken to the Owl Club room for Owl Club.

	Start times	Arrival arrangements	Break times	Lunchtime	Pick up / leaving arrangements`
EYFS	9:00 /12pm (part time first 2 weeks)	Front pedestrian entrance – wait at EYFS outside gate (where TA / Teacher will meet pupil and take into class)	within EYFS outdoor area	12.15 -1.15 Eat in class Play outside (EYFS area) <i>(after first 2 weeks)</i>	1pm / 3 pm – parents collect pupils from outside EYFS door (part time first 2 weeks)
Yr 1	8:45 to 8:55	Front pedestrian entrance – wait in EYFS outside play area (where TA / Teacher will meet pupil and take into Year 1 class through outside door)	10.15-10.35	12.15-1.15 Eat in hall – 12.15 followed by outdoor play (playground)	3.10-3.20 Parents collect from EYFS outside play area
Yr 2	8:45 to 8:55	Front pedestrian entrance – wait outside main school reception area (where class TA will meet pupil and take into Year 2 class)	10.15-10.35		3.10-3.20 Parents queue and collect from front of school (TA to collect pupils as parents arrive)
Yr 3	8:45 to 8:55	Drop off at back gate – pupils to enter the school through the hall door and go to class	10.40-11.00	12.15-1.15 Eat in class – 12.15 followed by outdoor play (field – zone 1)	3.10-3.20 Parents wait outside music mobile area, outside Yr 3 classroom
Yr 4	8:45 to 8:55	Drop off at back gate – pupils to enter the school through the outside Year 4 door	10.40-11.00		3.10-3.20 Parents wait outside Year 4 class, on playground area by woodland tower
Yr 5	8:45 to 8:55	Drop off at back gate – pupils to enter the school through the blue junior playground doors	11.00-11.20	12.30 – 1.30 Eat in class – 12.30 followed by outdoor play (field – zone 2)	3.10-3.20 Parents wait outside Year 5 class, in netball court area on playground
Yr 6	8:45 to 8:55	Drop off at back gate – pupils to enter the school through the blue junior playground doors	11.00-11.20		3.10-3.20 Parents wait outside Year 6 class, on playground