

Drop off and Pick Up Arrangements

Dear Parents and carers,

We have made changes to our drop off and pick up times to implement staggered start and finish times for different year groups. This is to minimise the amount of people on site at any one time and help parents and families in maintaining some distance whilst on site.

There are various different entrances, exits and pick up points that we will be using specific to each year group. Please take time to look at the specific drop off and pick up instructions for your child/children.

Parents must be on time arriving at the time stated for their child's year group for both pick up and drop off. It is important that you do not arrive before the time stated. We will not be able to have parents waiting on site before or after the stated times.

We will have additional members of staff on duty who will direct and support families with the drop off and pick up procedures. There will also be markings and signs to help direct everyone. Where children are dropped at a main gate or entrance they will be supervised at all times on their journey in and out of school the school building.

Where possible we are asking that older pupils (Year 6) are encouraged to enter and exit the site at the car park gate on their own to limit the number of additional adults on site. Parents of Year 6 pupils may also sign a permission slip which allows these children to walk home alone if they wish.

We are aware that you may have more than one child attending the school in different year groups. Where drop off and pick up times differ for these pupils we will work with parents to allow siblings to be collected together however this will mean collecting children at the earliest pick up time rather than the latest.

We understand that it will take time to get used to this new way of dropping and collecting pupils. We will continually risk assess and review as the first few weeks' progress and we may need to adapt our approach accordingly. We would ask that parents and families are patient and supportive and that they speak directly to a staff member if they have any concerns or queries so that we are able to work together to give everyone a safe and hassle-free experience.

- *Please see the tables on the following pages for year group specific drop off and pick up points. We have also included some pictures to help you recognise the areas we are referring to*

EYFS and Key Stage 1 (Nursery, Reception, Year 1 and Year 2)

Year Group	Drop off	Pick Up
Nursery		
AM Nursery	<u>9.15 AM</u> Please queue on the markings in the car park and wait at the bottom gate	<u>11.45 AM</u> Please queue on the markings in the car park and wait at the bottom gate
PM Nursery	<u>12.15 PM</u> Please queue on the markings in the car park and wait at the bottom gate	<u>2.45 PM</u> Please queue on the markings in the car park and wait at the bottom gate
Reception		
Honeyberry Sparkleberry Elderberry	<u>9.00 AM</u> Reception pupils will be dropped off at the main school gate. Please queue on the markings on the main pathway and wait at the gate. Please follow the markings and leave the site via the main car park as quickly as possible	<u>2.45 PM</u> Reception pupils will be collected at the main school gate. Please queue on the markings on the main pathway and wait at the gate where your child will be sent to you. Please follow the markings and leave the site via the main car park as quickly as possible
Year 1		
Mango Acer Cherry	<u>8.50 AM</u> Year 1 pupils will be dropped off at the bottom car park gate. Please queue on the markings in the car park, children should be dropped off at the gate and you should make your way out via the arrows on the car park as quickly as possible	<u>3.00 PM</u> Year 1 pupils will be collected from the KS1 playground. Please queue on the markings in the car park and then enter the KS1 playground and wait at a safe distance away from others for your child to be sent to you. Leave via the car park gate and follow the arrows to leave the site as quickly as possible
Year 2		
Ginkgo Bamboo Marula	<u>8.50 AM</u> Year 2 pupils will use the entrance just inside the main gate by the set of steps. Parents should queue on the markings in the car park closest to the main gate. We will then ask children to walk through the gate, up the steps and into school on their own.	<u>3.00 PM</u> Year 2 pupils will be collected from the left-hand side of the football pitch. Please queue on the markings in the car park before entering and waiting at a safe distance on the football field. The class teacher will see you and send your child to you. Please then follow the markings and leave via the car park

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Key Stage 2 (Year 3,4,5 and 6)

Year Group	Drop off	Pick Up
Year 3		
Portia Cedar Snowbell	8.40 AM Year 3 pupils will be dropped off at the bottom car park gate. Please queue on the markings in the car park, children should be dropped off at the gate and you should make your way out via the arrows on the car park as quickly as possible	3.10 PM Please queue on the markings in the car park and then enter the KS2 playground and wait at a safe distance away from others for your child to be sent to you. Please then leave via the car park gate and follow the arrows to leave the site as quickly as possible
Year 4		
Magnolia Willow Chestnut	<u>8.40 AM</u> Year 4 pupils will be dropped off at the bottom car park gate. Please queue on the markings in the car park, children should be dropped off at the gate and you should make your way out via the arrows on the car park as quickly as possible	<u>3.10 PM</u> Year 4 pupils will be collected from the right-hand side of the football pitch. Please wait at a safe distance away from others for your child to be sent to you. Leave via the car park gate and follow the arrows to leave the site as quickly as possible
Year 5		
Banyan Palm Jacaranda	<u>8.30 AM</u> Year 5 pupils will use the entrance just inside the main gate by the set of brown steps. Parents should queue on the markings in the car park closest to the main gate. We will then ask children to walk through the gate, up the steps and into school on their own.	<u>2.50 PM</u> Year 5 pupils will be collected in the KS1 playground. Please queue on the markings in the car park and then enter the KS1 playground and wait at a safe distance away from others for your child to be sent to you. Leave via the car park gate and follow the arrows to leave the site as quickly as possible
Year 6		
Aspen Mulberry Bonsai	<u>8.30 AM</u> We would encourage parents to leave pupils at the main car park entrance gate (next to the main road) children should walk down and queue on the markings in the car park and wait at the bottom gate	<u>2.50 PM</u> We would encourage parents to give permission for pupils to walk home alone or arrange to meet their children at the main entrance gate. If for some reason you are not able to do this then please queue on the markings in the car park and wait at the bottom gate and your child will be sent to you

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KS2 Playground – Year 3 Pick Up at 3.10 PM

Classes will be spaced around the playground. Please look out for your child's class sign.



Right hand side of football pitch – Year 4 Pick Up at 3.10 PM

Classes will be spaced out on the pitch, please look out for your child's class sign.



Left hand side of football pitch – Year 2 Pick Up at 3.00 PM

Classes will be spaced out on the pitch, please look out for your child's class sign.

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KS1 Playground – Year 1 Pick Up at 3.00 PM

Year 5 Pick up at 2.50 PM

Classes will be spaced out around the playground, please look out for your child's class sign.



Side entrance – Year 2 entrance at 8.50 AM

Year 5 entrance at 8.30 AM

(accessed through the main gate pictured below – parents will not be able to come with children to these steps they will need to leave children at the gate below.)



Main Gate – Reception drop off at 9.00 AM

Year 5 drop off at 8.30 AM

Year 2 drop off at 8.50 AM

There will be clear markings and signs to direct parents where to wait.



Bottom car park gate

For drop off: Both gates will be open, parents will be asked to drop off children at this point and leave following the markings on the car park.

For pick up: Both gates will be open and there will be barriers marking clear 'IN' and 'OUT' one-way systems so parents and carers can access the pick-up points