

## September 2021 Drop off and Pick Up Arrangements

Dear Parents and carers,

We have made some small changes to our current drop off and pick up times to maintain a shorter staggered start and finish time for different year groups. This is to continue 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.

### One Way System

We have made a change to the entrance and exit to the main playgrounds at pick up time to create a one-way system. Please see this [video](#) for further information.

**Way In** – Enter through the main gate at the front of the school and walk down the side path into the playground.

**Way Out** – Leave through the playground double gates and out through the car park

**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. 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 understand that it will take time to get used to this new way of dropping and collecting pupils. 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.

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

<b>Year Group</b>	<b>Drop off</b>	<b>Pick Up</b>
<b>Nursery</b>		
AM Nursery	<u>8.50 AM</u> Please queue on the markings in the car park and wait at the bottom gate	<u>11.50 AM</u> Please queue on the markings in the car park and wait at the bottom gate
PM Nursery	<u>12.00 PM</u> Please queue on the markings in the car park and wait at the bottom gate	<u>3.00PM</u> Please queue on the markings in the car park and wait at the bottom gate
<b>Reception</b>		
Honeyberry Sparkleberry Elderberry	<u>8.50 AM</u> Reception pupils will be dropped off at the reception classrooms. Please enter through the main gate.	<u>3.00 PM</u> Reception pupils will be collected from outside the reception classrooms in the reception garden.
<b>Year 1</b>		
Mango Acer Cherry	<u>8.45 AM</u> Year 1 pupils will use the entrance just inside the main gate by the set of steps. Parents should queue on the markings <b>in the car park</b> 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 1 pupils will be collected from the KS1 playground. Way in -Please enter the playground through the front gate and side pathway. Way out – Please leave through the car park double gates
<b>Year 2</b>		
Gingko Bamboo Marula	<u>8.40 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 <b>in the car park</b> 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 KS1 playground. Way in -Please enter the playground through the front gate and side pathway. Way out – Please leave through the car park double gates

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

Year Group	Drop off	Pick Up
<b>Year 3</b>		
Portia Cedar Snowbell	<p style="text-align: center;"><u>8.45 AM</u></p> <p>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</p>	<p style="text-align: center;"><u>3.10 PM</u></p> <p>Year 3 pupils will be collected from the KS2 playground.</p> <p>Way in -Please enter the playground through the front gate and side pathway.</p> <p>Way out – Please leave through the car park double gates</p>
<b>Year 4</b>		
Magnolia Willow Chestnut	<p style="text-align: center;"><u>8.40 AM</u></p> <p>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</p>	<p style="text-align: center;"><u>3.10 PM</u></p> <p>Year 4 pupils will be collected from the KS2 playground.</p> <p>Way in -Please enter the playground through the front gate and side pathway.</p> <p>Way out – Please leave through the car park double gates</p>
<b>Year 5</b>		
Banyan Palm Jacaranda	<p style="text-align: center;"><u>8.35 AM</u></p> <p>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.</p>	<p style="text-align: center;"><u>3.10 PM</u></p> <p>Year 5 pupils will be collected from the football pitch.</p> <p>Way in -Please enter the playground through the front gate and side pathway.</p> <p>Way out – Please leave through the car park double gates</p>
<b>Year 6</b>		
Aspen Mulberry Bonsai	<p style="text-align: center;"><u>8.35 AM</u></p> <p>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</p>	<p style="text-align: center;"><u>3.00 PM</u></p> <p>We would encourage parents to give permission for pupils to walk home alone or arrange to meet their children at the main entrance gate.</p>

## Pick Up Locations



### KS2 Playground

Year 3 and Year 4 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 5 Pick Up at 3.10 PM

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



### KS1 Playground

Year 1 and Year 2 Pick Up at 3.00 PM

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

### Reception Garden/Classroom entrance

Reception Pick Up at 3.00 PM

Classes will stay inside their classrooms and teachers will dismiss them from their rooms.





## Drop Off Locations



### Front stair entrance –

Year 5 entrance at 8.35 AM  
Year 2 entrance at 8.40 AM  
Year 1 entrance at 8.45 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 8.50 AM

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



### Reception Garden/Classroom entrance

Reception drop off at 8.50 AM

Enter through the main gate (pictured above) and turn right.

### 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:** This will be an **EXIT ONLY** way out



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