

## Dropping off and Collection Arrangements

We have put the following procedures in place to support the school community in dropping off and collecting at school. We are going to ask for your support in following the procedures and helping us all keep safe while social distancing measures are in place. We will review the procedures over the next few days and weeks. Staff will be in the playground tomorrow to support families at both drop off and pick up times. We would ask for your continued support and patience in ensuring everyone is safe over the next few days while we introduce the procedures.

Alan Brown - Headteacher

### General

1. Keep Right on pathways
2. There will be a one way system to access class areas, collection areas and to exit
3. Socially Distance from others
4. Staff will welcome and dismiss children into and from the building, please wait at a safe distance.
5. Just one adult per family on grounds
6. Leave school grounds immediately
7. Please supervise school age and younger children at all times.
8. Use one way system to collect scooters and bikes. Not to be ridden on grounds.
9. Between 9am and 3pm drop off and collection from Main Office

### Dropping Off

- Gates open from 8.30am and locked at 9am
- Follow one way system to access rooms and exit grounds

### Green Lane access

- Drop off order if siblings - Y6, Y3, Y4, Y5, Y2, EYFS, Y1
- Access school from RIGHT hand side of the path and keep right
- *Y6 straight into classroom door*
- *Y3 Straight into classroom door - wait in drop off area*
- *Y6/3 parents follow path round to gap on netball court fence to exit*
- Y4 straight to classroom door
- Y5 straight to door to right of plastic shed
- Y4/5 parents use gap in far end of the netball court fence to exit
- *Y2 straight to door to left of staffroom*
- *Y2 parents use gap in netball court fence to exit*
- EYFS and Y1 follow path around back of school, keeping right
- EYFS to access
- Y1 to access from gate under canopy
- EYFS/Y1 to exit using right hand side of the path alongside EYFS and then across Netball Court

### Thackeray Drive access

- Keep right down the path and around school. Drop off EYFS, Y1 then follow the one way route across netball court and down to the main gate to then access Y6, 3, 4, 5 and 2 in that order. Exit using the right hand side of the pathways.

### End of day/Collection

- Gates open from 3pm - socially distance if waiting and will be locked at 3.30pm
- Follow one way system at all times
- Wait in designated areas to collect
- Socially distance while waiting

- Children who go home alone will not be dismissed until 3.15pm

**Green Lane** - Collect siblings in order Y6, Y3, Y4, Y5, Y2, EYFS, Y1

**Thackeray Drive** - Collect EYFS, Y1 then follow one way route to then access Y6, 3, 4, 5 and 2 in that order.

**Collect/dismissed from:**

- Y6 classroom door
- Y3 from classroom door
- Y6/3 children/parents follow path round to gap on netball court fence to exit
- Y4 Classroom door - wait by plastic shed area
- Y5 KS2 Toilets - waiting under planters area
- Y2 same door as drop off - wait in area outside staffroom leaving space behind for access for others to move around and exit safely
- Y2, 4 and 5 children & parents use gap in far end of the netball court fence to exit
- EYFS from back of school through EYFS classroom door
- Y1 from back of school dismissed from gate
- EYFS/Y1 to exit using right hand side of the path alongside EYFS and then across Netball Court

