



## 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 and exits that we will be using specific to year groups. Please take time to look at the specific drop off and pick up instructions for your child/children.

We will have additional members of staff on duty who will direct and support families with the drop off and pick up procedures. Children 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 top gate on their own to limit the number of additional adults. 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.*

<b>EYFS and KS1 (Nursery, Reception, Year 1 and Year 2)</b>		
<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 leading to the Children's Centre gate	<u>11:50 PM</u> Please queue on the markings leading to the Children's Centre gate
PM Nursery	<u>12:00 PM</u> Please queue on the markings leading to the Children's Centre gate	<u>2:50 PM</u> Please queue on the markings leading to the Children's Centre gate
<b>Reception</b>		
Dorado Pavo Pictor	<u>8:50 AM</u> For Reception pupils, please queue on the markings outside Reception classrooms and drop your child off at the Reception entrance. Leave by following the arrows as quickly as possible.	<u>3:00 PM</u> Reception pupils will be collected at the Reception entrance. 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 as quickly as possible.
<b>Year 1</b>		
Centaurus Cygnus Pegasus	<u>9:00 AM</u> Year 1 pupils will use the top gate entrance. Please queue on the markings inside the playground. Follow the markings dropping pupils off at the entrance to the primary building. Leave the playground by following the arrows as quickly as possible.	<u>3:10 PM</u> Year 1 pupils will line up by the steps from Cygnus class. Please wait at a safe distance away from others for your child to be sent to you. Leave via the top gate using the arrows. Please leave the site as quickly as possible.
<b>Year 2</b>		
Perseus Phoenix Delphinus	<u>9:00 AM</u> Year 2 pupils will use the top gate entrance. Please queue on the markings inside the playground. Follow the markings dropping pupils off at the entrance to the primary building. Leave the playground by following the arrows as quickly as possible.	<u>3:10 PM</u> Year 2 pupils will line up by the KS1 play area. Please wait at a safe distance away from others for your child to be sent to you. Leave via the top gate using the arrows. Please leave the site as quickly as possible.

**KS2 (Year 3, 4, 5 and 6)**

**Year 3**

Orion Cassiopeia Aquarius	<u>8:40 AM</u> Year 3 pupils will be dropped off at the main entrance to the school. Please queue on the markings in the main entrance. Children should be dropped off at the gate and you should make your way out via the arrows through the main gate as quickly as possible.	<u>3:10 PM</u> Year 3 pupils will be collected from the right-hand side near next to the Green Heart. Please wait at a safe distance away from others for your child to be sent to you. Leave via the main gate using the arrows. Please leave the site as quickly as possible.
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**Year 4**

Lyra Hercules Corvus	<u>8:40 AM</u> Year 4 pupils will be dropped off at the main entrance to the school. Please queue on the markings in the main entrance. Children should be dropped off at the gate and you should make your way out via the main gate as quickly as possible.	<u>3:10 PM</u> Year 4 pupils will be collected from the left-hand side near the table tennis tables. Please wait at a safe distance away from others for your child to be sent to you. Leave via the main gate using the arrows. Please leave the site as quickly as possible.
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**Year 5**

Aquila Pisces Leo	<u>8:30 AM</u> Year 5 pupils will use the top gate entrance. Children should walk in on the left-hand side and go straight in using the year 5 and 6 entrance.	<u>2:50 PM</u> Year 5 pupils will line up on the netball court ready to be collected from the top gate entrance. Please queue on the left-hand side up to the centre half of the red football pitch. Please wait at a safe distance away from others for your child to be sent to you. Leave the playground by following the white lines of the football pitch as quickly as possible.
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**Year 6**

*(We would encourage Year 6 children to make their own way onto the school site where possible)*

Andromeda Chamaeleon Draco	<u>8:30 AM</u> We would encourage parents to leave pupils at the top gate entrance. Children should walk in and queue on the markings on the right-hand side and wait at the centre point of the red football pitch.	<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 top entrance gate. If for some reason you are not able to do this then please queue by the top gate into the main playground and follow markings.
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## Nursery



Nursery drop off and pick up

## Reception



Reception enter via the main school gate.

Drop off and pick up at the reception entrance.

## Year 1 and Year 2 Drop Off



Year 1 and Year 2 enter via the top school gate.  
Drop off at the primary entrance near the apparatus.

## Year 1 Pick Up



Year 1 will line up behind the barriers ready for pick up.

## Year 2 Pick Up



Year 2 will line up next to the KS1 play area ready for pick up.

## Year 3



Year 3 drop off, you will enter the school via the main entrance then drop your child by the gate which is located beside the school notice board. They will enter school on their own, using the entrance by Welfare.



Year 3 pick-up, you will enter the school via the main entrance then through the gate which is located beside the school notice board. Pupils will be lined up next to the Green Heart.

## Year 4



Year 4 drop off, you will enter the school via the children's center entrance then drop your child by the gate which is located next to the main office. They will enter school on their own, using the entrance by Welfare.



Year 4 pick-up, you will enter the school via the children's center entrance then through the gate which is next to the main office. Pupils will be lined up next to the table tennis tables. Leave via the main entrance gate.

## Year 5 and 6



Year 5 and 6 drop off at the top gate.

Class teachers will bring year 6 pupils to the gate at home time.



Year 5 will line up on the netball court in front year 5 and 6 entrance. Parents can wait to pick up near the center half of the red football pitch.