



### Revised procedures for dropping off and collecting children

- Start and end times of the school day will be staggered in order to reduce social contact and prevent crowding or gathering on and around the school site:

Year group	Drop off time	Drop off Location	Collection time	Collection Location
Reception	8.45am	Reception door - KS1 playground	3pm	Reception door - KS1 playground
1	8.55am	KS1 door	3.10pm	KS1 door
2	8.45am	KS1 door	3pm	KS1 door
3	8.55am	Back of school (between KS1 and KS2 playground)	3.10pm	Back of school (between KS1 and KS2 playground)
4	8.45am	Back of school (between KS1 and KS2 playground)	3pm	Back of school (between KS1 and KS2 playground)
5	8.55am	KS2 playground	3.10pm	KS2 playground
6	8.45am	KS2 playground	3.15pm	KS2 playground

- Please ensure only **ONE** adult drops off and collects your child to minimise the number of people on/around school site
- The site will operate a **one-way** system
- Everyone is to enter through the top pedestrian gate
- Children to be dropped off / collected from specified locations at the specified time - please stick to these timings
- To exit the site, everyone must walk around the school building and go out through the KS2 playground, across the car park and exit through lower pedestrian gate. Please take care when crossing the car park
- Year 3 / Year 4 parents, please ensure that you don't obstruct the route through to KS2 playground. Please line up against the building.
- For safeguarding and site security purposes, there will be a member of staff on the gate on the KS1 playground and one on the KS2 playground gate
- Once children have been dropped off / collected, please exit the school site as we need to avoid congregating in groups
- Social distancing should be observed at all times
- There is no expectation, for parents of older children, to chaperone children onto site; you are welcome to drop them at the top gate in the morning
- Please could you inform school if your child will be leaving unaccompanied (i.e. walking home) or with another family at the end of the school day