



Dropping off and picking up procedures from September 2020

In order to ensure correct social distancing and minimum car park congestion we ask that all parents and carers abide by the following guidelines:

- Maintain at least 2metre distance from other parents and children (other than their own) in car park and in areas adjoining car park.
- Do not enter the school building for any reason.
- Leave the car park as soon as possible after drop off or pick up times and should not wait to engage with other parents/carers either out of or in cars.

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**Dropping off**

MAIN ENTRANCE TO BE USED BY ALL PUPILS (Playground gates will not be open in the mornings).

| Drop off time slots | Surnames A-D | Surnames E-P | Surnames Q-Z |
|---------------------|--------------|--------------|--------------|
| 8.50 am             | Drop off     |              |              |
| 9.00 am             |              | Drop off     |              |
| 9.10 am             |              |              | Drop off     |

**Drop off procedure**

After parking cars parents/carers should accompany children to path adjacent to playground fence and follow around and down towards school building front entrance. We ask that parents/carers stay with children until they are welcomed into the building. Lines are marked on the path at 2m+ intervals to ensure social distancing is maintained. Wait on next available line until children are welcomed into the building.

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Picking up

PLAYGROUND GATES TO BE USED BY ALL PUPILS (Main entrance will be locked and will not be available for use).

Pick up time slots	Surnames A-D	Surnames E-P	Surnames Q-Z
2.55 pm	Pick up		
3.05 pm		Pick up	
3.15 pm			Pick up

Pick up procedure

A one-way system will be in use involving the use of 2 single gates:

ENTRANCE: GATE A is down path by hedge at building end of playground.

EXIT: GATE B is the previously commonly used single gate at the top end of the playground.

It is important that parents/carers follow the one way system to ensure that social distancing is maintained.

Parents to enter via GATE A and walk along to appropriate classroom door. Wait for pupils to be released using appropriate 2 metre distancing marks on ground.

Y6 (Badger class) leave via steps B , across playground and out to car park path via GATE B

Key worker class leave via steps B , across playground and out to car park path via GATE B

Y1 (Squirrel Class) leave via ramp at far end of KS1 area, across playground and out to car park via GATE B

YR/1 (Hedgehog Class) leave via ramp at far end of KS1 area, across playground and out to car park via GATE B