



School drop off and collection times from Monday 8th March 2021

In order for the safe drop off and collection of children, ensuring social distancing, we ask to you follow these procedures for drop off and collection of children. **We have made changes for the collection of children so please read this carefully.**

1. Please follow the one-way systems to minimise contact with other adults at the entrance and exit.
2. To minimise numbers of parents on site at any one time, it is very important that you arrive at the time allocated. Please do not arrive early.
3. Please do not cross the orange line – your children will come to you there.
4. You should only be collecting children from your own bubble.

Drop off

Year Group	Drop Off Time	Where
Nursery	8:45 am session 12:30pm session	Denbigh Road Entrance
Reception	8:35	
Year 1	8:45	
Year 2	8:30	
Year 3	8:40	Tiverton Road Entrance
Year 4	8:40	
Year 5	8:30	
Year 6	8:30	

- If you have children in EYs and KS1 and KS2, please use the Denbigh Road entrance. Junior children will walk round to the Junior playground from there.
- Reception parents, please drop your child at the Reception playground gate. Staff will be waiting to collect your child here.
- Year 1 and Year 2 parents, please drop your children in the Y1 and Y2 playground. Staff will be waiting in the playground.
- Infant siblings can go to their corresponding playground and staff.
- Nursery children can be dropped off at the Nursery playground. Do not cross the orange line.
- Year 3 – 6 parents please drop your child off in the Junior playground at the Tiverton Road Entrance. Staff will be waiting in the playground. Do not cross the orange line.

Should you need to talk to staff – email or phone the office and staff will get back to you.

Collection

Different groups will need to be collected at different times. Please check this carefully and contact the school office if you are unsure which group your child or children fall into.

- Afternoon Nursery children – you will collect from the Nursery entrance. Their older siblings will be brought round to be collected here.
- Reception, Year 1 and Year 2 parents collecting single children from these year groups only, will collect them from their year group playground. Only arrive at the correct time to avoid queues.
- Years 3 - 6 parents collecting single or multiple children from these year groups only, should collect them from the Junior playground.
- If you need to collect children from both Reception, Year 1 or Year 2 as well as a child in Years 3 to 6, please collect them from the Junior Playground. Staff will bring the younger children to wait with their older siblings.

For information, we use the term **siblings** to cover multiple children from one family. Twins will be collected together.

Who	When	Where
Morning Nursery	11.45am	Denbigh Road
All Year 5 and 6 children who have permission to walk home alone	2.50pm	Tiverton Road
<u>Reception</u> Parents only collecting one child	2.50pm	Denbigh Road
<u>Year 2</u> Parents only collecting one child	2.50pm	Denbigh Road
<u>Year 1</u> Parents only collecting one child	3.05pm	Denbigh Road
<u>Year 3 and 4</u> Parents only collecting one child	3.05pm	Tiverton Road
<u>Year 5 and 6</u> Parents only collecting one child	2.50pm	Tiverton Road
Parents collecting siblings from only one Key Stage : <ul style="list-style-type: none"> • All children being collected are in either Reception, Year 1 or Year 2 	3.20pm	Denbigh Road
<ul style="list-style-type: none"> • All children being collected are only in Years 3 - 6 		Tiverton Road
Nursery + siblings <ul style="list-style-type: none"> • All children in Ladybirds (and their siblings) 	3.30pm	Denbigh Road
Parents collecting siblings from different Key Stages : <ul style="list-style-type: none"> • Siblings in both Reception/Year 1/Year 2 AND Years 3-6 	3.30pm	Tiverton Road

For all drop off and collection, please do so promptly, without stopping and leave the site quickly. Walk on the left-hand side of entrance and exits and follow the 2 metre rule. No food or drink during these times please.

There will be no opportunity at this time to have conversations with class teachers. Please email the year group or call the office to arrange a time for them to telephone you instead.