

Pick up and Drop Off Procedures

Rationale for drop off and pick up each day

In order to use our best endeavours to reduce the risk of transmission of the Covid-19 virus, as all year groups return to school, we would ask that you follow the new/revised protocol below:

For the time being, in order to support social distancing, both drop off and pick up times will need to be staggered each day.

Please note **all lessons** will still begin at 8.55am and finish at 3.10pm (infants) and 3.15pm (juniors)

- Parents will not be allowed on to the school site each morning but must drop children at the designated gate and time.
- Please avoid gathering at the school gates and leave immediately on dropping off / picking up your child.
- Siblings can be dropped off at the same time.
- Please ensure only one parent drops off and picks up each day.
- Parents will be allowed to enter the school site at the end of the day to pick up children. If younger siblings come on site they are to remain with the adult at all times and not run away to play.
- **Do not enter the school building for any reason.**
- Please avoid conversations with staff at the end of the day. Use the office for communication.
- In order to avoid parents having to wait around for siblings in various classes to be dismissed and to be able to leave the site as promptly as possible at the end of the day, we have decided to implement **a sibling (child with a sibling in school) and non-sibling pick up (child without a sibling in school)**.

The government have recommended that where possible public transport should be avoided and driving, walking, scootering or cycling be preferred (scooters are better as they take up less parking space).

To support parents in responding to this, we have created Scooter/Bike parks on the Junior playground and near the Infant playground. Please make sure your child's scooter/bike is labelled clearly with their name to avoid confusion.

Please note we can take no responsibility for lost or stolen scooters / bikes and they are left at the owners' risk.

Face Coverings

Following the government guidance:

Children will be asked to dispose of temporary face coverings on arrival to school and disposed of in a bin provided, if they are wearing them.

Face coverings must be removed by the wearer.

Children will be instructed not to touch the front of their face covering during use or when removing them.

Any reusable face coverings should be placed in a plastic bag that the wearer has brought with them and placed in their book bag so that they can be taken home with them.

Pick up and Drop Off Procedures

Morning Drop Off

Time	Entrance To Be Used		
	Becket Close	Dickenson's Lane	Birchanger Road
8.45am		Year 2	Year 6
8.50am		Year 1	Year 5
8.55am	Reception	Year 3	Year 4

Please ensure children arrive at school at their designated time.

Families with school age siblings can choose any of their children's slots to drop off all siblings.

Gates will be opened as follows:

Dickenson's Lane- 8.45am (for Year 2)

Birchanger Road- 8.45am (for Year 6)

Becket Close- 8.55am (for Reception)

Children will proceed straight to their class on arrival.

Afternoon Pickup

Time	Group	Location	Entrance To Be Used		
			Becket Close	Dickinson Lane	Birchanger Road
3.10pm	Non-Sibling pickup (infants)	Infant Playground	Reception Class	Year 1 & 2	
3.15pm	Non-Sibling pick up (Juniors)	Junior Playground			Year 3,4,5,6
3.20pm	Sibling pickup (infants)	Infant Playground	Reception	Year 1 & 2	
3.25pm	Sibling pickup Juniors	Junior Playground			Year 3,4,5,6

Pick up and Drop Off Procedures

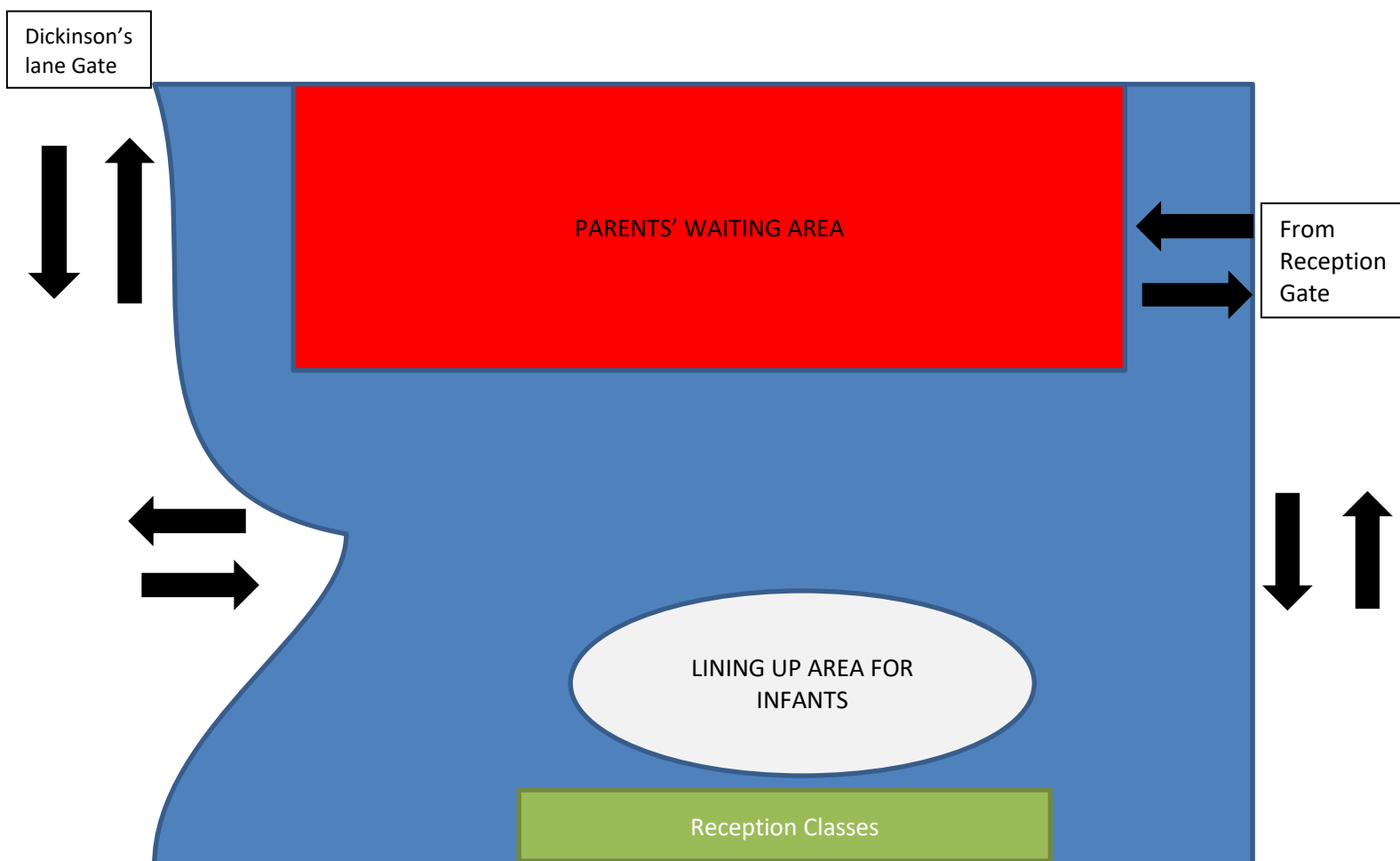
- Infant non-siblings will be collected in Infant playground at 3.10pm and Junior non-siblings will be collected at 3.15pm in Junior playground.
- Infant Siblings will be collected at 3.20pm in Infant playground and Junior Siblings will be collected at 3.25pm in Junior playground.
- We would ask that you have your children with you at all times and do not allow them to play with other children whilst you wait, keeping a 2m distance from others where possible. In light of the fact that we will be changing our practice in school to reduce large numbers of children interacting, it would then be counterproductive to then let children mix in the playground at home-time.

Lates

Especially due to Covid requirements, **please ensure all children are picked up on time.**

If parents arrive late to pick up children, when school gates are closed, they may be required to wait outside the office until their child is brought to them.

PLAN FOR INFANT PLAYGROUND



Pick up and Drop Off Procedures

PLAN FOR JUNIOR PLAYGROUND

