



Drop off and Collection Arrangements (updated for 8th March 2021)

To support the measures laid out in the *School Reopening Protocol and Control Measures* document that are designed to prevent the spread and reduce the risks of coronavirus, please note:

1. Staggered drop off and collection times for all year groups are in place.
2. To support social distancing between families and ensure the staggered drop off and collection arrangements are effective, it is essential that **children arrive and are collected on time**. Parents or carers are only allowed to enter the school site to drop off or collect children at the times allocated for their class group and must wait on the Richmond Road if arriving early or late until foot traffic congestion clears.
3. Each class is assigned a consistent drop off and collection location and assembly point. These will be clearly signposted.
4. Strict social distancing between adults and children from different households must be observed during drop off and collection both within the school grounds and while waiting outside the site on the Richmond Road:
 - **Only one parent or carer is permitted to enter the school site to drop off or collect their child;**
 - **Parents and carers should leave the school site immediately after drop off and collection and not gather in groups on the school site;**
 - **Parents and carers should observe the one-way system in place as they enter and leave the school site;**
 - **Children may not use the playgrounds or playground equipment.**
5. Parents or carers with children in more than one year group may wait on the school site between drop off or collection times until their allocated time slot but must observe strict social distancing during this time.
6. In line with public health guidance, **we ask parents and carers to wear a face covering when waiting to enter the school site and within the school grounds**, unless exempt, as it may not always be possible to maintain a distance of two metres from other families.
7. Parents and carers are encouraged to walk to school if possible and not travel by public transport.
8. Parents and carers with children in Year 3 and 4 are encouraged to drop them off at the black gates next to the school reception entrance and allow them to walk to their class assembly point independently.

9. Children in Years 5 and 6 are encouraged to enter the school site without parent supervision and walk to their class assembly point independently.
10. If children in Year 6 are travelling to and from school without an adult, parents are responsible for ensuring that their children social distance on their journey.
11. At drop off, an adult will be assigned to each class to greet the children at their assembly point. Children will line up with their adult and be escorted to their classroom.
12. **If a child is late and misses their allocated drop off time, they should wait with their parent or carer off the school site until 9:15 am.** A member of the Senior Leadership Team will direct them to enter the school site as soon as there is a break in foot traffic, before 9:15 am if possible. Children who are late will be asked to wait outside the school reception entrance until they can be escorted to their classrooms by a member of staff.

Please be aware the following drop off and collection arrangements may need to be adjusted after the first few days of full school reopening to ensure that they effectively fulfil their purpose of keeping children and adults as safe as possible.

Class	Drop off and collection location	Assembly point	Drop off time	Collection time
Nursery – Daisy AM	Nursery gates	To the right of the Nursery gates	8:45 am	11:45 pm
Nursery – Daisy PM	Nursery gates	To the right of the Nursery gates	12:25 pm	3:25 pm
Reception – Sunflower	School reception entrance	Along the wall before the school reception entrance NOTE: children will be dismissed from the main school building exit door to the left of the Nursery gates	9:05 am	3:00 pm
Reception – Poppy	Infant (KS1) playground door	Along the Nursery fence inside the infant (KS1) playground	9:05 am	3:00 pm
Reception – Bluebell	External classroom door via the Reception Courtyard	Along the external wall leading up to the Reception Courtyard area entrance	9:05 am	3:00 pm
Year 1 – Lavender	External classroom door via the Reception Courtyard	On the red markings outside the classroom gate	9:05 am	3:10 pm

Year 1 – Foxglove	Foxglove & Cornflower classroom outdoor area in the infant (KS1) playground	Along the red markings outside the Foxglove & Cornflower classroom outdoor area gate	9:05 am	3:10 pm
Year 1 – Cornflower	Foxglove & Cornflower classroom outdoor area in the infant (KS1) playground	Along the red markings outside the Foxglove & Cornflower classroom outdoor area gate	9:05 am	3:10 pm
Year 2 – Heather	School reception entrance	Along the wall before the school reception entrance	9:00 am	3:05 pm
Year 2 – Bracken	External classroom door via the Reception Courtyard	Along the red markings by the wooden pergola in the infant (KS1) playground	9:00 am	3:05 pm
Year 2 – Clover	Junior (KS2) library external door	Past the black gates to the left of the school reception entrance and behind the barrier off the main walkway to the left of the junior (KS2) library doors	9:00 am	3:05 pm
Year 3 – Beech	External classroom door via the junior (KS2) playground gates	Opposite the junior (KS2) playground gates, behind the right-hand barrier	8:55 am	3:20 pm
Year 3 – Elm	External classroom door via the junior (KS2) playground gates	Opposite the junior (KS2) playground gates, behind the left-hand barrier	8:55 am	3:20 pm
Year 3 – Rowan	External classroom door via the infant (KS1) playground gates	Along the red markings by the wooden pergola in the infant (KS1) playground	8:55 am	3:20 pm
Year 4 – Yew	External classroom door via the junior (KS2) playground gates	Opposite the junior (KS2) playground gates, behind the right-hand barrier	8:50 am	3:15 pm
Year 4 – Larch	External classroom door via the junior (KS2) playground gates	Opposite the junior (KS2) playground gates, behind the left-hand barrier	8:50 am	3:15 pm

Year 4 – Chestnut	External classroom door via the school reception entrance	Along the wall before the school reception entrance	8:50 am	3:15 pm
Year 5 – Lime	External classroom door	Past the black gates to the left of the school reception entrance and behind the barrier off the main walkway to the left of the external classroom door	8:45 am	3:25 pm
Year 5 – Sycamore	Drop off: Junior (KS2) playground gates; Collection: Junior (KS2) library external door	Drop off: Opposite the junior (KS2) playground gates; Collection: Past the black gates to the left of the school reception entrance and behind the barrier off the main walkway to the left of the junior (KS2) library door	8:45 am	3:25 pm
Year 5 – Ash	School reception entrance	Along the wall before the school reception entrance	8:45 am	3:25 pm
Year 6 – Oak	Large Hall external doors	Opposite the furthest external doors to the Large Hall	8:40 am	3:25 pm
Year 6 – Willow	Large Hall external doors	Opposite the nearest external doors to the Large Hall	8:40 am	3:25 pm
Year 6 – Elder	External door to Year 6 classrooms via the junior (KS2) playground gates	Opposite the junior (KS2) playground gates, behind the right-hand barrier	8:40 am	3:25 pm