

Start and End of day Procedures

Diagrams will be sent to parents/carers on Friday along with a text message to remind all parents of the arrangements in place.

Our staggered start and end times will be based on your **family surname**. If your children have **different surnames**, please bring and collect all your children at the **later time**.

Family Surname Group	So, if your surname is....	Start of the day drop off time	End of the day pick up time
A – G	Adams	8.45am – 8.55am	3.00pm – 3.10pm
H – P	Mohammed	8.55am – 9.05am	3.10pm – 3.20pm
Q – Z	Williams	9.05am – 9.15pm	3.20pm – 3.30pm

- Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible.
- We ask that pupils are dropped off or picked up **promptly** by only **one accompanying adult and we suggest that adults wear a mask if possible**.
- Please **do not come to school early** as you will not be allowed to come onto the premises and your child will not be ready to be collected.
- Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.
- Parents/ Carers must follow the **one-way system** which we have set up: we will use the same one-way route for drop off and collection.
- School staff may ask you to stop and wait at the gate in order to allow children to move safely to their waiting area.
- Orange cones will be set out in the playground to cordon off areas that are for children and staff only.

Please ensure that you and your child know the name of your child's year group, new class and teacher when you arrive.

Please also ensure that you and your child know how they will be entering school before you come to school. **The table below** outlines family start and finish times, and includes information on the one-way system.

	Family Surname A-G	Family Surname H – P	Family Surname Q - Z
Start of the day	8.45– 8.55am	8.55 - 9.05am	9.05 – 9.15am
End of the day	3.00 – 3.10pm	3.10 – 3.20pm	3.20 – 3.30pm
Year 1 - 6 Children and families	<p>All families will enter the school via the main school gate on Beacon Road.</p> <p>In the morning, all parents and carers will walk through the playground, leaving their child/ren in the playground to walk to their classrooms, and will continue to walk through the fire exit gates at the staff carpark and out of the back gates by Ardmere Cottages.</p> <p>In the afternoon, again all parents and carers will walk through the playground, collecting their child/ren from the playground, and continuing to walk out of the Ardmere Cottages exit.</p> <p>Please continue walking in order to avoid groups forming and out of respect for our neighbours.</p>		

Start of the day	
Year 1 and Year 2	Children in Year 1 and Year 2 will initially be met by their new class teacher and/or TA in an allocated space in the playground. A diagram will follow.
Year 3 – 6	Children from Year 3 to Year 6 will make their way to their classroom on their own from the playground (school adults will be around to support). They will use the one way system in place.
End of the day	
Year 1 – 6	Bubble staff (not necessarily their class teacher) will bring the children down to the playground at their allocated time to meet their parent/carer. The children will walk to meet their parent/carer from their waiting area.
Reception and Nursery	
Beginning of the day	
<p>Reception and Morning Nursery children will be brought through the main gate, across the playground and through the staff carpark. They will then be brought by their parent/carer back through the two small gates by Nursery, through the Nursery and Reception outdoor space to their classroom door. Parents and carers will then quickly exit via the small single gate at front of school onto Beacon Road (outside Bamboo class). Members of staff will be there to guide you.</p> <p>Afternoon Nursery children will come to school through the staff carpark gates on Ardmere Cottages to the small Nursery gates where they will be greeted by a member of staff.</p>	
End of the day	
<p>At the end of the day, Reception and Nursery parents/carers will come through the small gate on Beacon Road and walk round to collect their child from the classroom door. They will walk round and immediately exit school through the small Nursery gates and the carpark gate by Ardmere Cottages.</p> <p>If you have older children to collect you must collect your Nursery / Reception child first and enter school again via the main gate on Beacon Road.</p> <p>Parents / carers collecting Morning Nursery children will come through the back carpark gates on Ardmere Cottages and collect their child from the small Nursery gates.</p>	

***The staff carpark will not be used during the hours of 8.30am – 3.45pm.**