

September 2020 Drop off and collection procedures

Group	Class	Drop off		Collection	
		Time	Location	Time	Location
Pre-School	Left POD Duckling	8.30am	POD gate New Pre-school entrance	11.30am	POD gate New Pre-school entrance
Reception	Wren	9.00am	Main gate	3.00pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
	Robin	9.05am	Main gate	3.05pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
Year 1	Penguin	8.40-8.50am	Main gate	2.55pm	Enter via main gate. Collect outside Year 1 classrooms.
	Puffin				
Year 2	Flamingo	8.40-8.50am	Car park entrance gate	3pm	Car park entrance gate. Collect outside hall side doors.
	Kingfisher				
Year 3	Crane	8.40-8.50am	Main gate	3pm	Enter via main gate. Collect outside Year 3 classrooms.
	Heron				
Year 4	Starling	8.40-8.50am	POD gate	3.05pm	Enter via main gate. Collect outside year 4 classrooms. Leave via back POD gate.
	Raven				
Year 5	Skylark	8.40-8.50am	POD gate	3.05pm	Enter main gate. Collect outside year 5 classrooms. Leave via back POD gate.
	Swift				
Year 6	Owl	8.45-8.50am	Main office entrance	3.05pm	Enter via main office gate. Collect from outside the office.
	Eagle				

- Only one parent to collect at any one time.
- Arrive promptly for slots. Please say goodbyes before dropping off your child to avoid queue hold ups in gateways.
- Bikes and scooters will not be permitted and cannot be left on site.
- Years 1-6 – drop off is at the allocated gates; parents do not come onto site for morning drop off (only exception is the new Reception intake*). Staff will be on hand to direct the children and take messages, which can be relayed to the class teacher. For essential communication, class teachers can be spoken to by prior appointment by the calling the school office, or at the end of the school day once all the children have been dismissed.
- *Reception parents will drop off children at the Reception wooden gate (but will not enter the Reception outdoor area).
- Please ensure social distancing measures are adhered to and follow government guidelines. Keep siblings close to you and ensure you leave the site promptly.
- Outside each external classroom door/outdoor area, there is a marked 'no entry zone'. Please do not enter this zone to support social distancing for staff.

SITE MAP - DROP OFF AND COLLECTION POINTS (Sept 2020)

