

Drop off and Collection Procedures

We will continue to be operating with staggered drop off and pick up timings to reduce the number of people in the school vicinity to aid social distancing. There are no changes to the procedures we were operating with in Term 1 and 2. However, the drop off and collection procedures have been outlined again with important reminders. Please take the time to read through these.

Please ensure you arrive at school at your drop off and pick time. **Please see the timetable for this below.** **With the increased number of people coming to school at each drop off and collection point time, it will be crucial that parents keep to their allotted times.** This helps to spread the number of people and reduce potential contact. Therefore, please arrive at the correct drop off/collection times. Please do not arrive early as it means there will be significant cross over of families.

For those arriving by car, this will be vital as it will allow the next timetabled group to have enough time to park and enter the school at their designated time. Please adhere to the voluntary one way system outside the school and, if parking in the cricket club car park, please ensure you leave promptly in order to avoid people being blocked in. Also, most importantly, please **do not drop off or park behind any parked cars in the parking bay** opposite the school. This is to ensure the safety of all those in the school community and we thank you for your cooperation with this.

In the interests of everyone's safety, we require all families to observe the following:

1. Only one parent/adult per family may enter the school playground at pick up times only.
2. Children must be kept by your side at all times whilst on site (regardless of their age). They **must not** run off to other areas of the school to play.
3. We ask that you socially distance from other families when lining up to collect your child/children. (use markings on the playground)
4. After you have collected your child/children, we ask that you exit the site quickly and safely. Please do not stay on site to speak to other families.
5. **Wear a face mask/covering at all times when in the school vicinity and on the school grounds.**
6. Parents/carers will not be able to enter the school building unless a pre-arranged appointment has been made.

The table below confirms the timings for children's surnames and location.

Drop off time	Place	Collection time	Place	Group
8.40am	Y1,Y2,Y3 – main black gate to playground Y4, Y5, Y6 – side entrance by office	3.10pm	Playground	A – E
8.50 am		3.20pm	Playground	F – M
9.00 am		3.30pm	Playground	N – Z

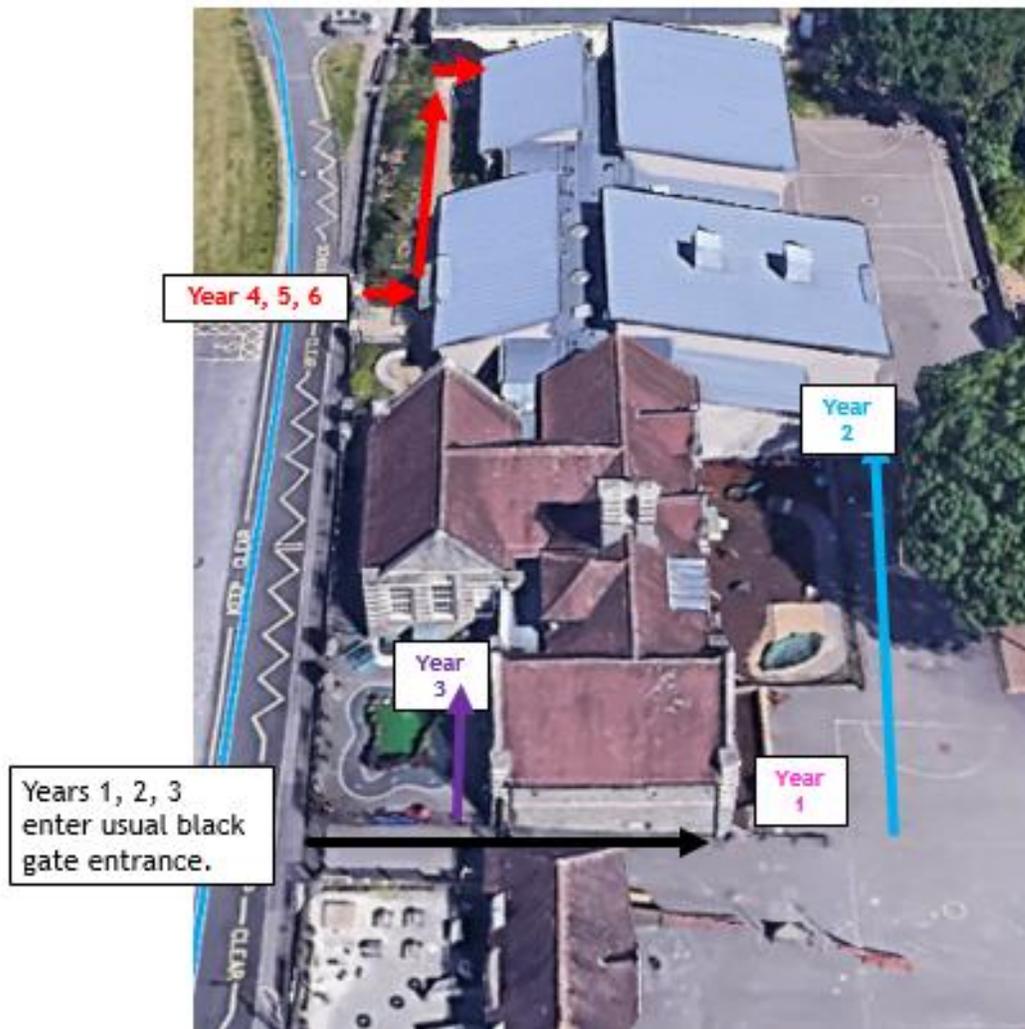


Drop off Procedures:

Parents/carers will not be permitted onto the school site during the drop off period. Members of staff will be at both gates to welcome the children into school. There will also continue to be more adults around to support the younger children with going to their classrooms.

The image below shows where each year group will enter the building.

- Years 4, 5 and 6 entrance is the side gate located by the office school entrance and is marked in red below. Distancing markings are on the path to encourage keeping a safe distance from the children in front of them.
- Years 1, 2 and 3 entrance is the usual black gate entrance which leads onto the main school playground. Year 3 will enter the school building through the small year one playground immediately on the left hand side. Year 1 will enter via the door which then leads up to the Year one stairs. Year 2 will walk past the Reception playground and enter the building via the main stairs.



Pick up Procedures:

At pick up time, parents/carers **will be able to enter the school playground**. There will be a **one way system** in place. Please **enter via the Hambrook Hedgehogs gate**, walk through the Hambrook Hedgehogs playground and into the main playground following the yellow arrows shown below. Please then join the line of your eldest child from the back of the parents' line. There will be socially distanced markings for parents/carers. Face masks are mandatory but parents/carers may wear a mask if they wish. The class bubbles will be distanced from one another and members of staff will be there to facilitate the pick up procedures while teachers remain in the classrooms.

Please then follow the white arrows shown below to **exit the school playground by the main black gate**. Please leave the school playground as soon as you have your children with you.

