

Although, COVID restrictions have been reduced/removed, as a school we are still working within a risk assessment that seeks to minimise contact wherever possible so that fewer children, staff and adults catch or pass on COVID-19. We are still mindful that COVID-19 can be transmitted and passed on, even if you have been double vaccinated.

The more cases of COVID-19 we have

- the more children that will be off school and missing their education, causing further gaps in learning. Children off school also affects parents who may have to take time off work to stay at home and look after them
- the more staff that will be unable to come to work, affecting the consistency of teaching and learning that we work so hard to maintain. Reduced staff numbers affect the support and intervention we can put in place to help children catch up or secure/extend their learning.
- The more vulnerable children and adults are at risk of catching it, resulting in possible serious health implications

Drop off/collection arrangements

- We are still using multiple entrances to reduce the number of people in any one place
- We have allocated designated waiting areas for parents waiting at pick up and drop off times
- Wearing a face mask is now a matter of personal choice. If you would still like to wear one, please do.
- Parents must be on time for drop off and prompt for collection. Children cannot routinely enter late through main reception/be picked up late through main reception.
- The car park is NOT open to parent vehicles at any time. The car park is for the sole use of staff.

There are 3 main access gates into school – Nightingales gate, Pyle Hill gate and the main black car park gates.

Nightingales Gate gives access to <ul style="list-style-type: none"> • Saplings • Reception – Ash class • Year 5 – Sycamore and Cypress • Y6 - Eucalyptus 	Pyle Hill Gate gives access to <ul style="list-style-type: none"> • Year 2 – Willow and Pine • Year 3 – Cedar and Maple • Year 4 – Walnut and Redwood 	Main Car park gates give access to <ul style="list-style-type: none"> • Nursery • Year 1 – Beech and Yew • Y6 – Acacia class
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These gates open at 8.30 and close at 8.45 in the morning. They open at 3.05 in the afternoon and close at 3.20.

Classroom doors open to the children at 8.35 in the morning and close at 8.45. All children must be in school by 8.45am at the latest.

Classroom doors will open in the afternoon for the children to be collected at 3.10.

Children in Y5/6 can walk to and from school alone if they have had a form signed and completed by their parent to give permission for them to do so.

Forms are available from the school website or main school reception.

Saplings and nursery gates will also open at 11.35 for parents to collect their children after a morning session and 12.10 to drop their child off for an afternoon session.

NIGHTINGALES GATE ENTRANCE			Nightingales gate will open at 8.30, 11.35 (Saplings only), 12.10 (Saplings only) and 3.05 Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Saplings AM	Drop off 8.35am	Pick up 11.35 am	Parents of children in Saplings are asked to enter school with their child through the Nightingales gate and walk on the right hand side towards the Saplings building. Parents are asked to wait in the outside area until staff open the classroom doors. At the end of the session, parents are asked to come through the Nightingales gate and wait in the same area for a staff member to open the doors
Saplings PM	Drop off 12.10pm	3.10pm	
<p><u>What do I do if I have another child in another year group?</u></p> <p>Take your child to Saplings first. If your elder child is in KS2, they can walk round to their classroom on their own, going through school site where staff will be present to help them or guide them if they are unsure. If your elder child is in KS1, you can make your way to the other entrance after dropping your child at saplings first</p>			

NIGHTINGALES GATE ENTRANCE			Nightingales gate will open at 8.30, 11.35 (Saplings only), 12.10 (Saplings only) and 3.05 Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Reception	Drop off 8.35am	Pick up 3.10pm	Parents of children in Ash class are asked to enter school with their child through the Nightingales gate and walk on the left hand side towards the coloured gate outside the reception area. Parents are asked to queue until staff open the gate to receive the children. At the end of the day, parents are asked to come through the Nightingales gate and wait in the same queue for a staff member to open the gates at 3.10pm and release the children to their named adult.
<p><u>What do I do if I have another child in another year group?</u></p> <p>Drop off your youngest child first. If your elder child is in KS2, they can walk round to their classroom on their own, going through school site where staff will be present to help them or guide them if they are unsure. If your elder child is in KS1, you can make your way to the other entrance after dropping your child at reception first</p>			

NIGHTINGALES GATE ENTRANCE			Nightingales gate will open at 8.30, 11.35 (Saplings only), 12.10 (Saplings only) and 3.05 Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Y5 and Y6 Eucalyptus	Drop off 8.35am	Pick up 3.10pm	Children will be expected to walk through the gates on their own and make their way to their classroom in the terrapin block. Parents of Y5/6 children are asked to drop off their children so that they can walk to the terrapins on their own. If parents need to give a message to teachers/staff, this can be done on the Nightingales gate, where staff will be present. Children will be released through the Nightingales gate at the end of the day at 3.10pm. If parents want their child to walk home alone, please ensure that the permission form has been completed, signed and returned to school.
<p><u>What do I do if I have another child in another year group?</u></p> <p>Drop your Y5/6 child off at this gate and then walk round to the other gate for your younger children Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate If your other child is in KS1, you can make your way to the other entrance after dropping your child at the Nightingales first</p>			

MAIN CAR PARK GATE ENTRANCE			Main black car park gate will open at 8.30, 11.35 (Nursery only), 12.10 (Nursery only) and 3.05pm Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Nursery AM	Drop off 8.35am	Pick up 11.35 am	Parents of children in Nursery are asked to enter school with their child through the main pedestrian gate at the front of the car park/school and walk on path until they reach the green nursery gate on the right hand side. Parents are asked to wait on the right hand side of the path until staff open the doors to receive the children. At the end of the session, parents are asked to queue in the same way, on the path outside the green nursery gate a staff member will bring your child to you with their belongings at 3.10pm
Nursery PM	Drop off 12.10pm	Pick up 3.10pm	

What do I do if I have another child in another year group?

Take your child to Nursery first.

If your elder child is in KS2, they can be dropped at the Nightingales gate to walk round to their classroom on their own, going through school site where staff will be present to help them or guide them if they are unsure. If your elder child is in KS1, you can make your way to the other entrance after dropping your child at nursery first

MAIN CAR PARK GATE ENTRANCE			Main black car park gate will open at 8.30, 11.35 (Nursery only), 12.10 (Nursery only) and 3.05pm Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Y1	Drop off 8.35am	Pick up 3.10pm	Parents are asked to walk with their children through the main pedestrian gate at the front of the school and walk across the car park round to the wooden gate at the back of the new building. The car park will be closed to all staff traffic/cars at 8.30am. No parents are allowed to drive into the school car park. Y1 Parents will be allowed through these gates and onto the playground at the back of the new build to wait for the classroom doors to open at 8.35am At the end of the day, parents will be allowed to wait on the playground outside the same door and the children will be released one by one to their named adult when the doors open at 3.10pm

What do I do if I have another child in another year group?

Drop your Y1 child off at this gate and then walk round through the side gate with your other children to wait with your elder child/ren. Children in KS2 can walk to their classrooms from the Y1 drop off point independently. Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate. If you have younger children, then we recommend you drop them off first before your Y1 child.

MAIN CAR PARK GATE ENTRANCE			Main black car park gate will open at 8.30, 11.35 (Nursery only), 12.10 (Nursery only) and 3.05pm Staff will open classroom doors to receive children at 8.35am and let them out at 3.10pm
Y6 Acacia	Drop off 8.35am	Pick up 3.10pm	Children are asked to come through the main school pedestrian gate and make their way through main school reception doors which will be opened at 8.35am. If parents accompany their child to school, we ask that parents do not come further than the main school/car park gates unless there are urgent messages to pass to staff. At the end of the day, children will be released through the same entrance at 3.10pm – parents that walk home with their child are asked to wait outside the gates. If parents want their child to walk home alone, please ensure that the permission form has been completed, signed and returned to school.

What do I do if I have another child in another year group?

Drop your Y5/6 child off at this gate and then walk round to the other gate for your younger children

Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate

If your other child is in KS1, you can make your way to the other entrance after dropping your child at the main reception doors first

PYLE HILL GATE ENTRANCE			Pyle Hill gate will open at 8.30 and 3.05pm Staff will open classroom doors to receive children until 8.35 and at 3.10pm to release them.
Y2	8.35am	3.10pm	The Pyle Hill gate will open at 8.30 for parents to access the school site Parents are asked to wait in the area outside of the Y2 classroom doors – see map Staff will not open classroom doors to receive children until 8.35 Y2 children will be greeted and let in by Y2 teachers and staff through the classroom doors At the end of the day, the Pyle Hill gate will be opened at 3.05pm and parents can wait in the area outside the Y2 classroom doors for staff to let the children out at 3.10pm to their named adult.
<u>What do I do if I have another child in another year group?</u>			
If you have younger children, then we recommend you drop them off first before your Y2 child. Drop your Y2 child off at this gate and then your elder child/ren can walk to their classrooms from the Y2 drop off point independently. Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate.			

PYLE HILL GATE ENTRANCE			Pyle Hill gate will open at 8.30 and 3.05pm Staff will open classroom doors to receive children until 8.35 and at 3.10pm to release them.
Y3	8.35am	3.10pm	The Pyle Hill gate will open at 8.30 for parents to access the school site. Parents are asked to wait in the area outside the side door to the new build that faces the Pyle Hill Gate – see map Staff will not open the side doors to receive children until 8.35 when Y3 children will be greeted and let in by Y3 teachers and staff At the end of the day, the Pyle Hill gate will be opened at 3.05pm. Y3 parents are asked to wait outside the allocated classroom doors on the map for staff to open the doors and let the children out at 3.10pm to a named adult
<u>What do I do if I have another child in another year group?</u>			
If you have younger children, then we recommend you drop them off first before your Y3/4 child. Drop your Y3/4 child off at this gate and then your elder child/ren can walk to their classrooms from the Y3/4 drop off point independently. Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate.			

PYLE HILL GATE ENTRANCE			Pyle Hill gate will open at 8.30 and 3.05pm Staff will open classroom doors to receive children until 8.35 and at 3.10pm to release them.
Y4	8.35am	3.10pm	The Pyle Hill gate will open at 8.30 for parents to access the school site. Parents are asked to wait in the area outside the side door to the new build that faces the Pyle Hill Gate – see map Staff will not open the side doors to receive children until 8.35 when Y4 children will be greeted and let in by Y4 teachers and staff At the end of the day, the Pyle Hill gate will be opened at 3.05pm and parents can wait in the area outside the side door to the new build for staff to open the doors and let the children out at 3.10pm to a named adult.
<u>What do I do if I have another child in another year group?</u>			
If you have younger children, then we recommend you drop them off first before your Y3/4 child. Drop your Y3/4 child off at this gate and then your elder child/ren can walk to their classrooms from the Y3/4 drop off point independently. Alternatively, if your other children are able to walk to their classrooms independently they can all be dropped off at the Nightingales gate.			