

Protocols for drop off and collection

'Be the best that we can be'

In order to keep our pupils, parents/ carers and staff safe, we have given careful consideration to our drop off and pick up protocols.

- **A one-way system will continue to operate around the outside of school.** Please enter through the main car park gates and leave through the gates which lead onto Whitkirk field.
- **Our car park will continue to be open only for blue-badge holders;** please see Mrs Mannion in the office if this applies to you.
- **Please remember to park safely and respectfully.**

Mr Nunan (Superintendent) **will open the school gates at 8:35am**, beginning with the car park gates and working around school. **At 8:55am, the school gates will then be closed.** After this time, children will be signed in at the office using the Invenry system (please remember to use the cleaning products to clean the screen before use).

At 8:40am, all members of teaching and support staff will be on the playground. A member of support staff will be on each door and members of the Senior Leadership Team and Pastoral Team will be on each of the gates.

Each class has been assigned a drop off and collection point which has dots of a 1m distance spray-painted on the floor. Teachers/ Teaching Assistants will have a fire register and will be ticking children off once they stand in their line.

We ask, where possible, that any messages you have for the Class Teacher are communicated via **Class Dojo** as members of staff will be supervising the children in line, allowing parents to continue to follow the one-way system and avoiding congestion on the playground. Parents/ carers with multiple children at school are then able to leave their child under the supervision of the adults in their class to drop off other children.

Mr Nunan (Superintendent) **will open the school gates at the end of the day at 3:10pm**, beginning with the car park gates and working around school.

At 3:15pm, Class Teachers and Teaching Assistants will lead the children back to their designated drop off and collection point. Children will stand in alphabetical order on the spray-painted dots. **We kindly ask that you leave a 2m distance from the line to allow adults to account for every child.** When a child is collected by a parent/ carer, they must be ticked off of the **fire register**.

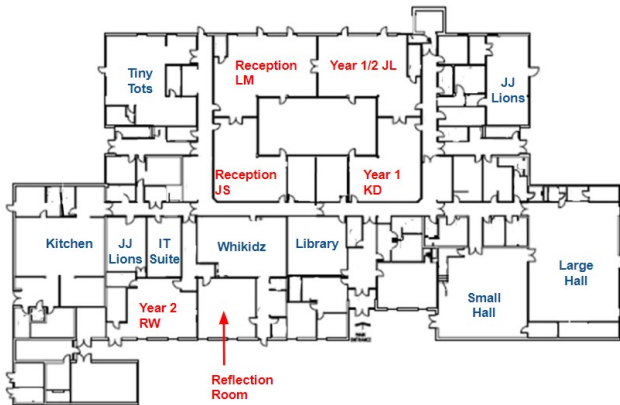
We appreciate your patience and support with the additional measures we have had to put in place.

Drop off and collection points for each class:

	KS1 playground	KS2 playground (Large Hall Fire door)	KS2 playground (Basketball pitch)	Small Hall	Year 2 door
Reception LM	1				
Reception JS	2				
Year 1 KD				1	
Year 1/2 JL				2	
Year 2 RW					1
Year 3 NT			1		
Year 3 SBa	3				
Year 4 CO			2		
Year 4 AR			3		
Year 5 ZI	4				
Year 5 PG	5				
Year 6 RM		1			
Year 6 SBu		2			

* Reception LM and Reception JS will line up on the KS1 playground with their parent/ carer. Teachers will then lead the line, following the one-way system to enter through the Reception doors.

LOWER FLOOR PLAN



UPPER FLOOR PLAN

