

Staggered start to the day

This is suggested in the guidance as a way to manage the beginning of the day, however, we recognise that many of you need to be a work for a set time or have children in different year groups so it would not work for all of our families. For that reason, we are having a slightly extended entry time with time slots for families based on the number of children in our school.

Families with more than one child in our school will enter between 8.30am and 8.50am.

Families with one child in our school will enter between 8.45am and 9.00am.

We recognise that this will take a long time to begin with as everyone gets used to the new system. Providing everyone keeps moving through the playground towards their exit gate, we should be able to do this safely and efficiently. In our playground, we only have one area for storage of bikes and scooters, at this point, we are unable to use the bike shed as it poses a hygiene risk to those using it. Please take any bikes or scooters home with you when dropping off your children.

Drop off Points

All children will be dropped off outside their classroom if they are downstairs or at their Phase entry door if they are upstairs.

Entry and Exit Points

There will be different entry and exit points depending upon which year groups your children are in. If this means you would need to use two different entry and exit points, please use just Wheelers Lane for all of your children.

Nursery, Reception, Year 1, Year 3 and Year 4

There will be a one-way system in through the main pedestrian entry gate at Wheelers Lane, you will drop off children at their entry door, maintaining a safe distance from other adults in the playground. You will be asked to follow the walkway across the playground to side of hall or towards the Nursery gate past the Year 3 and 4 door. ONE adult per family only please.

Year 2, 5 and 6

You will come in through the pedestrian entry gate at Bagnell Road, drop your children off at their door, maintaining a safe distance from adults in the playground. You will be asked to follow the walkway across playground to side of hall or back out of Bagnell Road. ONE adult per family only please.

End of the Day Pick Up

The same system will be used as in the morning. Children from Years 1 to 6 will be brought outside to wait in the playground. Children in Years 1 and 2 will wait outside their classroom, if it is raining, they will wait inside. Children in Years 3 and 4 will line up in the MUGA. Children in Years 5 and 6 will line up by the trim trail. Having the children lined up outside should make it easier for parents and carers to walk through the playground and collect their children from their class. One adult only per family please.

Families with children in **Early Years and Key Stage 1 only will come between 3.00pm and 3.10pm**. The gates will close at 3.10pm so Key Stage 2 can come out and line up. The gates will be reopened at **3.15pm for the remaining parents and carers**.

If the playground becomes congested, we will limit the number of adults entering until the playground is clear.

We recognise that this will take a long time to begin with as everyone gets used to the new system. Providing everyone keeps moving through the playground towards their exit gate, we should be able to do this safely and efficiently.

We ask that parents and carers share this information with anyone else who may be collecting or dropping off their children.

Summary Table – drop off and pick up

Year Group	Drop-off time	Pick up time	Entry to school	Drop off Point	Pick Up Point	Exit point for Parents
Nursery Start date Monday 14 th September	8.30am – families with Multiple children 8:45am – families with one child	3pm – families with children in Nursery, Reception, Year 1 and Year 2 only. 3.15pm – families with children in any year group.	Wheelers Lane Entrance	Nursery Door	Nursery Door	Nursery Gate onto Wheelers Lane or Side gate onto Carpark
Reception Start date Monday 7 th September	8.30am – families with Multiple children 8:45am – families with one child	3pm – families with children in Nursery, Reception, Year 1 and Year 2 only. 3.15pm – families with children in any year group.	Wheelers Lane Entrance	Reception Classroom Door RH – Use RT’s door	Reception Classroom Door RH – Use RT’s door	Nursery Gate onto Wheelers Lane or Side gate onto Carpark
Year 1	8.30am – families with Multiple children 8:45am – families with one child	3pm – families with children in Nursery, Reception, Year 1 and Year 2 only. 3.15pm – families with children in any year group.	Wheelers Lane Entrance	Year 1 Classroom door	Year 1 Classroom door	Nursery Gate onto Wheelers Lane or Side gate onto Carpark
Year 2	8.30am – families with Multiple children 8:45am – families with one child	3pm – families with children in Nursery, Reception, Year 1 and Year 2 only.	Bagnell Road Entrance	Year 2 Classroom Door	Year 2 Classroom Door	Side gate onto carpark or Bagnell Road

		3.15pm – families with children in any year group.				
Year 3	8.30am – families with Multiple children 8:45am – families with one child	3.15pm	Wheelers Lane Entrance	Year 3/4 Door	MUGA – right-hand side	Nursery Gate onto Wheelers Lane or Side gate onto Carpark
Year 4	8.30am – families with Multiple children 8:45am – families with one child	3.15pm	Wheelers Lane Entrance	Year 3/4 Door	MUGA – left-hand side	Nursery Gate onto Wheelers Lane or Side gate onto Carpark
Year 5	8.30am – families with Multiple children 8:45am – families with one child	3.15pm	Bagnell Road Entrance	Year 5/6 Door	By the trim trail	Side gate onto carpark or Bagnell Road
Year 6	8.30am – families with Multiple children 8:45am – families with one child	3.15pm	Bagnell Road Entrance	Year 5/6 Door	By the trim trail	Side gate onto carpark or Bagnell Road