

# Drop off & Collection Procedures

- 1) Please arrive promptly at your drop off time and wait on the stars which are 2m apart.



- 2) When you get to the front of the line, at the gate, your child will need to go to their entrance.
- 3) Parents **MUST NOT** enter the school building. Members of staff will be there to greet pupils.
- 4) Staff cannot come to your child if they are upset so it is best that they do not come into school. Please take them home and ring us if you feel they can come in later.

- 5) If your child is in Year 1, they need to proceed up the glass corridor towards their Bubble classroom.



- 6) If your child is in Early Years (Nursery or Reception), they need to go into Early Years Playground via the gate in front of them.



- 7) If your child is in Year 6, they need to proceed up the glass corridor on the right into KS2.



- 8) Once you have left your child, please proceed across the playground and exit via the back gate.



- 9) When it is time for your child to be collected, please arrive promptly and line up on the stars by the KS2 hall.
- 10) Your child will be released from the way they went in, but Year 6 will be released



- 11) Once you have collected your child, please proceed towards the back gate to leave school.
- 12) Please do not gather at the exit and maintain social distancing when on school site.

