

Staggered Operation of School

from 8th March 2021

Morning drop off

- All entrances and exits will be open (No parents are permitted to use the car park – they will not be allowed through)
- All children to arrive at school between 8.30am and 9.00am
- Parents/ carers are asked to spread their arrival times out between 8.30am and 9.00am to avoid congestion
- Only 1 parent/ carer should accompany their child
- No parents/carers are allowed to enter any part of the school building including the office.
- Gates will be locked straight after 9.00am
- All classrooms (except for Years 3 and 6) have an external door from their classroom directly to the outside. Children in all of these classes are to enter via their external classroom door directly into their classroom.
- Year 3 children only are to enter via the normal year 3 doorway
- Year 6 children only are to enter via the normal Year 4-6 doorway
- Parents must drop off and leave the school site promptly. They are requested to wear a face mask on school premises. They must not congregate on site or by the school gates.
- KS2 children arriving unaccompanied must not arrive early and must enter directly into class

Afternoon pick up

Year group	Pick up time	Where from?	How
EYFS	Between 3.00pm and 3.10pm	Their individual external classroom door	Parents to wave through window
Year 1 and Year 2	Between 3.10pm and 3.20pm	Their individual external classroom door	Parents to wave through window
Year 3	At 3.20pm	The year 3 normal entrance	Parents to wait on playground, socially distanced
Year 4 and Year 5	Between 3.20pm and 3.30pm	Their individual external classroom door	Parents to wave through window
Year 6	At 3.20pm	The year 6 normal entrance	Parents to wait outside, socially distanced

- Children in EYFS, Year 1 and Year 2 must be picked up by an adult as per normal.
- Children in Years 3 to 6 may make their own way home, at their designated leaving time, as per normal.
- Parents must socially distance whilst on site and leave the school site promptly. They must not congregate on site.

Staggered Timetable

Class	Drop off Morning work/ Catchup Activities	Am break	Lunchtime - lunch	Lunch time playtime	Pm break	Collection Reading etc
EYFS	8.30-9.00	10.00-10.15	11.40- 12.15	12.15-12.40	1.45-2.00	3.00-3.10
Year 1	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.10-3.20
Year 2	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.10-3.20
Year 3	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.20
Year 4	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.20-3.30
Year 5	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.20-3.30
Year 6	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.20

Between 8.30 and 9.00am Children will access morning work/ catch-up activities.

Between 3.10 and 3.30, children in year 1-6 will be engaged in an activity that can be interrupted e.g. reading their own book.

Late Arrivals for drop off or collection

- The school car park will not be accessible to ANY parents.
- Parents late for drop off will ONLY be allowed to enter **via the pedestrian gate at the front of the school.** They will need to report via the office.