



## NEW DROP OFF AND PICK UP ARRANGEMENTS

Information for parents

**CHANGES EFFECTIVE FROM MONDAY 28<sup>TH</sup> SEPTEMBER 2020**

### NEW START AND FINISH TIMES

**Years 5 and 6** registration starts at **8:50** and school finishes at **3:20**.

**Years 3 and 4** registration starts at **9:00** and school finishes at **3:30**.

We will open the gates at **8:45** for **Years 5 and 6** and at **8:55** for **Years 3 and 4**.

The effect of this change is:

**Year 3's** day will start and finish 15 minutes later than it does at present.

**Year 4** – no change to timings.

**Year 5's** day will start and finish 10 minutes earlier than it does at present.

**Year 6's** day will start and finish 5 minutes later than it does at present.

### NEW GATES

#### YEARS 5 AND 6, ARRIVING AT 8:45 FOR 8:50 START

Class	Enter through gate number	Point of Entry
1	3 (cycle shelter)	Back staircase door
2	3 (cycle shelter)	External Class 2 door
3	3 (cycle shelter)	Under the canopy, Hub door
4	1 (willow tree)	Back stair case door
5	2	Bottom of the ramp door
6	1 (willow tree)	Bottom of the ramp door

#### YEARS 3 AND 4, ARRIVING AT 8:55 FOR 9:00 START

Class	Enter through gate number	Line up at Point of Entry
7	3 (cycle shelter)	External Class 7 door
8	3 (cycle shelter)	Class 8 fire exit
9	3 (cycle shelter)	Under the canopy, Ash door
10	1 (willow tree)	External Class 10 door
11	1 (willow tree)	Class 11 fire exit
12	1 (willow tree)	Class 12 fire exit

Those entering through Gate 1, by the willow tree, walk between Willow and the Dining Hall to their point of entry.

Those entering through Gate 3, by the cycle shelter, walk between Willow and the Infant School to their point of entry.

## WHY THE CHANGE?

- Reducing the staggered start and finish from 15 minutes to 10 minutes means less time for children and parents to wait outside on the lawn. We have found in the first couple of weeks that we do not need such a long gap.
- Revising the gate numbers makes it easier to understand, keeps year groups in their bubbles and means fewer classes have to cross paths on the way to their point of entry.
  - At 8:45, Year 5 come in through Gates 1 and 2, Year 6 comes in through Gate 3.
  - At 8:55, Year 3 come in through Gate 1 and Year 4 come in through Gate 3.
- In order to maintain bubbles at lunch time, each year group will start their lunch break at 15 minute intervals. We will use the Hall and the Dining Hall, with two sittings in each. Since the younger children tend to take longer to collect and eat lunch, we would like them to go to the second sitting so that they do not have to rush. Therefore, we would like them to move to the 9:00 start time, to avoid a long morning timetable.
- Shine after school clubs are for mixed groups of Years 3 and 4 or Years 5 and 6. These clubs will be able to start promptly as Years 3 and 4 will finish school at the same time, as will Years 5 and 6.
- As a result, children attending Shine after school activities will only need to use one Hall space. Children attending Schools Out after school club will be able to meet in the Dining Hall. This will make it easier to register all of the children attending after school clubs and follow up any absences.

## FEEDBACK

We appreciate the overwhelming support that our community has shown us. It has really helped us to get off to a smooth start to the new school year.

Any change to the arrangements may cause initial confusion, but we are confident that it will all settle quickly and make many aspects of school life easier. In the strange new world we live in, we are sure that you will understand how important it is for us to keep everything under constant review.

We appreciate your feedback on the reopening of the school. If you would like to let us know what has worked well for you, or to make suggestions for us to consider, please use the attached form.

[Click to complete the feedback form](#)