

Dear Parents and Carers,

Thank you for your support in keeping our children and families safe. We know that the situation we are living through is not ideal and we again thank you for your patience whilst we ensure we make dropping off and collecting your children as safe as possible.

In light of recent events and the tightening of lockdown restrictions, we have reviewed our procedures to ensure everybody's safety.

From Monday 5th October, parents of KS1 and KS2 children will drop off their child at an allocated zone. We are aware that some children will be anxious on arrival to school and you want to make sure that they enter the school building safely. To take this into account we are going to use the entrances on the front of the school rather than the classroom doors. These are labelled as entrances B, C, D and E on the diagram below. Each class will have a default entrance to enter school from. The default side for the class to line up at are entrance C for Year 1 (Mars class) and entrance B for Year 2 (Saturn class) and entrances D and E for Years 3, 4, 5 and 6 (Jupiter, Mercury and Venus class). We understand that to travel along Dean Lane to reach the other side of school both takes time and is not always safe. Therefore, we have made accommodations to allow you to collect from either side. To ensure that the children are lined up at the correct side for you to collect we ask that if you wish to drop off/collect your child or children from the opposite side from which is your default then please complete the slip attached and return it to school by 1st October.

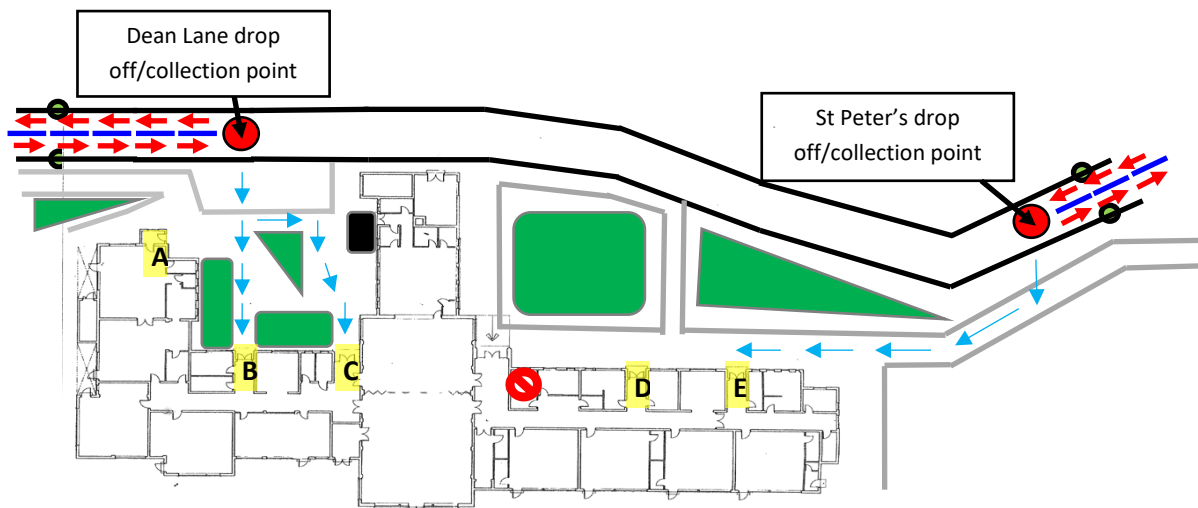
We will be following a one way system for parents who are dropping off and collecting.

Drop off

You will follow the red arrows shown below until you reach the drop off point. At this point, children will be dropped off and sent to the nearest entrance (following the blue arrows) – entrances B and C for Dean Lane drop off point and entrances D and E for St Peter's drop off point. Parents will then immediately follow the red arrows and exit the site. Class bubbles will be staggered to ensure there is no mixing and reduce the chance of infection. To help parents leave site immediately, siblings will be dropped off at the drop off time of the earliest sibling. Class teachers will be outside their default entrance where the children will line up before entering the school together. If you are not using your default entrance then another member of staff will be creating a line at the other side. If you have any messages for the class teacher, you will need to contact the school office via phone/email and if appropriate class teachers will contact you at their earliest convenience. The school office will not be available to parents except for in extreme circumstances. No parents will enter the site further than the two drop off points unless this has been agreed by prior appointment.

Collection

At collection time, the same system will apply. Parents will enter site following the red arrows. The children will be lined up outside the front of their default entrance or their alternate entrance if you have chosen this on the slip attached below. Parents will approach the collection point and inform the member of staff which child/children they are collecting. The children will then be called and parents and children will immediately exit the site following the red arrows. In the case of siblings, the same system for drop off will apply and any siblings will be collected at the time of the earliest siblings collection. We will make sure that your children are waiting at the correct side of school so that collection runs quickly and smoothly.



Times

As we have mentioned, we will be staggering the drop off/collection times to ensure that class bubbles do not mix. The new staggered times are as below.

Class	Drop off	Collect
Earth	8:20	2:50
Mars and Saturn	8:30	3:00
Jupiter	8:40	3:10
Mercury	8:50	3:20
Venus	9:00	3:30

We ask that you arrive at your class' allotted time and no earlier or later.

EYFS – Reception and Nursery (Earth class)

We are aware that young children in EYFS may struggle to separate when arriving and being collected from school. Because of this, EYFS parents will be allowed onto site. We would encourage EYFS parents to enter from the Dean Lane side of school wherever possible so you can drop off at entrance A. If EYFS parents must use St Peter's entrance, then you will be allowed to walk along the road through school to drop off at entrance A, but you will then be required to exit immediately on Dean Lane. We appreciate that Dean Lane is not always safe with young children, hence we are allowing you to travel through site when accompanied by your children. At collection time, you will need to enter from Dean Lane, but you will be allowed to walk through and exit at St Peter's when accompanied by children. As above, if you are exiting from St Peter's entrance for EYFS, please can you complete the slip below so that we know how many parents will be using this exit so that collection can run quickly and smoothly.

We thank you for your cooperation in ensuring the safety and wellbeing of all of our families. If you have any questions please contact the school office.

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I would like to drop off/collect my child from the location below instead of their default location.

Dean Lane

St Peter's

Name of child/children:.....

Signed:.....

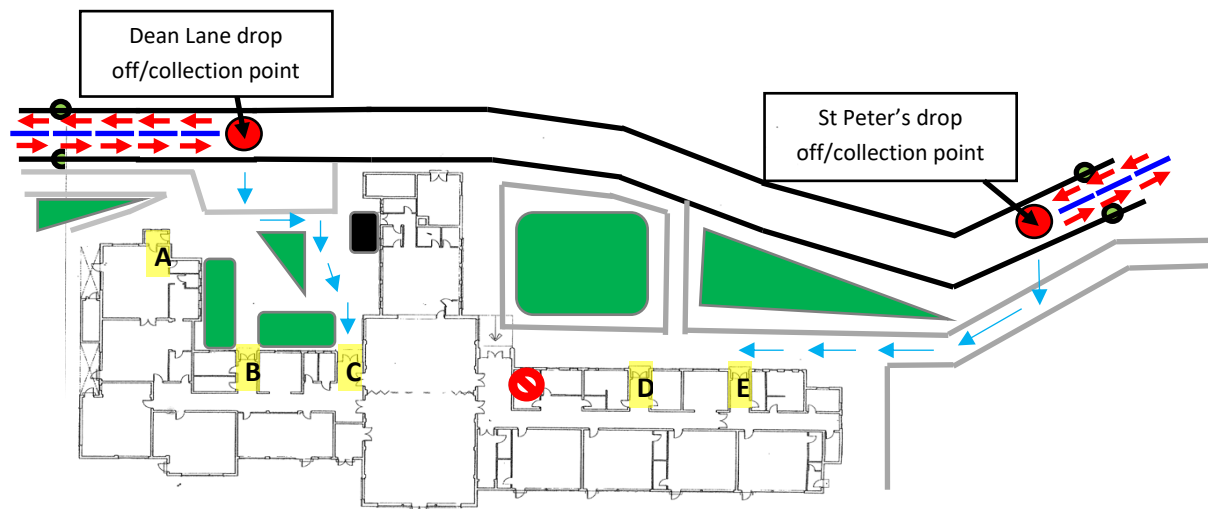
If you do not return the slip, you will be allocated the default side for your class.

MARS

Drop off: 8:30

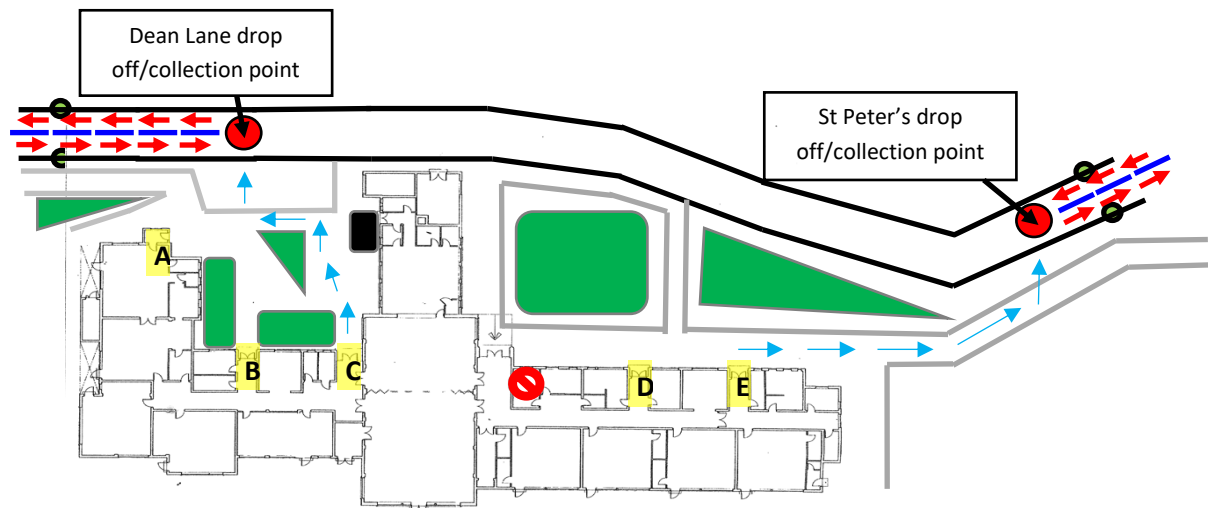
Entrance C is your default entrance. Please approach from Dean Lane wherever possible.

If using St Peter's entrance, please inform us and entrance E will be available. Siblings in other classes will also be dropped off.



Collection: 3:00

Mars will be lined up outside entrance C. If you need to collect from St Peter's, inform us and your child will be outside entrance E. Siblings in other classes will also be collected.

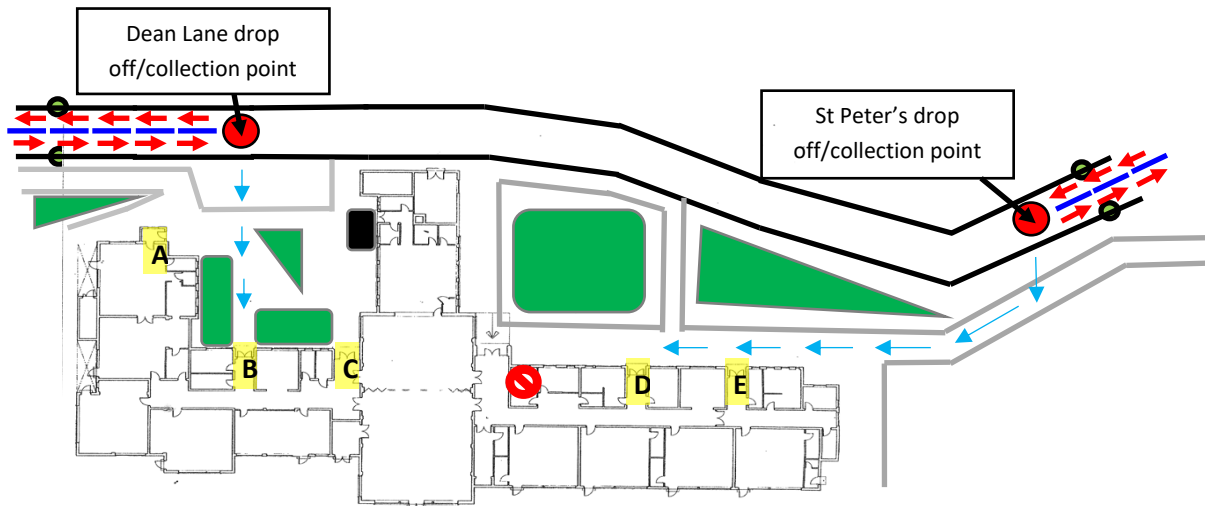


SATURN

Drop off: 8:30

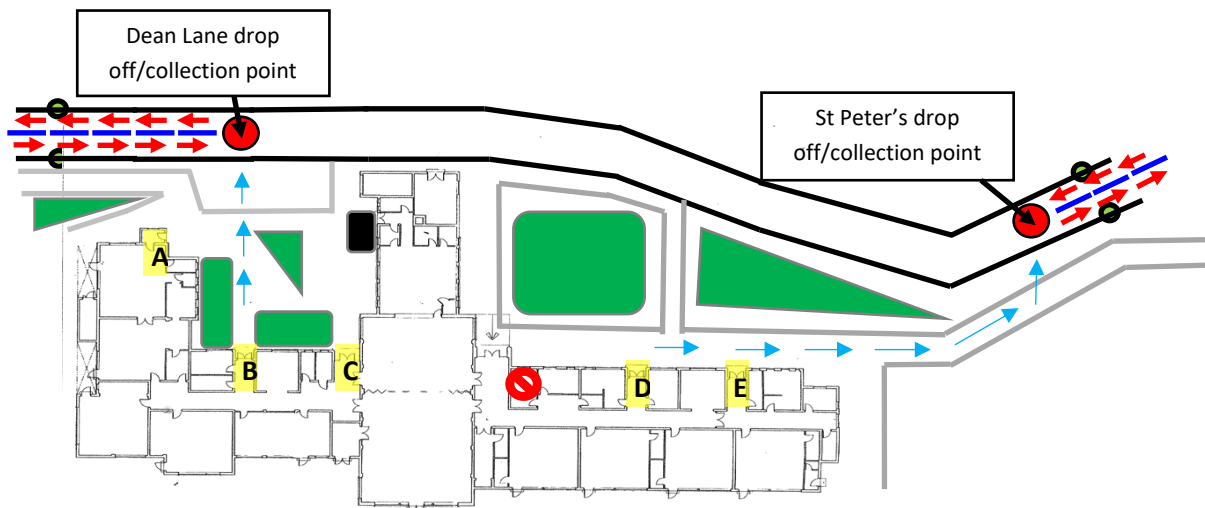
Entrance B is your default entrance. Please approach from Dean Lane wherever possible.

If using St Peter's entrance, please inform us and entrance D will be available. Siblings in other classes will also be dropped off.



Collection: 3:00

Saturn will be lined up outside entrance B. If you need to collect from St Peter's, inform us and your child will be outside entrance D. Siblings in other classes will also be collected.

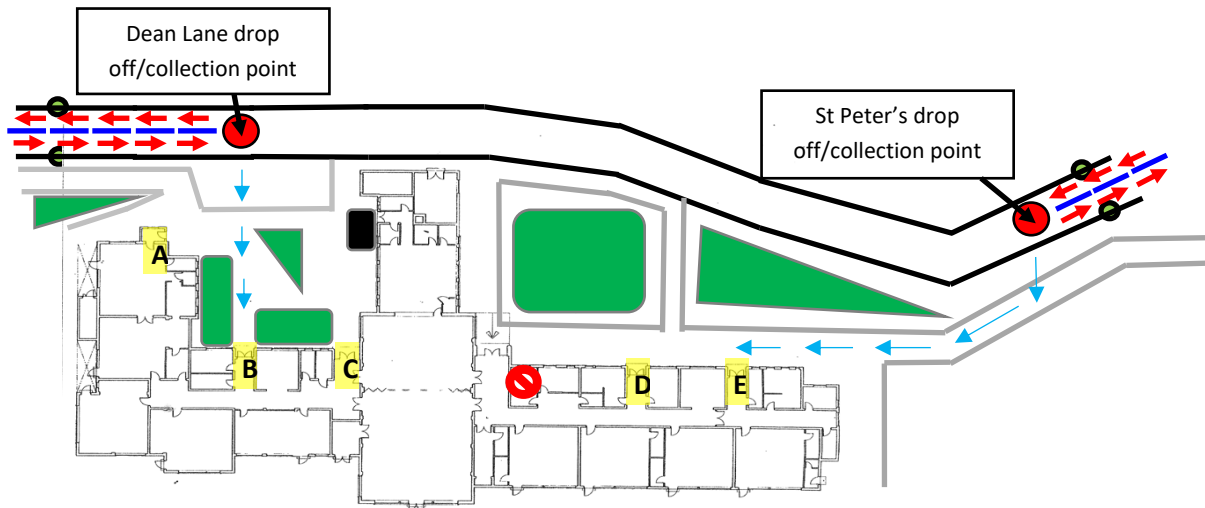


JUPITER

Drop off: 8:40

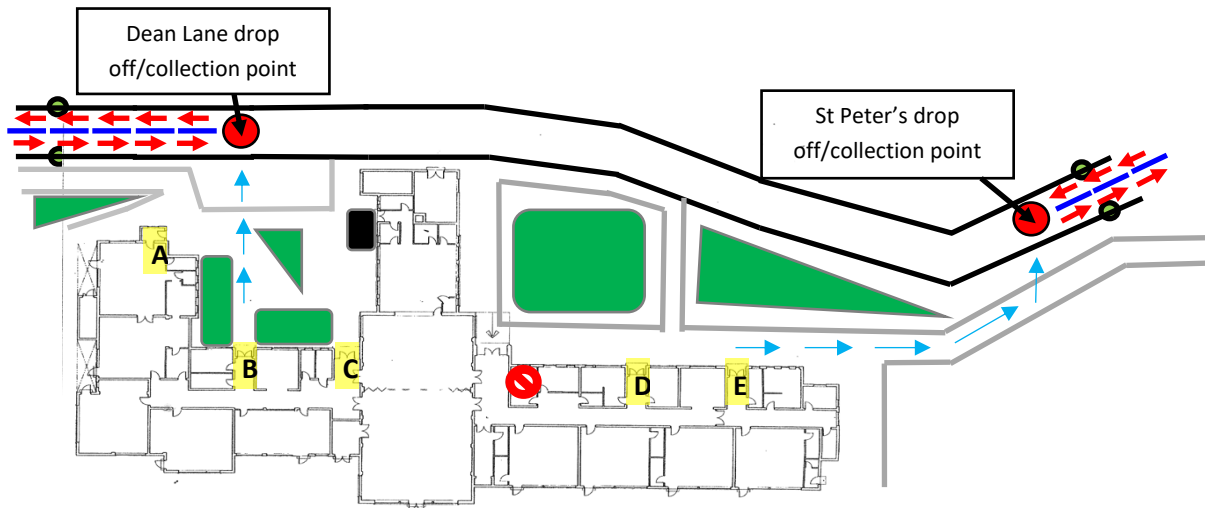
Entrance E is your default entrance. Please approach from St Peter's wherever possible.

If using Dean Lane entrance, please inform us and entrance B will be available. Siblings in other classes will also be dropped off.



Collection: 3:10

Jupiter will be lined up outside entrance E. If you need to collect from Dean Lane, inform us and your child will be outside entrance B. Siblings in other classes will also be collected.

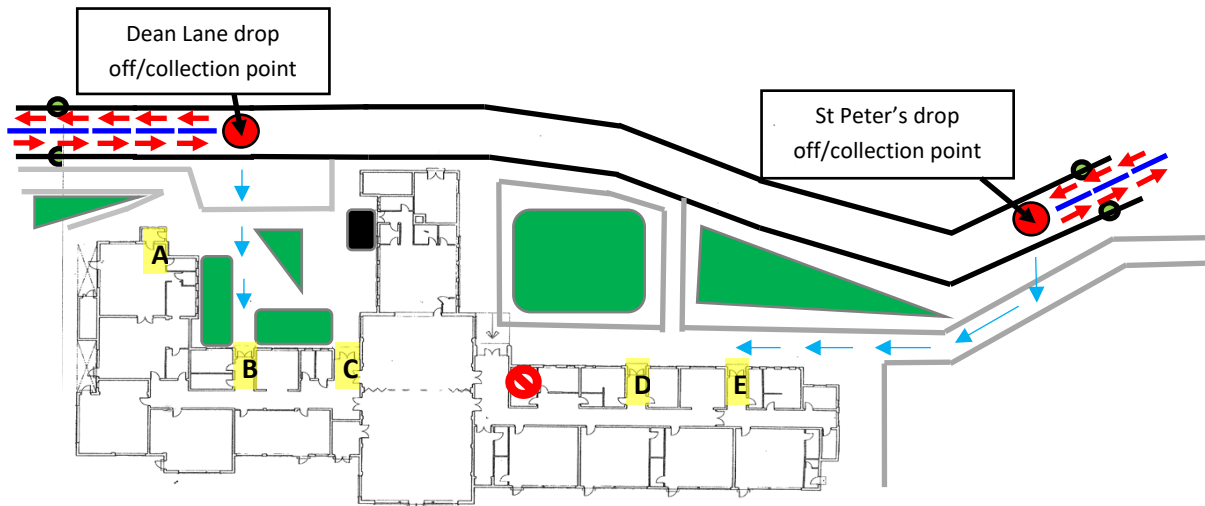


MERCURY

Drop off: 8:50

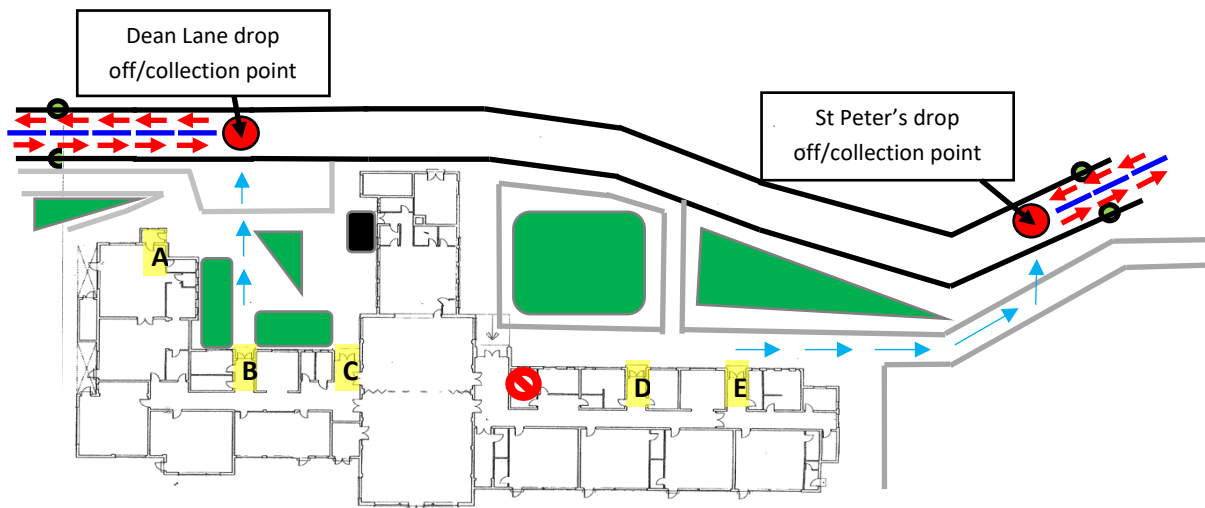
Entrance E is your default entrance. Please approach from St Peter's wherever possible.

If using Dean Lane entrance, please inform us and entrance B will be available. Siblings in other classes will also be dropped off.



Collection: 3:20

Mercury will be lined up outside entrance E. If you need to collect from Dean Lane, inform us and your child will be outside entrance B. Siblings in other classes will also be collected.

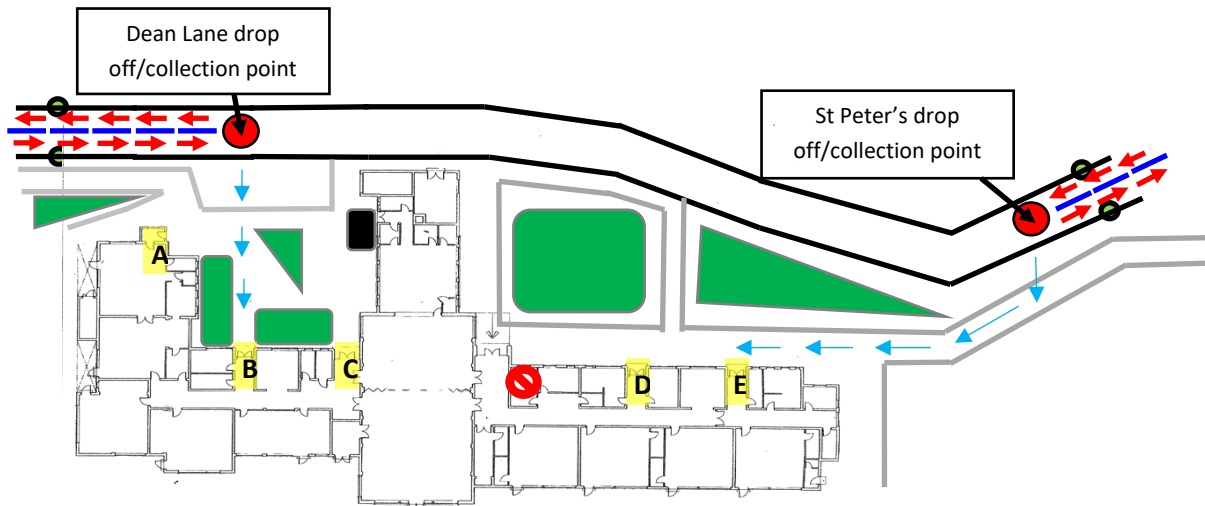


VENUS

Drop off: 9:00

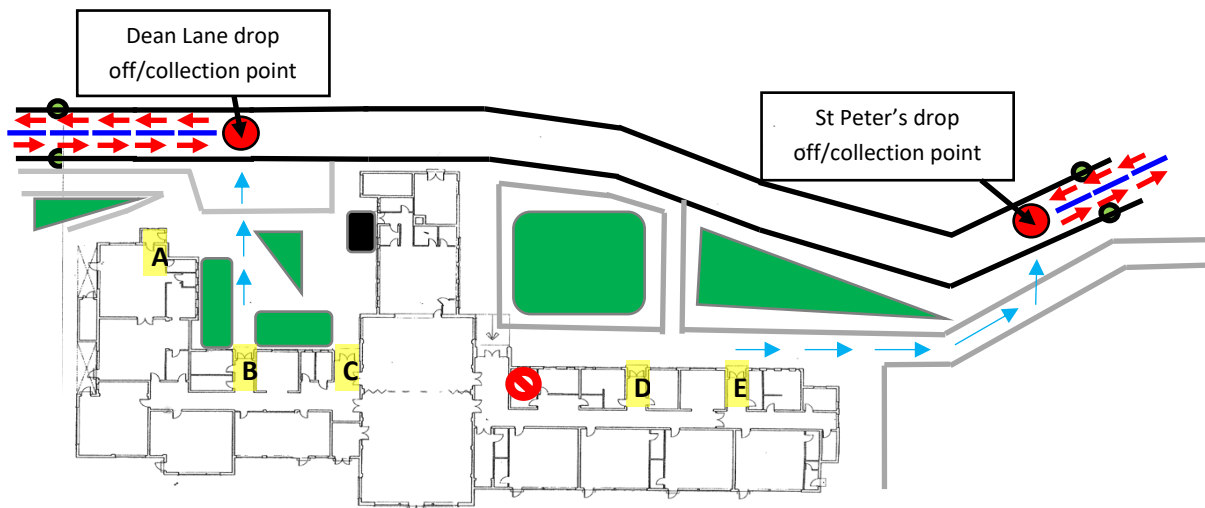
Entrance E is your default entrance. Please approach from St Peter's wherever possible.

If using Dean Lane entrance, please inform us and entrance B will be available. Siblings in other classes will also be dropped off.



Collection: 3:30

Venus will be lined up outside entrance E. If you need to collect from Dean Lane, inform us and your child will be outside entrance B. Siblings in other classes will also be collected.

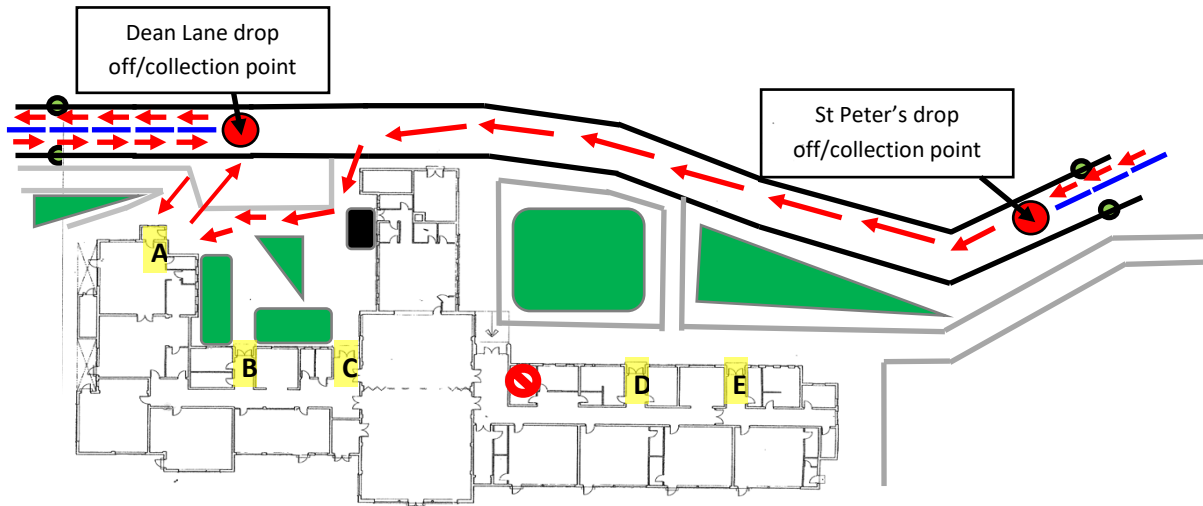


EARTH

Drop off: 8:20

Entrance A is your default entrance. Please approach from Dean Lane, follow the red arrows round to entrance A.

If using St Peter's entrance, please inform us and you will be allowed to walk along the road to entrance A. However, you will then need to exit via Dean Lane. We appreciate that Dean Lane is not always safe with young children, hence we are allowing you to travel through site when accompanied by your children.



Collection: 2:50

Earth will be lined up outside entrance A. If you need to exit on St Peter's, you will walk around to Dean Lane entrance and if you have informed us you will be allowed to walk along the road to exit on St Peter's. We do ask you to ensure you are punctual as St Peter's exit will be in use at 3:00.

