

End of the Day Procedures

1. Children need to be collected punctually so that they can leave in their departure window, and thus ensure classes do not mix:-
2. Class departure timings and routes:-

Week beginning Wednesday 2nd September

Class	Timing	Collection Point	Exit Door
1	14:45 – 15:05	Infant Playground	The Pod
2	15:15 – 15:30	Infant Playground	Infant Cloakroom
3	14:45 – 15:05	Via Top Gate	Class 4 Cloakroom (infant playground side)
4	15:15 – 15:30	Via Top Gate	Class 4 Cloakroom (infant playground side)

Week beginning Monday 7th September

Class	Timing	Collection Point	Exit Door
1	15:00 – 15:10	Infant Playground	The Pod
2	15:15 – 15:25	Infant Playground	Infant Cloakroom
3	15:00 – 15:10	Via Top Gate	Class 4 Cloakroom (infant playground side)
4	15:15 – 15:25	Via Top Gate	Class 4 Cloakroom (infant playground side)

Siblings are to leave at the time of the youngest sibling via playground collection.

3. Children and staff will sanitise hands before leaving the classroom.
4. Pupil Collection Procedures:

CLASS 1 and CLASS 2:

- We ask that just one parent/carer comes to collect their child/children, and that they come onto the infant playground and wait on one of the 2m distancing circles. Please do not bring younger siblings if at all possible. If you do need to bring younger siblings, then please ensure that they stay with you on your 2m yellow circle.
- Staff will bring groups out via either The Pod door (Class 1) or Class I cloakroom door (Class 2). They will call a child's name and we ask that the parent/carer steps forwards and meets their child and then leaves the playground promptly, following the path in front of the office window, going down the steps into the staff car park and following the pavement by the bus lay-bys.
- If there are parents coming onto the playground, please stand back and let them on before going through the gates.
- If you are leaving school grounds in a car, we kindly ask that you stop and wait for any pedestrians that are walking along the side of the access road/zebra crossing until they have got safely across to the pavement on the Pre-School side of the road.

CLASS 3 and CLASS 4:

- Class 3 and 4 parents are **not** to park on school grounds, but are to park locally and walk to collection point (cul-de-sac behind Station Rd properties) and stand 2m apart on the pavement on the opposite side of the road to the school.
- We have spoken to the Village Hall management, and parents have permission to park on their car park.
- Class teachers will escort children to the Top Gate.
- Class teachers will call child's name, and parent (who is standing on opposite side of road) walks forwards to school side of road and meets child, and then walks down pavement to school access road and turns right to walk home/to car.

ALL PARENTS:

5. We ask all parents to be considerate, patient and understanding in the situation – we are trying to manage a safe exit for all children and parents, whilst ensuring that we keep class groups apart.
6. We also kindly request that parents maintain 2m distancing once children have been collected so that we can maintain the security of class groups.

The start and end of the day is when we have the highest numbers of people, and so when there is the highest risk of spreading the virus, so PLEASE can we respect the social distancing rules.