

Start of Day Procedures

1. Children need to arrive punctually and promptly in their arrival window so that different classes don't mix.
2. For the first week we are going to have a 30 minute stagger to allow parents and children to familiarise themselves with the procedures. After that it will be a 20 minute stagger.
3. We ask parents to be patient and understanding, and to follow the procedures, as well as respect the local residents. There will inevitably be congestion, but we need to ensure that children and adults maintain the 2m rule, and also keep children in different classes apart.
4. Class arrival timings and routes:-

Week beginning Wednesday 2nd September

Class	Timing	Route	Access Door
1	09:15 – 09:30	Via main entrance to reception gate to infant playground	The Pod
2	08:45 – 09:10	Via main entrance to reception gate to infant playground.	Infant Cloakroom
3	09:15 – 09:40	Via Top Gate	Class 4 Cloakroom (infant playground side)
4	08:45 – 09:10	Via Top Gate	Class 4 Cloakroom (infant playground side)

Week beginning Monday 7th September

Class	Timing	Route	Access Door
1	09:05 – 09:20	Via main entrance to reception door.	The Pod
2	08:45 – 09:00	Via main entrance to reception door.	Infant Cloakroom
3	09:05 – 09:20	Via Top Gate	Class 4 Cloakroom (infant playground side)
4	08:45 – 09:00	Via Top Gate	Class 4 Cloakroom (infant playground side)

Siblings are to arrive at the time of the eldest sibling via main entrance, using appropriate class entrance door.

Once the routines are familiar and working smoothly, we may be able to amend the timings to reduce the gap.

Class 1 and 2:

5. If walking, (either from home or from parked car) children and parents are to use the pavement starting at the gate by Pre-School and follow the painted 2m markings on the pavement to ensure 2m distancing. Please leave your child at the first gate by reception to walk into school independently, and then continue around the front of the school, down the steps to the staff car park and follow the pavement along where the bus lay by is, back home or to your car. We have painted a pedestrian pathway and zebra crossing to allow safe walking along and across the access road.
6. If driving, and **if your children are able to exit the car independently**, parents are requested to drop children at the front entrance pathway to school, with **children only** leaving the car.

7. If children need support getting out (eg if in car seats), then we request that parents park considerately and walk to school along the pavement and follow the above procedure.
8. Parents are **not** to go through the first gate by reception – children will need to walk independently with their belongings, into the infant playground, to the appropriate entrance. There will be staff on the playground and at the entrance to assist – but from a distance.
9. Please make this as easy for children by ensuring their belongings are in one big bag as much as possible – especially for the year 1 and Reception children. Lots of loose items are difficult to manage for small hands!

Class 3 and 4:

10. Children access school via the top gate.
11. If walking from home, we ask parents to allow children to walk independently up the pavement where the school access road joins the residential cul-de-sac, (see map) and that parents maintain 2m social distancing from each other.
12. If driving, parents are requested to drop children at the junction where the school access road joins the residential cul-de-sac (see map) and children walk independently up the pavement to the Top Gate. Parents are then to drive around the school access ring-road, being mindful of any traffic and pedestrians from KS1 parents. Please **DO NOT** drive up the residential cul-de-sac.
13. There will be a member of staff supervising the Top Gate access and also supervising any children crossing the road who have accessed school via the pedestrian alley from Station Rd.

ALL PARENTS:

14. We really ask parents to be punctual and prompt. We appreciate that due to unforeseen circumstances you may arrive late.
15. If you are late and miss your class arrival window, please park and wait for a 'gap'. It is important that we do not mix the class groups.
16. Whilst children are still accessing school, the Top Gate and Main Reception areas will be staffed, and staff will advise you on when children can access school.
17. If children have all gone in, then please gain Mrs Harman's attention through the Office external window, and she will ask you to send children through the first gate independently to the appropriate entrance door. Mrs Harman will notify the appropriate class teacher that your child is late and needs access (we have class walkie talkies).

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.