

# Andrews' Endowed Church of England Primary School

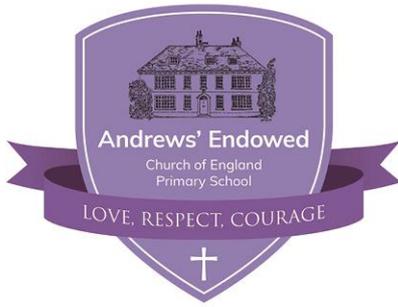
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Dear Parents and Carers

## **DROP OFF AND PICK UP ARRANGEMENTS - March 2021**

**The timings for all classes, and the entry/exit gates and pathways they use will remain the same.**

Drop off	Pedestrian Path	Driveway	Pick up	Pedestrian Path	Driveway
8.30 am	Year 5	Year 6	3.00 pm	Year 5	Year 6
8.40 am	Year 2	Year 4	3.10 pm	Year 2	Year 4
8.50 am	Year 1	Year 3	3.20 pm	Year 1	Year 3
9.00 am	Acorns		3.30 pm	Acorns	

### **Drop Off:**

From Monday, please use the waiting spots on the path and driveway again. Parents should take up the places on the spots, with their child/children, facing towards the school building, a few minutes before their first child's drop off time. It is really helpful if only one adult lines up with the child to ease congestion.

If you have children in parallel classes, please stand in your younger child's class line and send your older child to join their class line unaccompanied.

The class teacher will come to collect their class and will stand near the entry gate by the school house that their class normally goes through. The class teacher will invite the class to come up and join them – the children will need to walk in turn up the path/driveway to reach their class teacher.

If you have no other children to drop off, please return back down the same path and out of the school. Please be ready to go as soon as your child sets off towards their teacher - don't wait to wave to your child as this will delay the next group from entering the site. Some schools call this 'kiss and go'.

If you have other children to drop off, please move to the waiting area on the grass. Please use the area for the class you will next be dropping off to. (These areas are only for families with multiple children to drop off.)

When your next child's class begin to arrive, please move back onto the path and wait with your child for the next teacher to come out.

### **Pick Up:**

Please arrive at the same times as you have been arriving. A minute or two before your child's class is due to leave, please come and stand on the spots. The teacher will dismiss the children one by one, in a conveyor-belt arrangement to each parent as they reach the top of the line, with parents moving up the spots and then heading down the arrows with their child once they have been reunited.

If you are collecting from two year groups that are dismissed at the same time, please join the line for your younger child, and the staff will be on the lookout to send your older child over to you.

If you have additional children to collect, please move to wait in the marked box on the grass until your next child's class comes out.



We will try to make the handover as smooth as possible, but please be patient as it will take a little while for us to match the right child to the parent at the top of the queue.

**Guiding Principles:**

**Please remember that we are in the midst of a pandemic, and care needs to be taken at all times. Swift drop off and pick up with a rapid clearance of the site afterwards will contribute to everyone's safety.**

***All adults must wear a mask unless medically exempt.***

Social Distancing is extremely important.

Wherever possible, 2m between adults should be maintained. This will not be possible on the paths.

Please avoid social mixing between year group parents unless unavoidable.

Please keep both gateways completely clear at all times to avoid congestion.

Please leave dogs at home. We cannot have any dogs on the grounds and dogs may not be tied to the gates as they will make it difficult for children and families to enter. If you absolutely have to bring a dog, it will need to be tethered far away from the gates while you enter the site, which will be difficult to achieve. Children may not be sent to join their queue without an adult.

Groups of children should not be mixing across year groups whilst waiting, and children will need to wait with their adults in their allocated space.

All timings remain crucial – please do not enter the site early or change the time of your arrival; please leave promptly after drop off and once you have picked up.

Where you have children in more than one class, who have different arrival times, we are still very happy for you to arrive for the younger child's time and the older children make their way in a few minutes later than the rest of their class.

Please maintain your distance from the staff – those arrangements which are aimed at minimising any additional risk to our teachers and support staff are not changing.

I will still be on hand to welcome latecomers and stragglers – children who miss their class arrival time should come in through their correct entrance, and head up to class maintaining their distance from the class who are currently gathering.

We hope these arrangements make sense for you. There is a map to accompany this letter which we hope will be helpful too.

Thank you

*Maria Lloyd*

Mrs Maria Lloyd