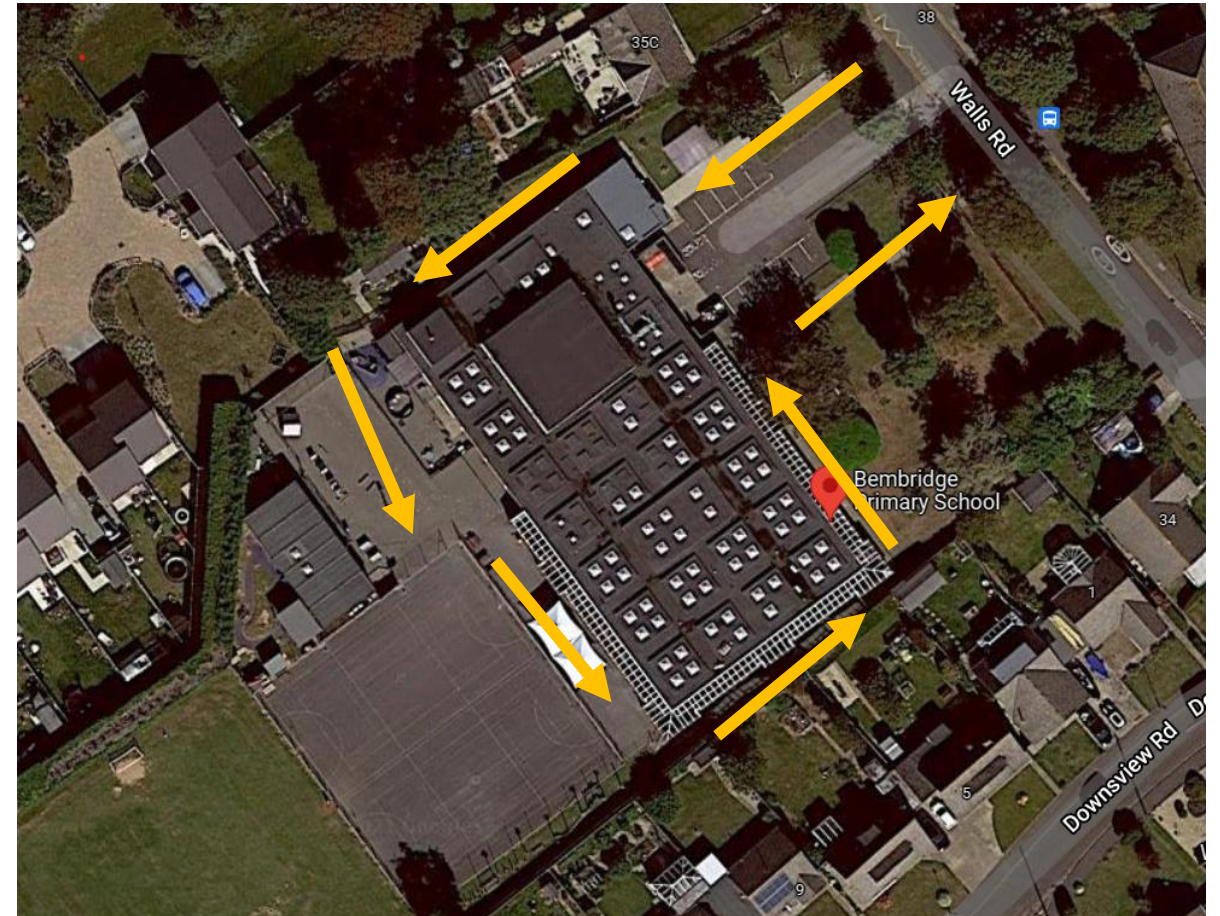


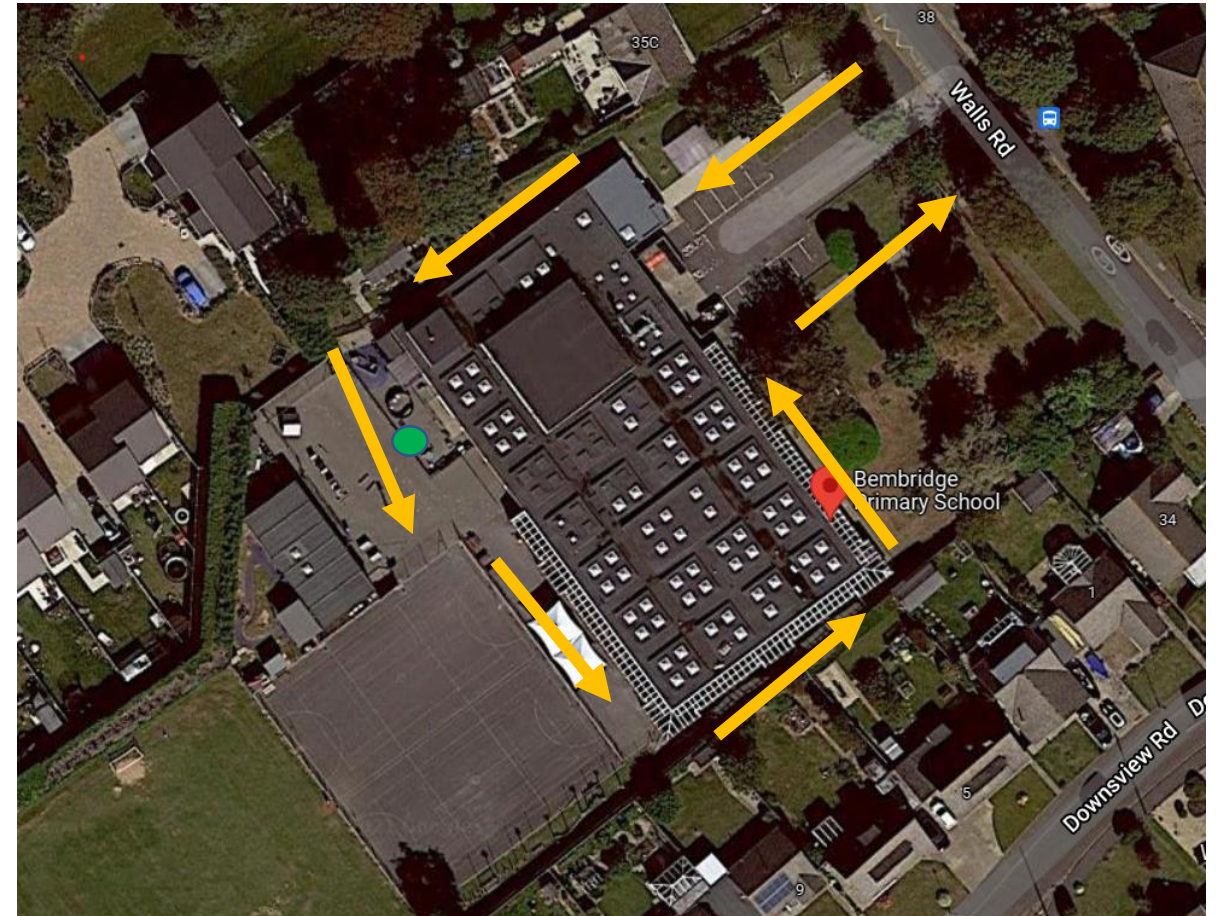
A change to the start and end of the day

- From Monday 13th September, we are going to change the start and end of day procedures as we are no longer required to have staggered start and finish times. We would also like to have a smooth and efficient handover.
- Children and parents will be allowed on site.
- We will operate a one-way system as shown on this map to support easy access at the start and the end of the day. This will be in place at the following times:
 - Morning: 8:40 to 8:55am
 - Afternoon: 2:45pm to 3:05pm



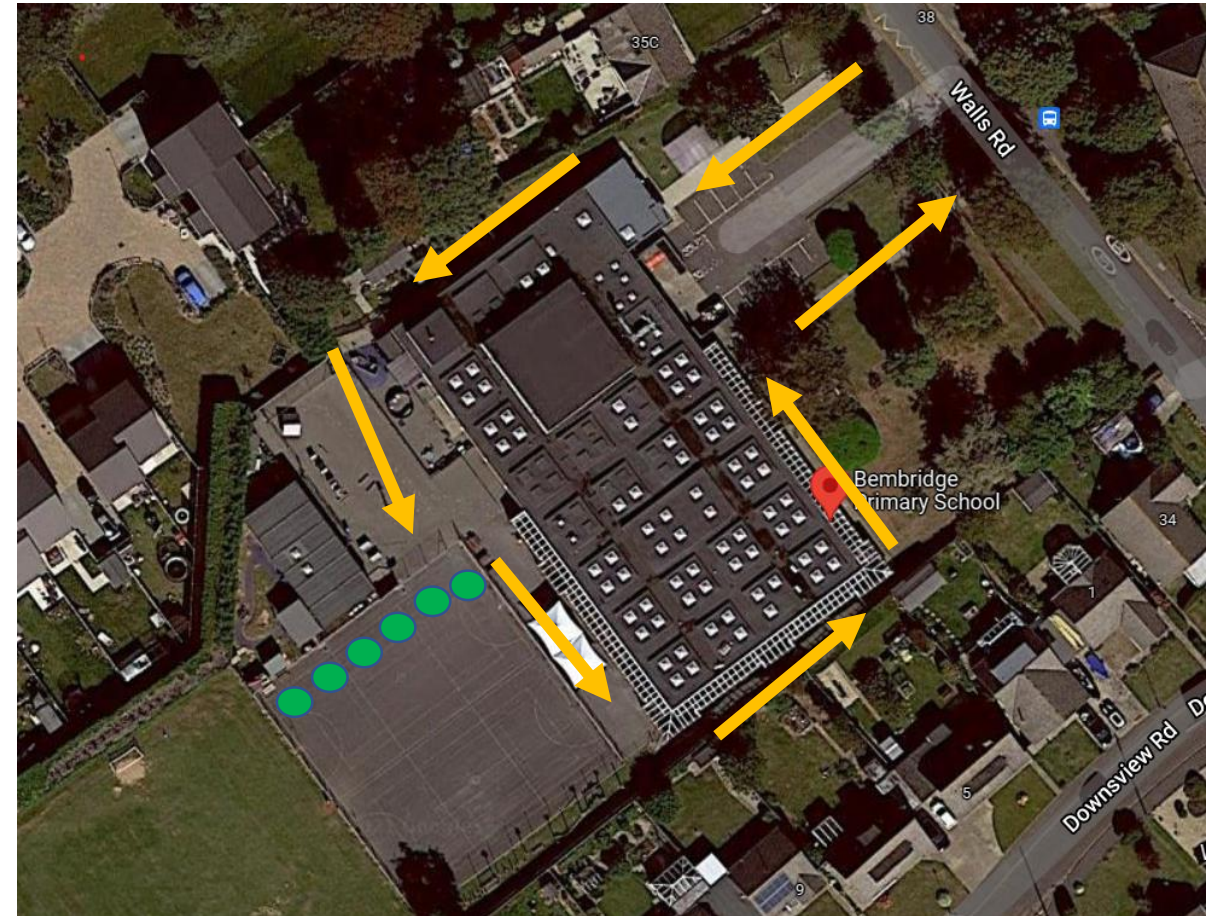
Reception - Start of the day

- ❑ Gates open at 8:40am. Children and parents to follow the one way system to the playground.
- ❑ Reception pupils will be greeted by their class teacher at the painted fence at 8:45am (shown by a green dot). The children will walk into class saying their goodbyes on the playground.
- ❑ Doors will close at 8:55am for registration.



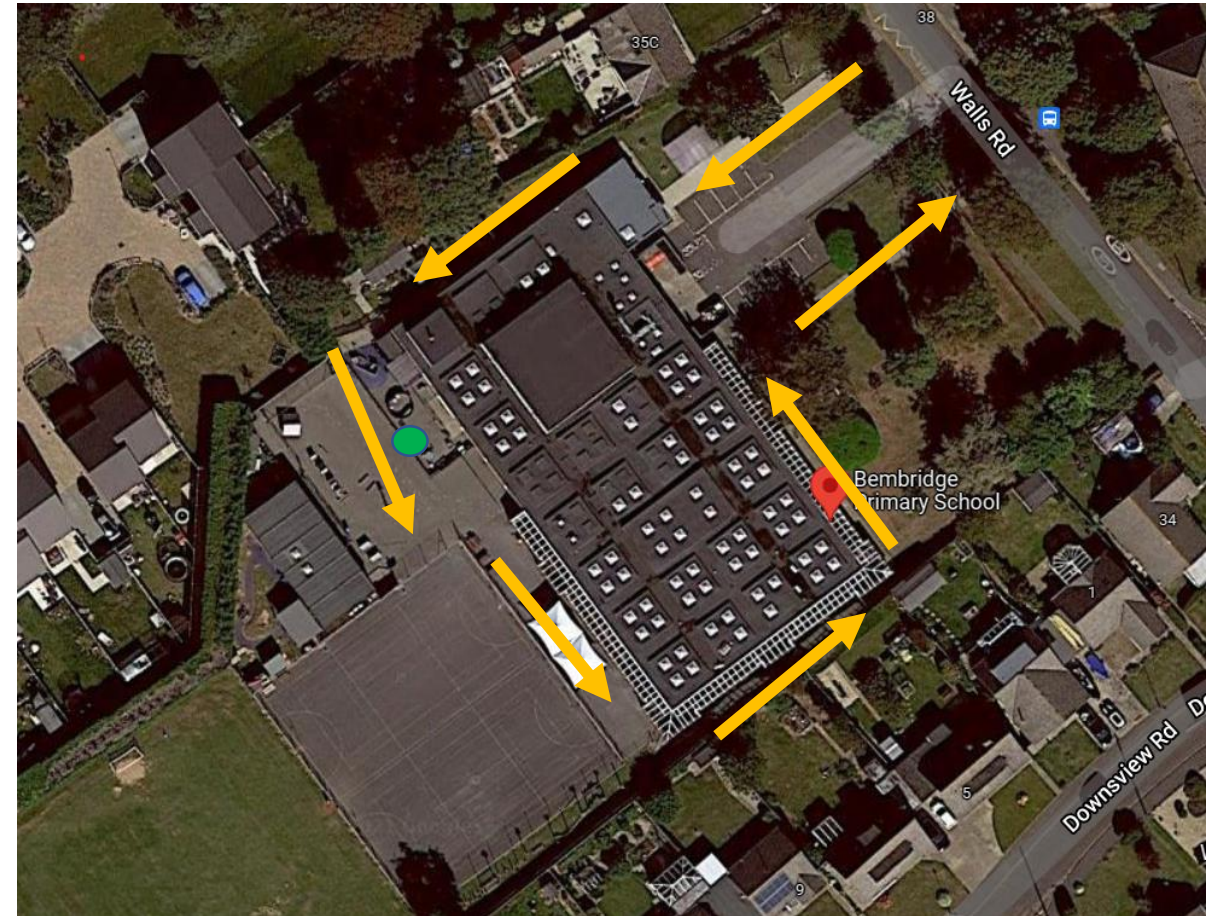
Years 1 to 6 - Start of the day

- Gates open at 8:40am. Children and parents to follow the one way system to the playground.
- Teachers will come on to the playground at 8:45am and be available for brief messages or catch-up.
- Just before 8:50am, the bell will ring and all pupils will line up as shown by the green dots. The children will walk into their lines saying their goodbyes on the playground.
- Please can we request that parents leave the grounds as the children are lining up to support a swift transition to the classroom, or remain outside of the sports court area.
- Doors will close at 8:55am for registration.



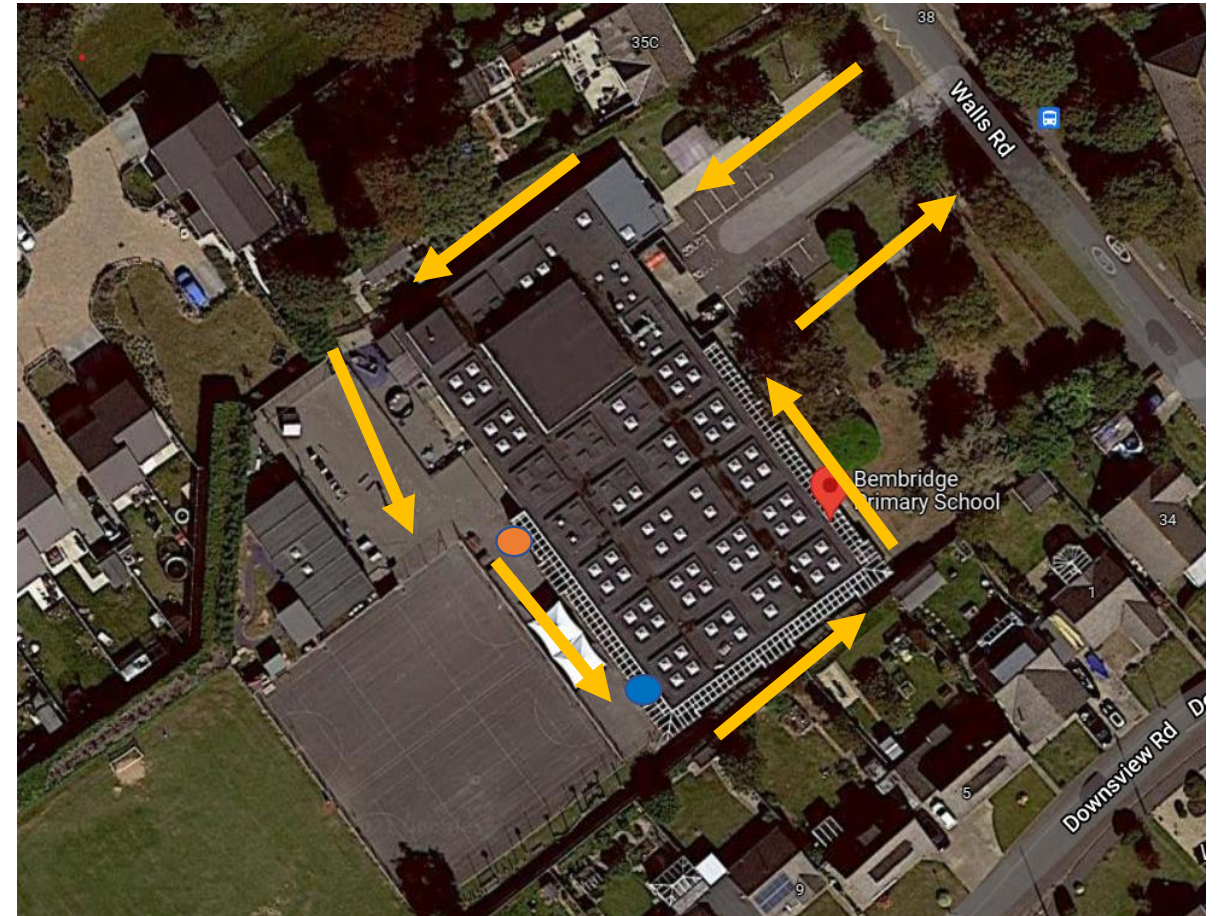
Reception – End of the day – 2:45 to 2:50pm

- ❑ Gates open at 2:45pm. Parents are to follow the one way system to the playground.
- ❑ Reception pupils will be handed over by their class teacher at the painted fence (shown by the green dot) from 2:45pm to 2:50pm.



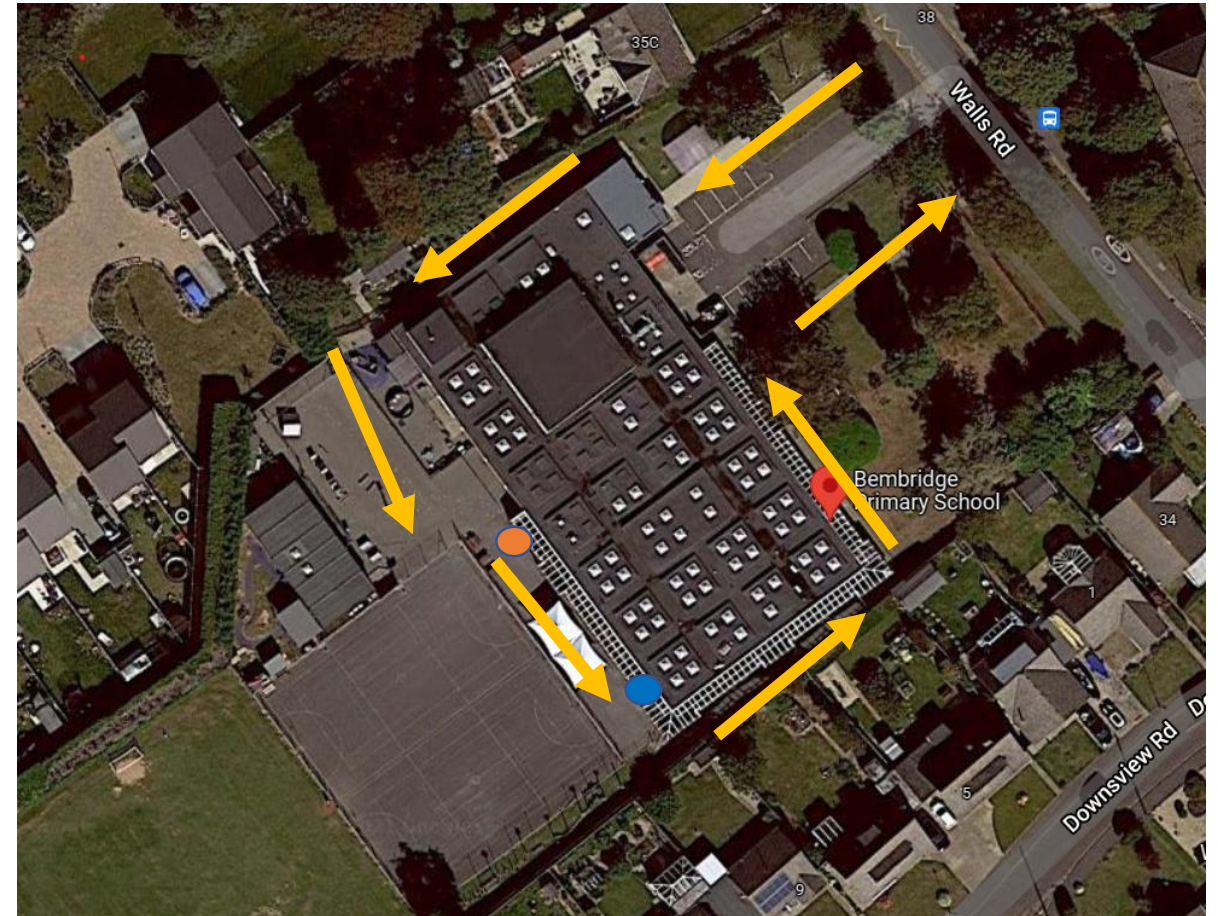
Year 1 and 2 – End of the day – 2:55pm

- ❑ Gates open at 2:45pm. Parents and carers are to follow the one way system to the playground.
- ❑ Year 1 children will be handed over by their class teacher at the double doors (shown by the orange dot) at 2:55pm.
- ❑ Year 2 children will be handed over by their class teacher at the double doors (shown by the blue dot) at 2:55pm.
- ❑ Please ensure there is a clear walk way for parents and carers to follow the one way system and leave the grounds.



Year 3 and 4 – End of the day – 3:00pm

- ❑ Gates open at 2:45pm. Parents and carers are to follow the one way system to the playground.
- ❑ Year 3 children will be handed over by their class teacher at the double doors (shown by the orange dot) at 3:00pm.
- ❑ Year 4 children will be handed over by their class teacher at the double doors (shown by the blue dot) at 3:00pm.
- ❑ Please ensure there is a clear walk way for parents and carers to follow the one way system and leave the grounds.



Year 5 and 6 – End of the day – 3:00pm

- Gates open at 2:45pm. Parents and carers are to follow the one way system to the playground.
- Year 5 and 6 children who are being collected will be handed over by their class teacher at the picnic tables under the trees (shown by the orange dot) at 3:00pm.
- Year 5 and 6 children who have permission to leave the grounds unaccompanied will leave the site following the one way system.
- Please ensure there is a clear walk way for parents and carers to follow the one way system and leave the grounds.

