

## **Specific Guidance Document: Start and End of School Day**

### **Start / End of day Timings and Entrances:**

Parents are not permitted onto the school site and, in the event of a queue, will need to line up on Leigham Vale or Hitherfield Road.

Teachers and support staff must arrive at the gate 5 minutes prior to the children's start time.

### **Year 5 and 6 Bubbles:**

#### **Year 6: 8:40am/3:10pm at Leigham Vale - use both pedestrian and vehicle gates**

Year 6 children will access the one way system from the main playground. Children entering by the pedestrian gate will access the one way system via the gate by the admin block. Children will use the one way system (but in an anticlockwise direction) and enter the school building via the new staircase in the North Block. This will be supported by adults until children are able to do this independently.

#### **3:10pm Collection**

Wolverine class taken down the internal stairs, out of the year 2 exit and follow the one way system to access the left hand side of the vehicle gate. Children who are walking home alone to be at the front of the line and allowed to leave first.

Parents will be directed by SLT to wait on the appropriate side of the gate, towards Tulse Hill.

Orca class taken down the internal stairs, out of the year 2 exit and follow the one way system to access the right hand side of the vehicle gate, children who are walking home alone to be at the front of the line and allowed to leave first.

Parents collecting will wait on the opposite side of the road, opposite the gate and wait for their child to be sent to them. This will be supported by SLT.

Puffin class taken down the internal stairs, out of the year 2 exit and follow the one way system to access the pedestrian gate, children who are walking home alone to be at the front of the line and allowed to leave first.

Parents will be directed to by SLT to wait on the appropriate side of the gate, towards Hitherfield road.

#### **Year 5: 8:50am/3:20pm at Leigham Vale - use both pedestrian and vehicle gates**

Year 5 children entering by the vehicle gate will access the avenue via the gate by the admin class. Children entering by the pedestrian gate will access the avenue. Children will enter the school building via the new staircase in the South Block. Children will leave the building by going down the internal staircase, across the 'Year 1 lobby' and out the door to the avenue. This will be supported by adults until children are able to do this independently.

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### **3:20pm Collection**

Otter class taken down the internal stairs, out of the year 1 exit and follow the one way system to access the left hand side of the vehicle gate. Children who are walking home alone to be at the front of the line and allowed to leave first.

Parents will be directed by SLT to wait on the appropriate side of the gate, towards Tulse Hill.

Hedgehog class taken down the internal stairs, out of the year 1 exit and follow the one way system to access the right hand side of the vehicle gate, children who are walking home alone to be at the front of the line and allowed to leave first.

Parents collecting will wait on the opposite side of the road, opposite the gate and wait for their child to be sent to them. This will be supported by SLT.

Kingfisher class taken down the internal stairs, out of the year 1 exit and follow the one way system to access the pedestrian gate, children who are walking home alone to be at the front of the line and allowed to leave first.

Parents will be directed to by SLT to wait on the appropriate side of the gate, towards Hitherfield road.

### **Year 3 and 4 Bubbles:**

#### **Year 3: Hitherfield Road entrance**

- **8:30 / 3:00 Anaconda**
- **8:35 / 3:05 Jaguar**
- **8:40 / 3:10 Macaw**

The Year 3 Bubble will enter via Hitherfield Road by the vehicle gate. Pupils will enter via the vehicle gate and, in the event of a queue, will queue down the hill. They will meet their teacher at the sanitising station and form a queue. Children will walk down the Avenue and access the building via the new staircase in the South Block. Staggered start times within each year group will reduce likelihood of long queues forming. SLT will manage the gates.

At the end of the day, the Year 3 Bubble will walk down the internal staircase and exit the building by Year 1. Pupils will walk up the Avenue and line up with their teacher at the sanitising station. Parents will line up outside the school in a socially distanced manner. A member of SLT will stand by the gate. When a child sees their adult they go to them. Staggered finish times within each year group will reduce likelihood of long queues forming.

#### **Year 4: Hitherfield Road entrance**

- **8:45 / 3:15 Cheetah**
- **8:50 / 3:20 Flamingo**
- **8:55 / 3:25 Hippo**

The Year 4 Bubble will enter via Hitherfield Road by the vehicle gate. Pupils will enter via the vehicle gate and, in the event of a queue, will queue down the hill. They will meet their teacher at the sanitising station and form a queue. Children will walk down the Avenue,

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access the one way system (walking in the 'wrong' direction) and enter the building via the North Block lift entrance. They will walk up the new staircase in the North Block. Staggered start times within each year group will reduce likelihood of long queues forming. SLT will manage the gates.

At the end of the day, the Year 4Bubble will walk down the internal staircase and exit the building by Year 2. Pupils will walk around the one way system and line up with their teacher at the sanitising station. Parents will line up outside the school in a socially distanced manner. A member of SLT will stand by the gate. When a child sees their adult they go to them. Staggered finish times within each year group will reduce likelihood of long queues forming.

### Year 1 and 2 Bubbles:

**Year 2: 9:00/ 3:30pm - Leigham Vale - use both pedestrian and vehicle gates**

**Year 1: Leigham Vale - use both pedestrian and vehicle gates**

- **9:10 / 3:40 Cobra**
- **9:10 / 3:45 Dugong**
- **9:10 / 3:50 Sunbird**

Year 1 and 2 Bubbles will enter via Leigham Vale. Children will use the one way system to enter the school building via the external doors to their classrooms. SLT will manage the gates.

Year 1 and 2 Bubbles will exit their classrooms via their external doors and follow the one way system to the Leigham Vale gates. Pupils will line up with their teacher at the sanitising station and parents will line up outside the school in a socially distanced manner. When children can see their parents they can be dismissed. Staggered finish times within Year 1 will reduce the likelihood of long queues forming.

**Reception Bubbles:** Hitherfield Road - use vehicle entrance and take children as far as the wooden gate using the one way system as marked and directed. They will queue down the hill if necessary.

### **Stay and Play and 1st full week back for Reception**

Date	9:00 - 11:00	1:00 - 3:00
Wed 02/09	Koala 1	Platypus 1
Thu 03/09	Kookaburra 1	Koala 2
Fri 04/09	Platypus 2	Kookaburra 2
Date	9.00/9.20 - 12:15	1:15 - 3:15

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Mon 07/09	Group 1 from each class	Group 1 from each class
Tue 08/09	Group 1 from each class	Group 1 from each class
Wed 09/09	Group 1 from each class	Group 2 from each class
Thu 10/09	Group 2 from each class	Group 2 from each class
Fri 11/09	Group 2 from each class	Group 2 from each class

Below are the timings for drop off and pick up from Monday 7th September:

### Reception: Hitherfield Road - Vehicle Entrance

- **9:00 / 3:30 Koala**
- **9:10 / 3:40 Platypus**
- **9:20 / 3:50 Kookaburra**

From Monday 14th September all parents will be required to drop off/pick up their children at the wooden gates at the start of the Reception playground. There will be a member of staff from the class and an SLT member to assist the children as they enter/exit the school.

A one way system will be employed along the driveway from the vehicle entrance to ensure safe flow of parents in and out of this area. Parents/carers will queue down the hill if necessary.

### Nursery Bubbles

#### Stay and Play Sessions

Parents and children will be invited in to class for play and stay sessions at the beginning of the term. They will be required to wear face masks when entering the building. Timings are below.

Date	9:15 - 10:45	12:30 - 2:00
Wed 02/09	M/T/W	W/T/F
Thu 03/09	FT1	FT2
Fri 04/09	W/T/F	FT1
Mon 07/09	FT2	M/T/W
Tue 08/09	M/T/W	FT1
Wed 09/09	FT2	M/T/W
Thu 10/09	W/T/F	FT2
Fri 11/09	W/T/F	F

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From September 14th Nursery children who started in January will start the full allocated hours. New starters will be doing half days and coming in to Nursery at staggered time throughout this week. If ready, they will start their full allocated hours on the w/b 21st September.

Below are the timings for drop off and pick up after the settling period, when children are in for the full allocated hours.

### **Nursery: Hitherfield Road - use Pedestrian gate.**

- **Robin FT 9.00/3.00**
- **Tadpole FT 9.10/3.10**
- **Robin M/T/W or W/T/F 9.20/3.20**
- **Tadpole M/T/W or W/T/F 9.30/3.30**

Parents should enter through the main nursery gate which leads to the balcony and exit through the back of the Children Centre, therefore creating a one way system. See SGD - Moving Around The School

Staggered start times within each year group will reduce likelihood of long queues forming. SLT will manage the gate. One adult from each Bubble will stand at a socially distanced point to support and direct the children to their rooms, until they are able to walk to class unattended.

### **Additional Information**

Late arrivals, or children unwilling to enter, will not be permitted until it is safe to do so. Early arrivals will not be permitted on any part of the school grounds until the correct time. Late Collection - child stays with the SLT member and the Admin Team will contact parents.

**Further Questions:**