** Drop-off and Collection Procedure**

**Year Groups Returning to School**

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| --- | --- | --- | --- |
| **Class** | **Enter and leave through the following doors** | **Arrival** | **Collection** |
| Falcon  | Door by the library | 8.30am | 2:50pm |
| Hawk | Door by the library | 8:40am | 3:00pm |
| Swift  | KS2 Door  | 8.50am | 3:10pm |
| Owl | KS2 Door | 8.40am | 3:00pm |
| Swan | Swan fire exit | 8.50am | 3:10pm |
| Kingfisher | KS1 Door | 8:50am | 3:10pm |
| Peacock | Gate via Peacock outdoor area  | 8:40am | 3:00pm |

**Please see the map for further guidance**

**Parental Responsibilities**

**-Children must be dropped off and picked up on time. No discussions can take place with staff (if there are any issues parents can call or email school).**

**-Although we will provide parents with guidance in entering and exiting the school site we expect parents to distance accordingly when waiting to pick up their children.**

**-All parents must leave immediately after dropping off or collecting their child.**

**-Staff will be on the playground to guide parents around the site appropriately.**

**- In order to ensure all children have their teaching entitlement, if you have more than one child, you will need to drop them off at the earliest time for your family and collect them at the latest time for your family. Children will not be dismissed by their teacher until the end of their day.**