

# The Three Schools

Drop off and Collection Information for September 2020

## Drop off and collection details

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- Only parents who are **symptom-free** will be able to drop-off or collect their child.
- We request that, where possible, drop-off and collection are limited to **one parent per family** to reduce the number of people congregating outside school.
- To avoid unnecessary entry to, and traffic inside, our schools, drop-off and collections will take place in a pre-designated area as detailed in the following pages.
- Naturally, with these changes to our procedures, drop-off and collection will take longer than usual. Parents are politely asked to be patient when dropping off or collecting their children.
- Where parents are waiting to drop-off or collect their child, social distancing of **2 metres** should be maintained at all times.
- Staggered drop-off and collection times will be in place as detailed in the following pages.
- Children will need to come into school **independently** so please do your best to prepare them.

## Drop off and collection – Drayton Parslow

To support our social distancing measures, please do not arrive early or remain on site after dropping children off. This will allow the next group to arrive safely.

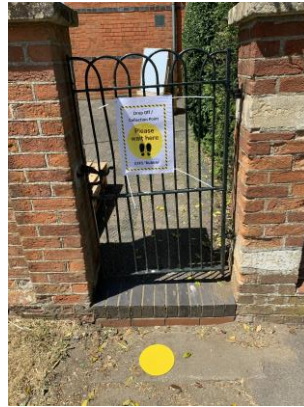
### EYFS

In the morning, parents will escort their children through the **EYFS entrance** and into the **EYFS play area** where Mrs. Sandmann will collect them.

- EYFS Drop-off window between **8.30am and 8.55am**

At the end of the day, children will be collected from the **Early Years play area**.

- EYFS Collection window between **3.15pm – 3.35pm**



### Year 1

Year 1 will enter via the **front door**, with parents releasing children at the **school gate**.

- Year 1 Collection window between **3.15pm – 3.35pm**.

Year 1 will be collected from the **bottom of the playground** at the end of the day.

- Year 1 Drop-off window between **8.30am and 8.55am**.



### Year 2

Year 2 will enter via the **front door**, with parents releasing children at the **school gate**.

- Year 2 Collection window between **3.15pm – 3.35pm**.

Year 2 will be collected from the **top of the playground** at the end of the day.

- Year 2 Drop-off window between **8.30am and 8.55am**.



## Drop off and collection – Mursley

To support our social distancing measures, please do not arrive early or remain on site after dropping children off. This will allow the next group to arrive safely.

### Kingfishers Pre-School

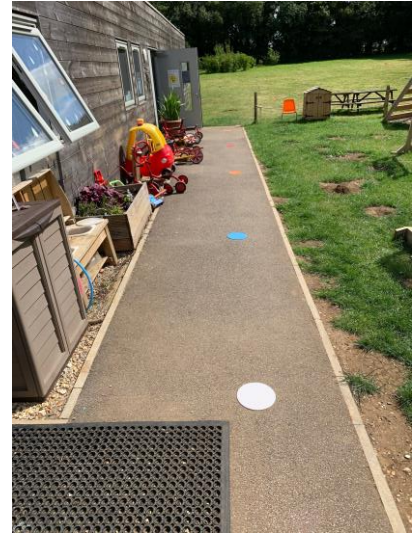
In the morning, parents will escort their children through the **main gate** and up to the **Kingfishers building and wait on the spots**. A member of Pre-School staff will collect the children one by one at the main door.

- Kingfishers Drop-off window **between 8.45am and 9.15am**.

For lunchtime collections, parents will need to come to main reception and the office will contact Kingfishers staff to bring your child down to meet you.

At the end of the day, parents will need to **wait on the spots** outside the **Kingfishers building** and staff will send children out to parents one by one.

- Kingfishers Collection window **between 2.45pm – 3.05pm**.



### EYFS

In the morning, parents will escort their children through the **main gate** and into the **EYFS play area** where Mrs. Smuts will collect them.

- EYFS Drop-off window **between 8.30am and 8.55am**

At the end of the day, children will be collected from the **EYFS play area**.

- EYFS Collection window **between 3.15pm – 3.35pm**



### Year 1

Year 1 will enter via the **main gate**, with parents releasing their children to a member of staff who will be on the playground.

- Year 1 Collection window **between 3.15pm – 3.35pm**.

Year 1 will be collected from the **bottom of the playground** at the end of the day.

- Year 1 Drop-off window **between 8.30am and 8.55am**.



### Year 2

Year 2 will enter via the **main gate**, with parents releasing their children to a member of staff who will be on the playground.

- Year 2 Collection window **between 3.15pm – 3.35pm**.

Year 2 will be collected from the **top of the playground** at the end of the day.

- Year 2 Drop-off window **between 8.30am and 8.55am**.



## Drop off and collection – Swanbourne

Please do not arrive early or stay to chat after drop off, to support us in maintaining social distancing of **2 metres** and allowing the next group to arrive safely.

### Year 3

Year 3 will enter via the **main gate**, with parents releasing their children to a member of staff on the **front of school** - Year 3 staff will be on the playground to direct children to their classroom.

- Year 3 Drop-off window **between 8.30am and 8.55am.**

Year 3 will be collected at the end of the day on **allocated zone by the trees towards the PE Shed.**

- Collection window **between 3.30pm – 3.45pm.**



### Year 4

Year 4 will enter via the **main gate**, with parents releasing their children to a member of staff on the **front of school** - Year 4 staff will be on the playground to direct children to their classroom.

- Year 4 Drop-off window **between 8.30am and 8.55am.**

Year 4 will be collected at the end of the day on **allocated zone by the football goals (Green area)**

- Collection window **between 3.30pm – 3.45pm.**



### Year 5

Year 5 will enter via the **main entrance**, with parents releasing their children to a member of staff on the front of school - Year 5 staff will be in the corridor to direct children to their classroom.

- Year 5 Drop-off window **between 8.30am and 8.55am.**

Year 5 will be collected at the end of the day on **allocated spots on the main playground (Grey area)**

- Collection window **between 3.30pm – 3.45pm.**



### Year 6

Year 6 will enter via the **Green gate accessed by Station Road**, with parents releasing their children to a member of staff on the **rear of school** - Year 6 staff will be on the playground to direct children to their classroom.

- Year 6 Drop-off window **between 8.30am and 8.55am.**

Year 6 will be collected at the end of the day on **allocated spots by Library/Year 6 building.**

- Collection window **between 3.30pm – 3.45pm.**



## County Bus

Pupils travelling to school by County Bus will enter school via the main entrance (Year 5) or main gate (Year 3, 4 and 6) – Members of staff will be at the front of school and on the playground to direct children to their classrooms.

Pupils travelling home by County Bus will;

- Line up in year groups in the Hall, ensuring they remain **1 metre** apart from one another when lining up for the Register.
- Children will only be permitted to go onto the County bus 1 at a time, maintaining **1 metre** distance as they walk to and board the Bus.
- Year groups will be called onto the County Bus in descending order (Year 6, Year 5, Year 4 and Year 3) and will fill the Bus from rear to front, ensuring there is space between each year group.
- Year groups will be allocated areas of the County Bus and they must sit in their designated areas.