

## Changes to drop-off and pick-up arrangements

Dear parents,

Thank you for your understanding with the changes we are putting in place for the drop-off and pick up arrangements.

From tomorrow, **12<sup>th</sup> October 2020**, parents will be able to drop children off and pick children up at the gates in the car park to avoid unnecessary congestion and close contact.

With current cases rising in Nottingham parents are no longer permitted on the playground. We ask too that you maintain social distancing and leave quickly to avoid congestion.

You may have noticed staff wearing masks in public areas, we would be grateful if you could do the same, on arrival and departure, unless there is an underlying health problem that prevents this.

### Staggered Start and Finish Times

Please arrive on time (no earlier than five minutes before allotted time) to avoid mixing of bubbles and unnecessary close-contact.

Start Time			Departure Time	
Class	Time	Organisation	Time	Organisation
<b>F1</b> (Nursery)	<b>9am</b>	Parents and children should line up on the socially distanced markings on the path to the left of the front reception. A member of staff will come to collect the children and they will go through the Foundation gate at 9am. Parents should leave the car park following the one-way system.	<b>3pm</b>	Parents should line up on the socially distanced markings on the path to the left of the front reception. A member of staff will bring the children to the Foundation gate at 3pm. Please arrive no earlier than 2.55pm to pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>F2</b>	<b>8.50am</b>	Parents and children should line up on the socially distanced markings on the path to the left of the front reception. A member of staff will come to collect the children and they will go through the Foundation gate at 8.50am. Parents should leave the car park following the one-way system.	<b>2.50pm</b>	Parents should line up on the socially distanced markings on the path to the left of the front reception. A member of staff will bring the children to the Foundation gate at 2.50pm. Please arrive no earlier than 2.45pm to pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>Y1</b>	<b>8.40am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late.	<b>2.50pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KS1 and 2 gate at 2.50pm. Please arrive no earlier than 2.45pm to

		Parents should leave the car park following the one-way system.		pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>Y2</b>	<b>8.40am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late. Parents should leave the car park following the one-way system.	<b>2.50pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KSI and 2 gate at 2.50pm. Please arrive no earlier than 2.45pm to pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>Y3</b>	<b>8.30am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late. Parents should leave the car park following the one-way system.	<b>2.40pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KSI and 2 gate at 2.40pm. Please arrive no earlier than 2.35pm to pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>Y4</b>	<b>8.30am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late. Parents should leave the car park following the one-way system.	<b>2.40pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KSI and 2 gate at 2.40pm. Please arrive no earlier than 2.35pm to pick up your child to avoid unnecessary congestion and leave using the one-way system.
<b>Y5</b>	<b>8.20am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late. Parents should leave the car park following the one-way system.	<b>2.30pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KSI and 2 gate at 2.30pm. Please arrive no earlier than 2.25pm to pick up your child to avoid unnecessary congestion. Children that have been given written permission to walk home on their own will be directed straight out of school using the one-way system.
<b>Y6</b>	<b>8.20am</b>	Children to come through the gate in the car park to the right of Y1 and 2. They should follow the path and go straight into class. Please arrive on time. Not too early or late. Parents should leave the car park following the one-way system.	<b>2.30pm</b>	Parents should line up on the socially distanced markings on the car park outside the Year 1 and 2 classrooms. A member of staff will bring the children to the KSI and 2 gate at 2.30pm. Please arrive no earlier than 2.25pm to pick up your child to avoid unnecessary congestion. Children that have been given written permission to walk home on their own will be

				directed straight out of school using the one-way system.
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**Siblings:** Older siblings should take their younger siblings through the KS1 and 2 gate (which is to the right of the Year 1 and 2 classrooms) at the start time of the oldest sibling's class. They should take their younger siblings to class (if they need help) before continuing to their own classroom. Staff will be available to guide young children around to the nursery and F2.

At the end of the day, younger children will be dismissed with their older siblings at the departure time of the oldest sibling. Please see the departure time and organisation for the oldest sibling to see where to line up to pick up your children.

If the oldest sibling is taking part in an after school club. You should pick up your child at their usual finish time.

**After-school clubs:** Children will be dismissed from the Reception. Please follow social distancing guidelines to avoid any unnecessary close-contact.

Thank you for your continued support,

Everyone at St. Margaret Clitherow Academy.