



## Arrangements for drop off and pick up week commencing Monday 22<sup>nd</sup> June 2020

Dear Parents/Carers,

We are very excited to welcome back Reception, Year 1 and Year 6 alongside our key worker children tomorrow. To help with the new systems all **drop off and collection areas have been marked to support social distancing**.

On the following pages are **time tables, details** and **photographs** of how the new drop off and pick up areas will look to support the smooth running of these busy points of the day. I hope you find these tables useful to ensure you arrive at the right point of school, at the right time and feel confident how drop off and pick up of children will look.

I would also like to remind everyone of some key points for tomorrow. In particular I am also asking everyone to not bring children to school on **scooters** and **bikes**.

- **Start times and finish times:** We are staggering start and finish times, please refer to the tables below this letter check this information for child's class. It is important to note that some children are entering and leaving school at different points.
- **Social distance queuing:** On entering and leaving school, children and parents will have to queue at the relevant entrance point in a marked area. A member of staff will be there upon arrival on Monday to guide children coming into school. I have included photographs in the tables below to help things run smoothly.
- **Lunch:** children need to bring in a packed lunch.
- **Equipment:** No equipment, work books, book bags, homes school work or other bags should be brought into school with the children. Only a small lunch bag, water bottle and coat if required are needed to be brought in. Please DO NOT bring bikes and scooters to school.
- **Not congregating;** Parents are also reminded we are asking them not to congregate and hold conversations on school premises. Once you have dropped your child off or collected them we ask that you please leave the school site via the one way systems which will be in place.
- **Year 6:** any Year 6 children walking on their own should ensure they DO NOT arrive early and are fully aware of the social distancing for lining up. Please email the office at [bursar@aughtonchristchurch.lancs.sch.uk](mailto:bursar@aughtonchristchurch.lancs.sch.uk) if your child is walking either to or from school to confirm this.

I look forward to seeing the children returning to school tomorrow.

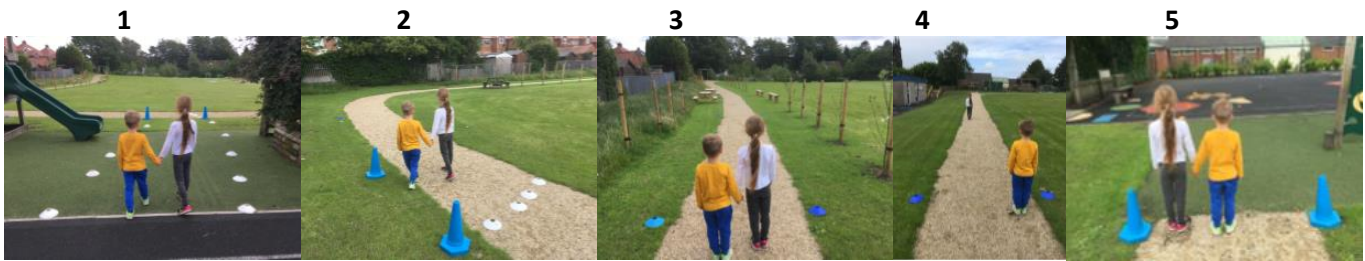
Mr D Kennedy

**Headteacher**



**Arrangements for drop off and pick up week commencing Monday 22<sup>nd</sup> June 2020**

<b>Reception - Blue Zone Drop Off – Via back gate of school</b>		
8:45 am - 8:50 am	<b>Reception drop off</b>	<b>All Reception parents enter via back gate of school and children will enter via the hall door.</b> <i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children at the top of steps on the infant playground (Black) with staff in a clearly marked zone. Children will then be lined up down the path to the hall and led into school to join their pods. Parents will leave via the back gate.</i>



**1** Enter the running path between the white cones.

**2** Walk clockwise around running path.

**3** Stop at blue markers if there is someone in front.

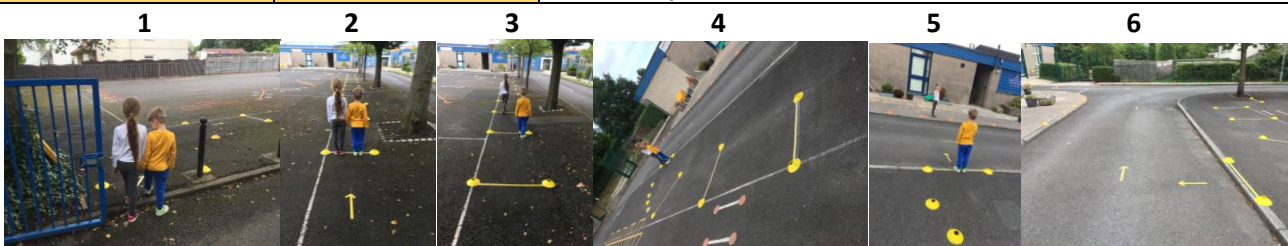
**4** Keep Spaces

**5** Wait at the markers at the exit point for the teacher to ask you to move forward



**6** Hand over your child to the staff in the coned area and leave via the back gate. Please ensure no one is coming down the path before leaving.

<b>Key Workers – Yellow Zone Drop off - Via main gate and fire exit at front of school</b>		
8:45 am - 8:50 am	<b>Key Worker Emergency Care drop off</b>	<b>Parents enter via main front gate and children enter via fire door at front of school.</b> <i>Parents will enter through the main school gate and join the correct queue for Emergency Care on the carpark side of the drive. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their pod.</i>



**1** Enter between the Yellow cones into The yellow lane.

**2** Stop at markers and keep social spacing.

**3** Wait at the last marker until the adult calls you.

**4** Hand your child over into the coned area and exit via the yellow arrows in the correct Lane.

**5**

**6**



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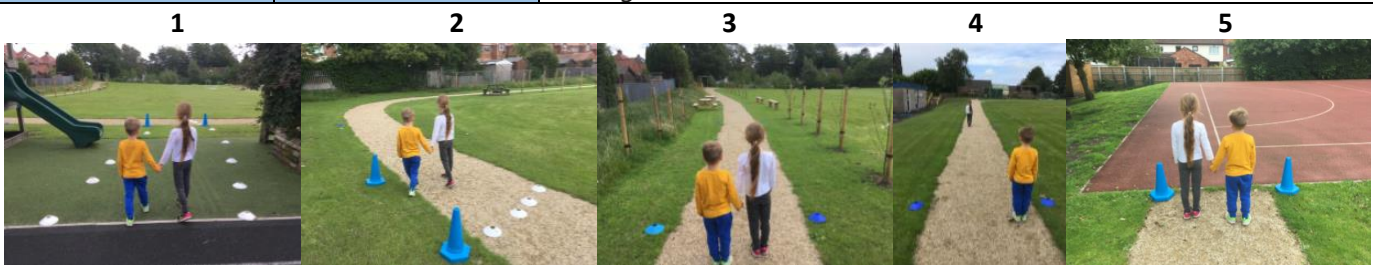
<b>Year 1 - Red Zone Drop Off - Via main gate and main door</b>		
9:15 am – 9:20 am	<b>Year 1</b>	<b>Parents enter via main front gate and children enter via main door at front of school.</b> Parents will enter through the main school gate and join the correct queue for their class down the main path to the front door. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their pod.



1 Enter via the main pedestrian Gate down the main path and Keep social spacing. Stop at the Markers until someone has moved on.

3 Hand your child over into the coned Zone and exit via the red arrows in the one way system. Please keep to the correct lane.

<b>Year 6 - Blue Zone Drop Off – Via back gate of school</b>		
9:15 am – 9:20 am	<b>Year 6 drop off</b>	<b>All Year 6 parents enter via back gate of school and children will enter via classroom doors.</b> <i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children on the KS2 (red) playground with staff in a clearly marked zone. Children will then be lined up by staff and taken to their pod through the classroom doors.</i>



1 Enter the running path between the white cones.

2 Walk clockwise around running path.

3 Stop at blue markers if there is someone in front.

4 Keep Spaces

5 Wait at the markers at the exit point on the red playground Wait for the teacher to ask you to move forward.



6 Hand over your child to the staff in the coned area and continue around the running path to leave via the back gate. Please ensure no one is coming down the path before leaving.



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**Pick up at the end of the day**

Please note the pickup times and arrangement below. Parents will be asked to queue in the same format as the morning drop off. Children will then be handed to you as you reach the front and you will leave via the same path you did in the morning.

**Reception - Blue Zone pick up – Via back gate of school**

3:00 pm	Reception leave through back school fire door and are picked up on Infant playground	<p><b>All Reception parents enter via back gate of school and children will leave via the hall door.</b></p> <p><i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect their children at the top of steps on the infant playground (Black) with staff in a clearly marked zone.</i></p> <p><i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i></p>
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**Key Workers – Yellow Zone pick up – Via main gate and fire exit at front of school**

3:00 pm	Emergency care pick up at main entrance Fire escape	<p><b>Parents enter via main front gate and children leave via fire door at front of school.</b></p> <p>Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.</p> <p><i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i></p>
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**Year 1 - Red Zone Pick up Off – Via main gate and main door**

3:30 pm	Year 1 pick up at main entrance	<p><b>Parents enter via main front gate and children leave via main door at front of school.</b></p> <p>Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.</p> <p><i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i></p>
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**Year 6 - Blue Zone pick up – Via back gate of school**

3:30 pm	Year 6 pick up at back gate	<p><b>All Year 6 parents enter via back gate of school and children will enter via classroom doors.</b></p> <p><i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect children from the KS2 (red) playground. Staff will hand over in a clearly marked zone.</i></p> <p><i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i></p>
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