

Arrival and departure from Woodhouse Primary Academy – September 2020

In line with Government and UWMAT guidance, there will be a staggered start and end to the school day at Woodhouse. This will support social distancing and limit the number of people gathering at any one time around the school site or on local roads.

- Parents and carers, apart from those of our youngest children, will not be permitted onto the school site. □ Children will arrive at their allocated gate at the allocated time.
- A member of staff will greet them at the gate and direct them to where they will meet their class teacher. This may be in the classroom or outside on the playground.
- Parents in Nursery, Reception and (initially) Year 1 can escort their children to the entrance door, this will be following a strict one-way system which will be marked out and supervised by a staff member.
- At the end of the day the children will be taken to their allocated gate by their class teacher and parents will collect them following a one-way system.
- Children in Year 5 and 6, with parental permission, may walk to and from school alone. These children will still need to arrive and leave at the allocated times listed. Please contact school to confirm this, either by email or by phonecall.
- There will be three entrances to school. The Cinder Path (Ridgeacre Road), The Main Entrance (Woodhouse Road) and the staff car park (Woodhouse Road).

The Cinder Path

The Cinder Path will be split into a one-way system. Parents will walk down one side of the path leave their children at the bottom with a member of staff and then walk out up the other side of the path. Markings on the floor indicate 2m intervals on the way in. Nursery, Reception and Year 1 parents will follow the one-way system onto the school site, leave their children at the designated door with a staff member and then follow the one-way system back off site. This process will be reversed at the end of the day.

The Main Entrance

Children in Years 3 to 5 will be using this entrance, they will be encouraged to be allowed to walk down the school path by themselves where they will be met by a school adult.

If a parent or carer escorts them down the path, then they will leave the children with the school adult, exit into the car park through the side gate and then exit the car park. This process will be reversed at the end of the day.

Staff Car Park

Year 6 and the Rainbow Room will be using this as their entrance and exit. The car park will be closed to traffic from 8:35am each morning and from 3:20pm – 3:40pm each afternoon.

If Year 6 are accompanied by a parent, then they will be asked to allow them to enter the car park on their own. This process will be reversed at the end of the day.

Timings:

The Cinder Path

Year Group	Drop Off	Collect
Year 2	8:40	3:10
Year 1	8:50	3:20
Reception	9:00	3:30
Nursery	9:10	3:00

Main Entrance

Year Group	Drop Off	Collect
Year 5	8:40	3:10
Year 4	8:50	3:20
Year 3	9:00	3:30

Staff Car Park

Year Group	Drop Off	Collect
Year 6	8:40	3:30



Siblings

In the event of a family having children in different year groups, they are to arrive with the **oldest sibling** at the **oldest sibling's** time and gate. The older sibling, once on site, will escort the younger siblings to the correct place to leave them with a school adult.

They will leave at the **oldest sibling's** (who is not walking home alone) time and gate.

Reminders

To ensure the collection and drop off of children runs smoothly and to ensure the safety of everyone we would ask that:

- All children use the designated entrance for their year group, unless otherwise agreed.
- As close as possible, to arrive at the allocated time, **please avoid being late or early.**
- Parents consider allowing older children (Y3 upwards) to enter the school pathway alone.
- Parents avoid congregating around the school entrances, and where this is unavoidable to maintain social distancing from other adults.
- Parents and children walk to school wherever possible or consider parking a short distance away to avoid congestion on Woodhouse Road, around Ridgeacre Road or the top of Overdale Road.
- When parking, please take care not to block driveways, crossing points or where this will cause a hazard to other road users.
- After leaving children at the designated point, parents are asked to follow the one-way system swiftly in order to avoid congestion and maintain social distancing.
- On the way home, to leave the school entrance area and make your way home, so to avoid a build-up of children or adults at the entrances to school.

Q&A relating to changes to arrival and departure from school:

Q: How will the arrival and departure work for families with children in different year groups?

A: The arrival and departure of children is the most complicated aspect of our plan and is limited by the limited access to our school. We have tried hard to protect the learning time for children as much as possible, whilst keeping the requirement to keep children apart from other class bubbles.

- In the event of a family having children in different year groups, they are to arrive with the **oldest sibling** at the **oldest sibling's time and gate**. The older sibling, once on site, will escort the younger siblings to the correct place to leave them with a school adult. They will leave at the **oldest sibling's** (who is not walking home alone) **time and gate**. The oldest child can escort their siblings to the correct entrance if this is necessary. There will be supervision outside for all children to ensure they safely get to their classrooms.
- Where a child needs to arrive with a sibling before their year group start time, they will come into classrooms early and be able to undertake start of the day supervised activities. Where a child needs to wait before their sibling is collected, they will wait with their teacher and be supervised until the appropriate time for collection. If a child needs to leave before their year group end time, they will have also arrived early – so will not miss out on their learning time. The most this will be will be approx. 20 minutes in each direction.
- We expect families with children in EYFS and Y1 to bring and collect those children themselves at their allotted time. As such, they would use the appropriate gate and time for these children. Older siblings could be dropped at their gate/time on the way, or access school with their EYFS/Y1 sibling.
- Children and families will be supported in the first few days so that each family can make this work for their individual needs. We are aware that this will take a little bit of time to get to grips with – it cannot fit every permutation of siblings and family needs. We will work with you to try to overcome this and make this as efficient as possible.

Once this is established, we will be able to settle into a routine which the children and their families will be comfortable with. Thank you in advance for your patience as we all learn how to work within the new constraints imposed to keep school safe.

Q: How will the drop off and pick up process work for before and after school club?

A: BASC entry and exit will be through main entrance, as it currently is. Parents will bring children to canteen outer door to sign in/out, unless staff bring the children to the gate to exit. Breakfast will continue to be provided for these children. Payment for BASC should be made online where ever possible, and we will share details of a new online payment system in September.



