

Pick Up and Drop Off Guidance for Parents (from September 2023)

PICK UP AND DROP OFF ARRANGEMENTS

- Gates to the school site from Church Lane will be open for all year groups from **8.40am in the morning and 3.10pm in the afternoon**. The gates will be locked again at 8.50am.
- Staff will be on hand at the gates and on the playground at these times of the day.
- Years 1-6 to use the main pedestrian entrance past the UKS2 classroom block to enter the school site.
- Children in **Years 5 & 6 to enter** classrooms from pathway. **Years 2, 3 and 4** will be dropped off with school staff on the main playground. **Year 1** children will be able to enter their classroom via the door from the courtyard.
- **Reception** parents to use the gate into the Reception outdoor area at the side of the main building to drop off and collect at the classroom door. Alternatively, from the main playground, follow the path along the side of the building to the Reception classroom door.
- For families with Reception age children, please drop off your older children first and collect your Reception child first in the afternoon.
- Children will be collected from all of these entry points at the end of the day.
- School clubs to be collected from the UKS2 block pathway.
- Any child arriving after 8.50am will be asked to sign in at the office and will be marked as late. Arrival after 9am will be marked as unauthorised absence.

IMPORTANT GENERAL PRINCIPLES TO REMEMBER

- Please keep moving quickly through the school site to reduce congestion and bottlenecks on the playground.
- **At pick up times, please wait in the designated Year group areas (see details below) and avoid blocking any key pathways.**
- Families are to leave the school premises immediately after drop off and pick up – Barrow Extra use the outside areas/play equipment before and after school.
- Please do not enter the school building. All visitors must sign in at the front.
- We would encourage you to allow older children to walk unaccompanied through the site to their class entry points wherever possible.
- Please park safely and responsibly. It is illegal to pull up on the yellow hatching to drop children off or pick up.



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Parent Waiting Areas for Pick Up September 2023

