

# Dropping off and picking up guidelines from September 2021



Saltford  
CofE Primary School

The pandemic meant we adopted some new procedures, including for dropping off and collecting children from school. We have found that the children have adapted very well to these changes and that there have been some unforeseen benefits such as an improved use of our outdoor spaces and hygiene routines.

Our operational plan in September will not revert to the pick-up and drop-off routines we followed prior to the pandemic – especially as in September we will still need to keep our families safe and encourage good spacing on pick-up. If Government requirements should mean we need to change our guidance, all families, including new starters, will be notified by text.

Therefore, from September, we ask families to follow the routines and routes that are outlined below. There is some information relevant to all families followed by specific [routes and guidelines by year group](#).

There is no playtime before school in KS2, as we find that children are better prepared to learn when they come straight into the classroom. We would prefer that children do not go to the parish council play park next to school before school and that, if they do, parents stay to supervise. There have been a number of incidents and accidents in there with unsupervised children which disrupt the school day before it's begun.

All children are expected to wear full school uniform and to have a change of footwear available at school (such as trainers or wellies) so that they can access all areas of the school grounds throughout the year.

## **What entrances will be available?**

We will be using TWO entrances: either the main gate on Claverton Road or the side gate adjacent to Tiddlers. There will be support from staff and signage on hand while we settle into these new routines.

## **Why are we not returning to the pick-up and drop-off arrangements we had prior to Covid?**

Our aim is to encourage independence in the children, to minimise the ongoing infection risk (including winter bugs like 'flu) and to keep everyone safe by minimising obstructions around the site. For example our new block now has all the children's footwear storage under their covered areas and there is no space for parents to wait to pick up.

## **Who should bring my child to school?**

We expect that children will be brought to school by their parents or another responsible adult. Once at the school gates, KS2 children may enter independently, but EYFS and KS1 parents are expected to accompany children to and from the designated drop-off and pick-up points. If parents wish their older children to be allowed to walk home alone it must be put in writing for the school office using the permission form that is in the [arrivals and departures guidelines](#).

To avoid crowding in certain areas, we have set out below preferred routes for each year group to use.

We also aim to preserve our culture of open communication and would encourage parents to use the afternoon pick-up slot if they would like to pass on messages to the class teacher.

## Arriving at school on time

Everyone should be on site and ready to go into the classroom by 8.50am. Anyone arriving after 9.00am must report to the school office and will receive a late mark on the register. If you arrive after 9:10am you receive an unauthorised absence for the morning session. Registers are monitored by B&NES council missing education team and meetings will be held with the Headteacher with regards to persistent lateness. If it continues, the case will be referred to the missing education team. [This document](#) summarises the procedures we follow when we have attendance concerns.

## Drop-off and pick-up general information

Please establish pick-up arrangements before your child goes into their classroom. This is to avoid having to ring the classrooms to pass on messages during the school day. Of course, in an emergency we can pass on a message via the school office.

The school car park will be closed at drop-off and pick-up times to enable safe walking through the site. The closure will be from 8.40 – 9.00am and from 3.00 – 3.30pm. We will therefore be continuing to use this as an access route to and from the playground (this has worked well during the pandemic as a route into school.)

Parents who have more than one child should arrange to meet the older child/ren bearing in mind our overall aims of minimising crowding and confusion. Please liaise with the class teacher over this. Many current parents have established pick up arrangements with their child this academic year that have worked well and need to set up a similar arrangement.

Any child who gets separated from their parent must make their way straight to the school office.

Pre-school children should be kept within their parents' supervision at all times and must not play on the school equipment that has been cleaned and laid out for the school day. This also includes the equipment we have on the playground and field – this is age specific and is not meant for pre-school children.

As a school we encourage [active travel](#) and provide plenty of scooter and bike storage adjacent to both entrances. Please see [saltfordschool.org.uk/the-office/#safe-travel](http://saltfordschool.org.uk/the-office/#safe-travel). As part of our “Park and stride” initiative, the Crown Pub on the main road allows parking in their car park (for morning drop off only) so you can complete the journey to school on foot.

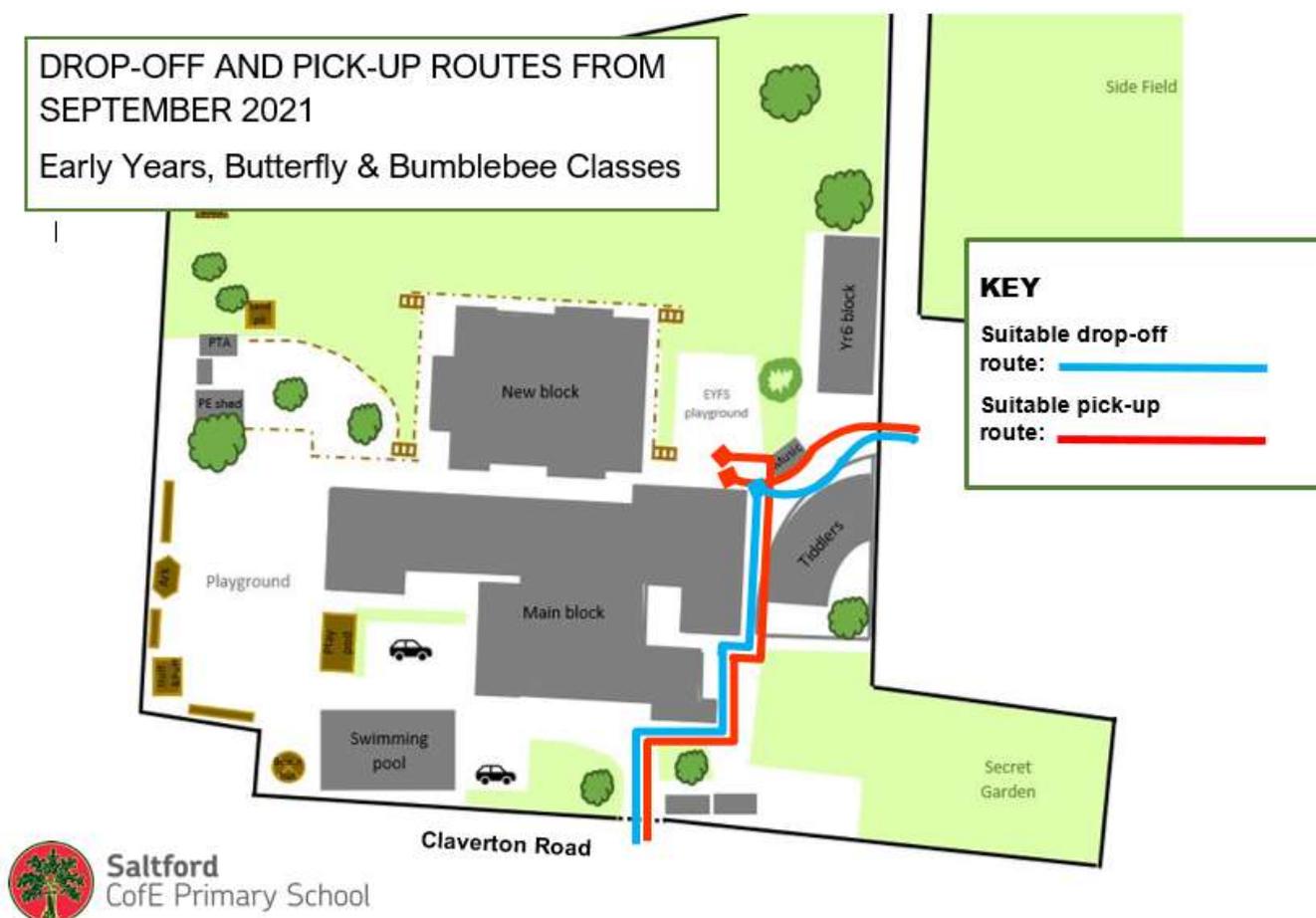
## Year group specific routes quick links

- [Reception/EYFS Butterflies and Bumblebees classes page 3](#)
- [Year 1 Apple class page 4](#)
- [Year 1 Pear class page 5](#)
- [Year 2 Cherry and Palm classes page 6](#)
- [Years 3 & 4 Lime, Sycamore, Willow & Maple classes page 7](#)
- [Year 5 Horse Chestnut and Elm classes page 8](#)
- [Year 6 Oak and Ash classes page 9](#)

## Reception/EYFS

- Either entrance is recommended. Drop-off will be from the area outside the gate into the EYFS play area. It will be clearly marked. Pick-up will be from within the early years area – we will have put away all the equipment at this point so there will be more space to stand back from the classroom doors and spread out.

It is expected that Reception children will be brought to the drop-off location by their parents and that parents will wait with their children until 8.50am when the class teacher will come out to see the children into class. The first few weeks will of course be different as you do mornings or afternoons (for the afternoon session please use the main Claverton Road entrance.)



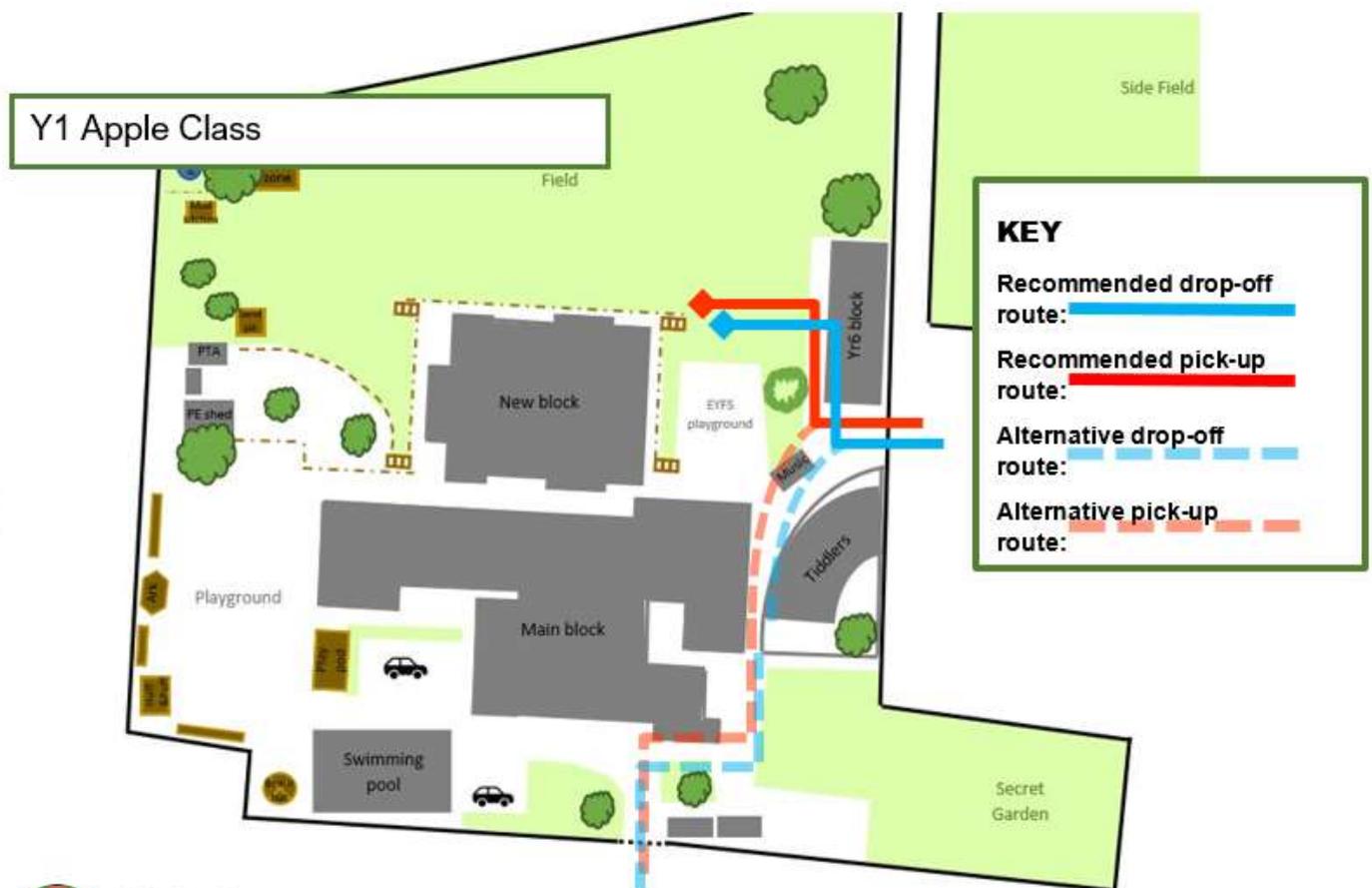
[Link to larger map for Reception/EYFS.](#)

## Year 1 Apple class (Miss Evans)

- Recommended arrival: through the side gate (by Tiddlers), turn right and follow the path round past the Year Six rooms and wait at the top of the steps.
- Alternative arrival: main Claverton Rd entrance, turn right and follow round past side gate to wait at the top of the steps.
- For pick-up, parents should wait in the space adjacent to top of the steps for the children to be brought out from class.

It is expected that Year 1 children will be brought to the drop-off location by their parents and that parents will wait with their children until 8.50am when the class teacher will come out to see the children into class.

Children must not play on the steps or the bank while waiting.



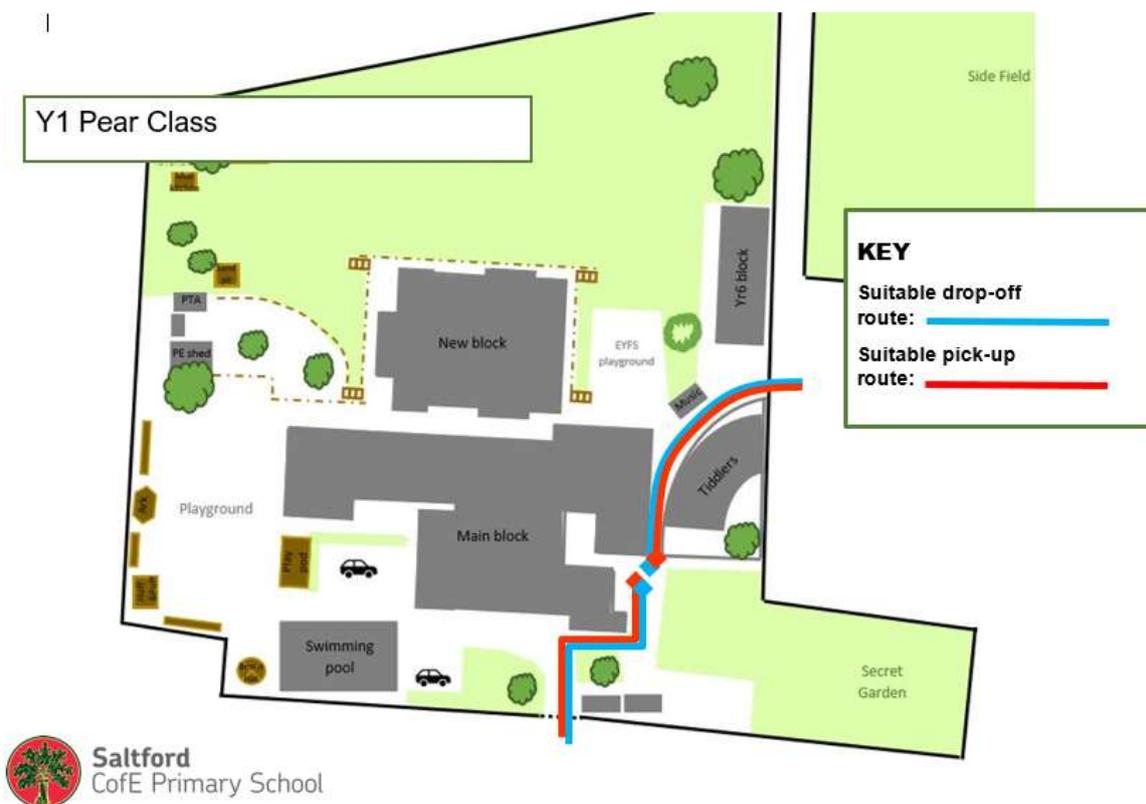
[Link to larger map for Y1 Apple class.](#)

## Year 1 Pear class (Mrs Hayden and Miss Hansford)

Either entrance is recommended for Pear class. Drop-off and pick-up as you reach covered area but away from the play equipment.

It is expected that Year 1 children will be brought to the drop-off location by their parents and that parents will wait with their children until 8.50am when the class teacher will come out to see the children into class.

Children and their siblings must not play on the equipment under any circumstances. This will all have been cleaned and set up ready for the day's learning.



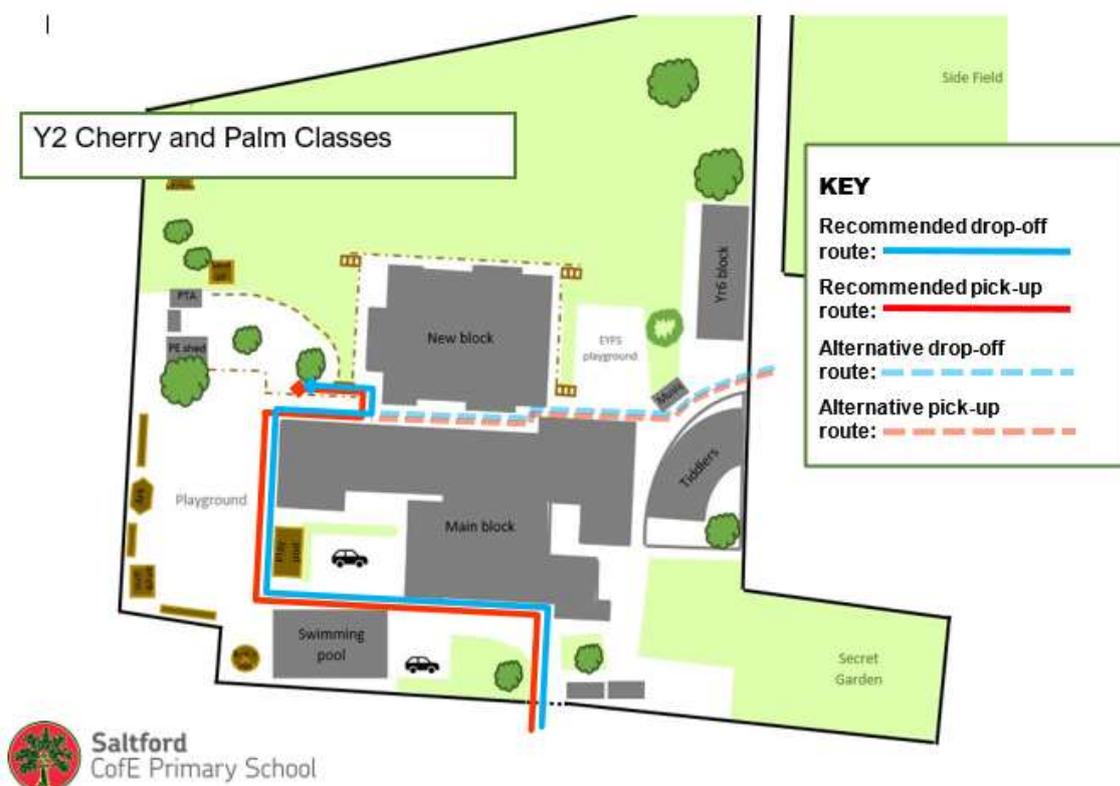
[Link to larger map for Y1 Pear class.](#)

## Year 2 Cherry and Palm classes (Mrs Newark and Miss Jupp)

- Recommended arrival: through the main Claverton Road entrance, turn left and walk through the car park, into the playground, up the steps and onto the top playground. There is plenty of space for you to space out and at drop off the children should wait sensibly with you. A sign will show the pick-up and drop off point. The teachers will come up the steps from their classroom and collect /drop off the children.
- Alternative arrival: through the side gate (by Tiddlers) and go past the music hut and between the two blocks, bypassing the Early Years area, to the top playground.
- For pick-up, the same routes are reversed.

It is expected that Year 2 children will be brought to the top playground by their parents and that children wait with their parents until 8.50am when the class teacher will come out to see the children into class.

Children must not play on the steps or the bank while waiting.

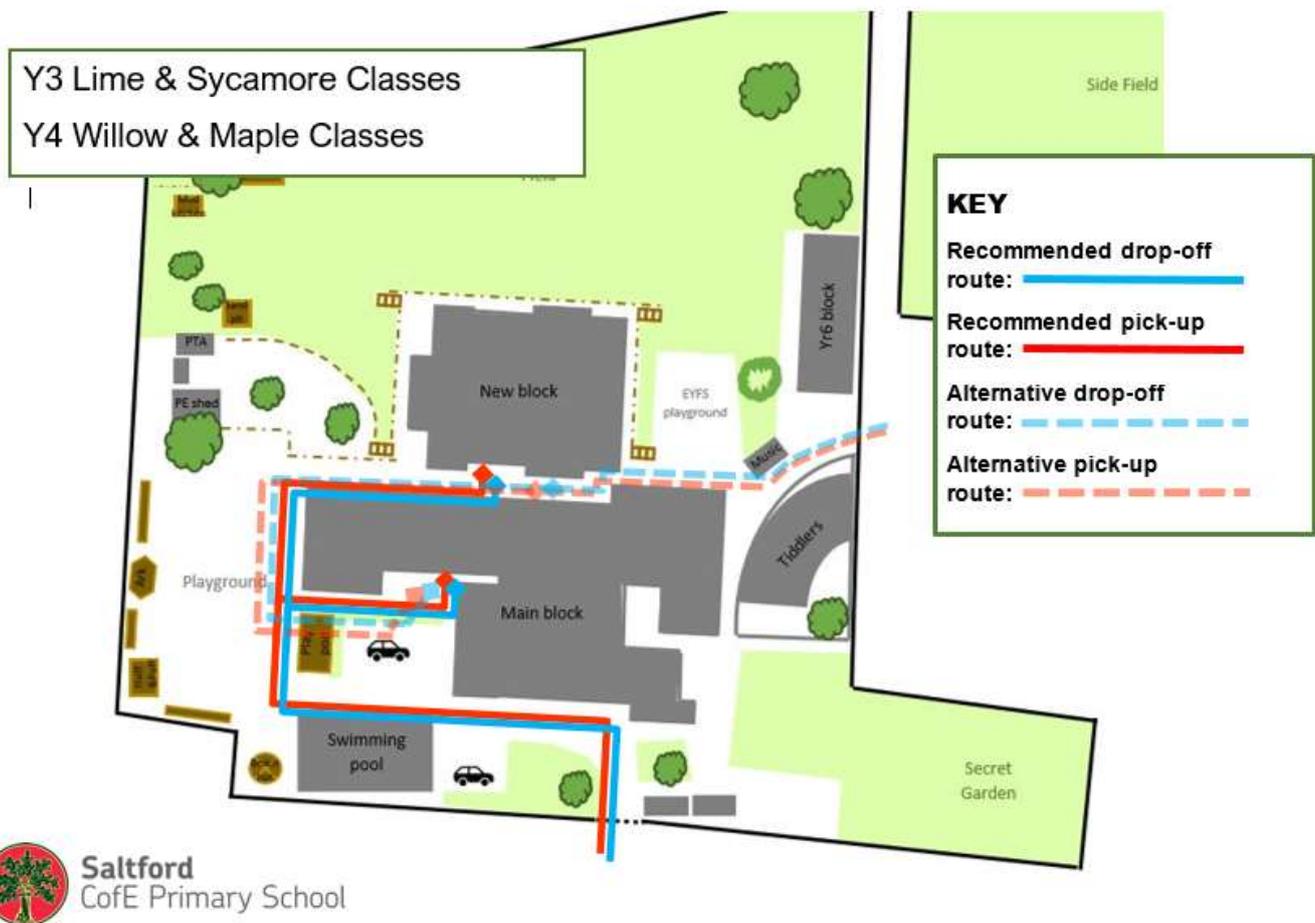


[Link to larger map for Y2.](#)

**Year 3 Lime and Sycamore classes (Mrs Spincer/Mrs Brook and Miss Mulready)**  
**Year 4 Willow and Maple classes (Mrs Nethercott and Mr Jenkins)**

- Recommended arrival: through the main Claverton Road entrance, turn left and walk through the car park, into the playground and right up to the classrooms.
- Alternative arrival: through the side gate (by Tiddlers). Children in Lime class (Mrs Spincer and Mrs Brook) should bypass the Rainbow Room and walk right around the block to use the external entrance to the classroom. For the new block classrooms, walk between the two blocks to enter.
- For pick-up, parents should wait on the school playground and teachers will bring the children out

Year 3 & 4 children are expected to be dropped off at top of the drive (or side gate – we will have staff available the first few times until the children know their route) and to walk independently to their classrooms. The drop-off point will be clearly marked and Mrs Sage or another member of staff will be at the front entrance to greet and help make sure children know where they should go.



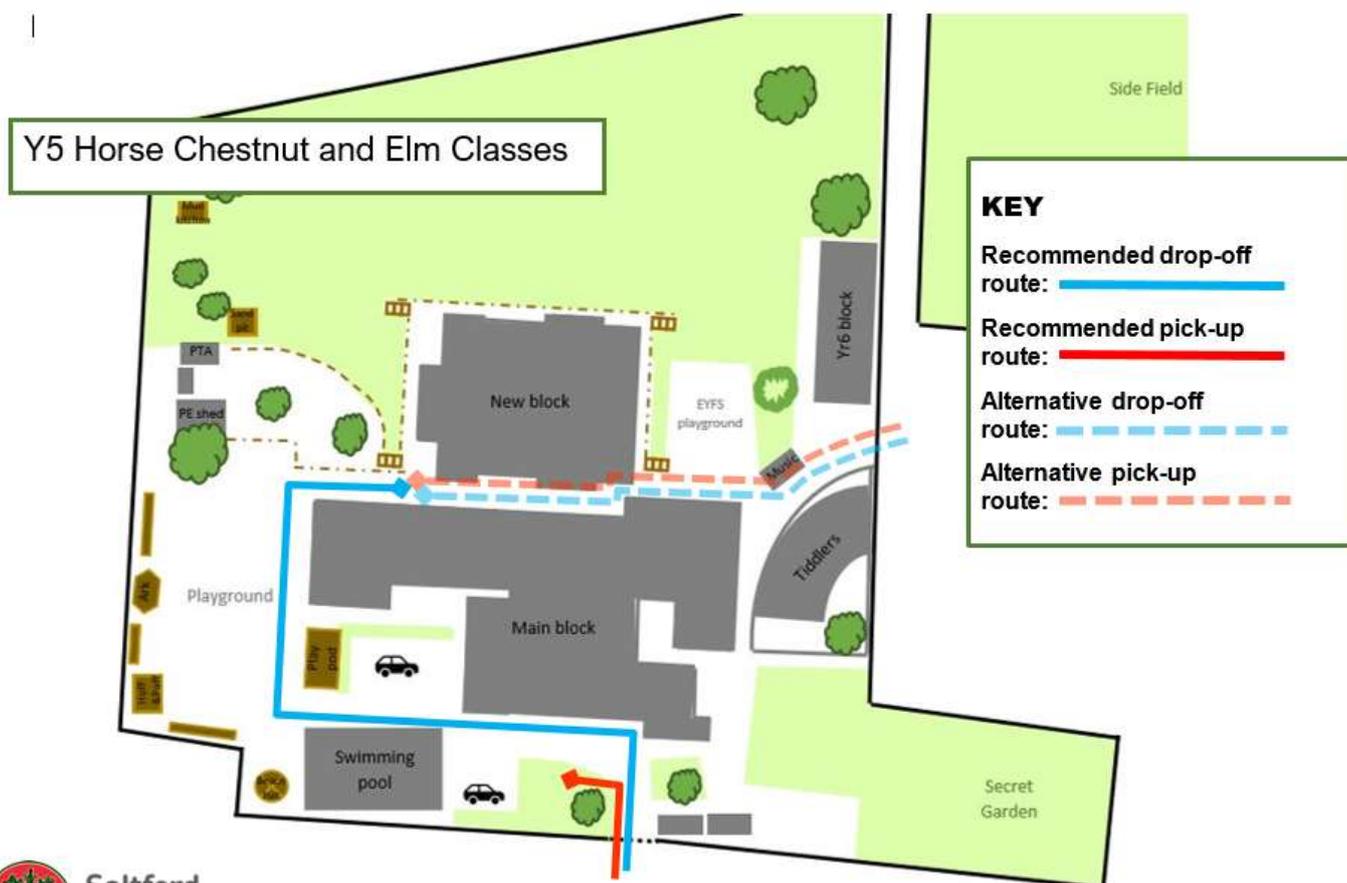
[Link to larger map for Years 3 & 4.](#)

## Year 5 Horse Chestnut and Elm classes (Mr Boyle and Mr Bowkett)

- Recommended arrival: through the main Claverton Road entrance, turn left and walk through the car park, into the playground and right up to the classrooms.
- Alternative arrival: through the side gate (by Tiddlers) and go past the music hut and between the two blocks, bypassing the Early Years area.
- For pick-up, parents should wait by the circular tables next to the main entrance or on the path/field area outside the side gate adjacent to Tiddlers.

Year 5 children are expected to be dropped off at the gates and to walk independently to their classrooms.

If you wish your child to be allowed to walk home on their own, you must fill in the form in our [Arrivals and Departures Guidelines in the School policies section](#) of our website. We recommend you consider the factors outlined in this policy before making your decision.



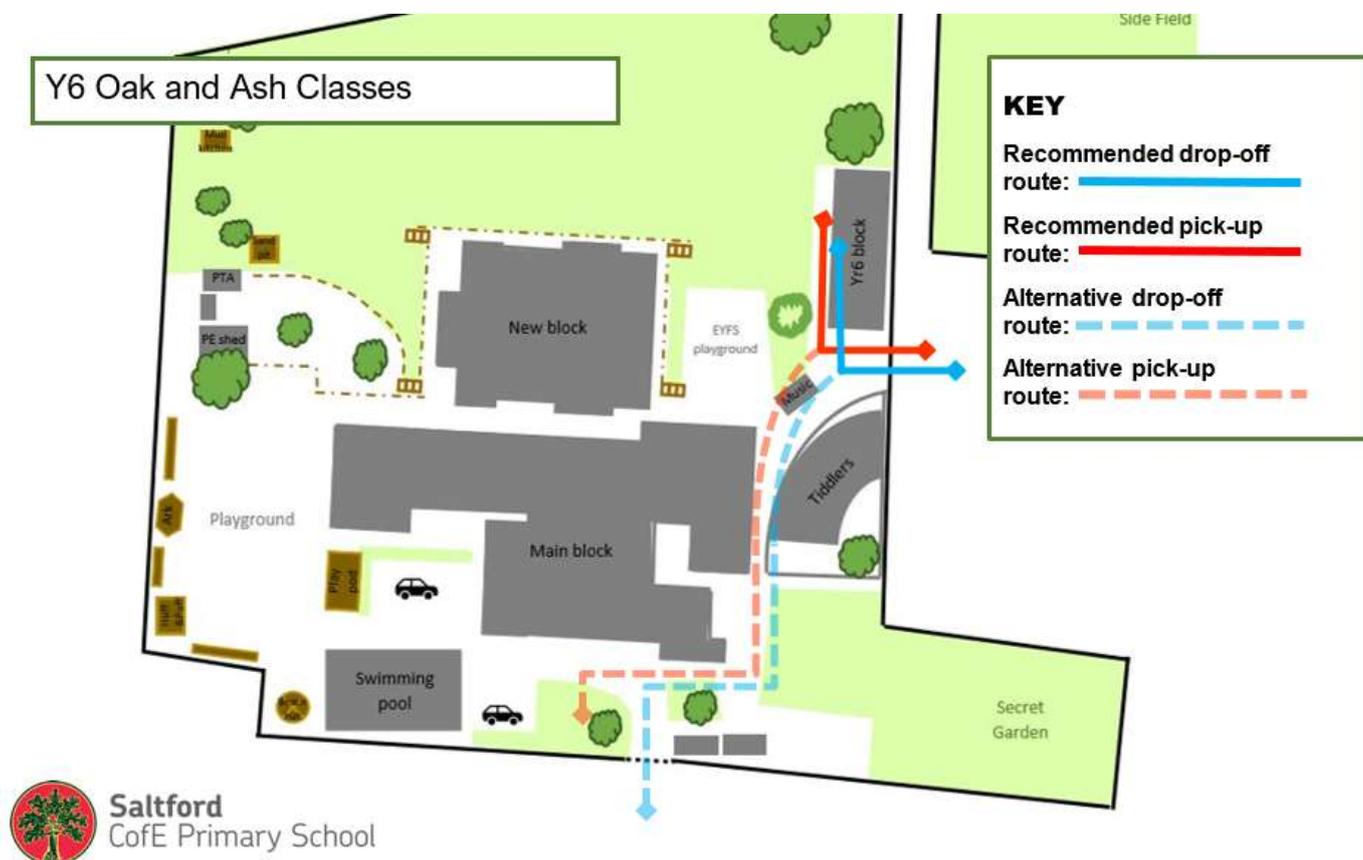
[Link to larger map for Y5.](#)

## Year 6 Oak and Ash classes (Mr Godwin and Mr Styles)

- Recommended arrival: through the side gate (adjacent to Tiddlers) and go straight to the Y6 classrooms.
- Alternative arrival: main Claverton Rd entrance, turn right and follow round past side gate.
- For pick-up, parents should wait on the path area outside the side gate or by the circular tables next to the Claverton Road main entrance.

Year 6 children are expected to be dropped off at the gates and to walk independently to their classrooms.

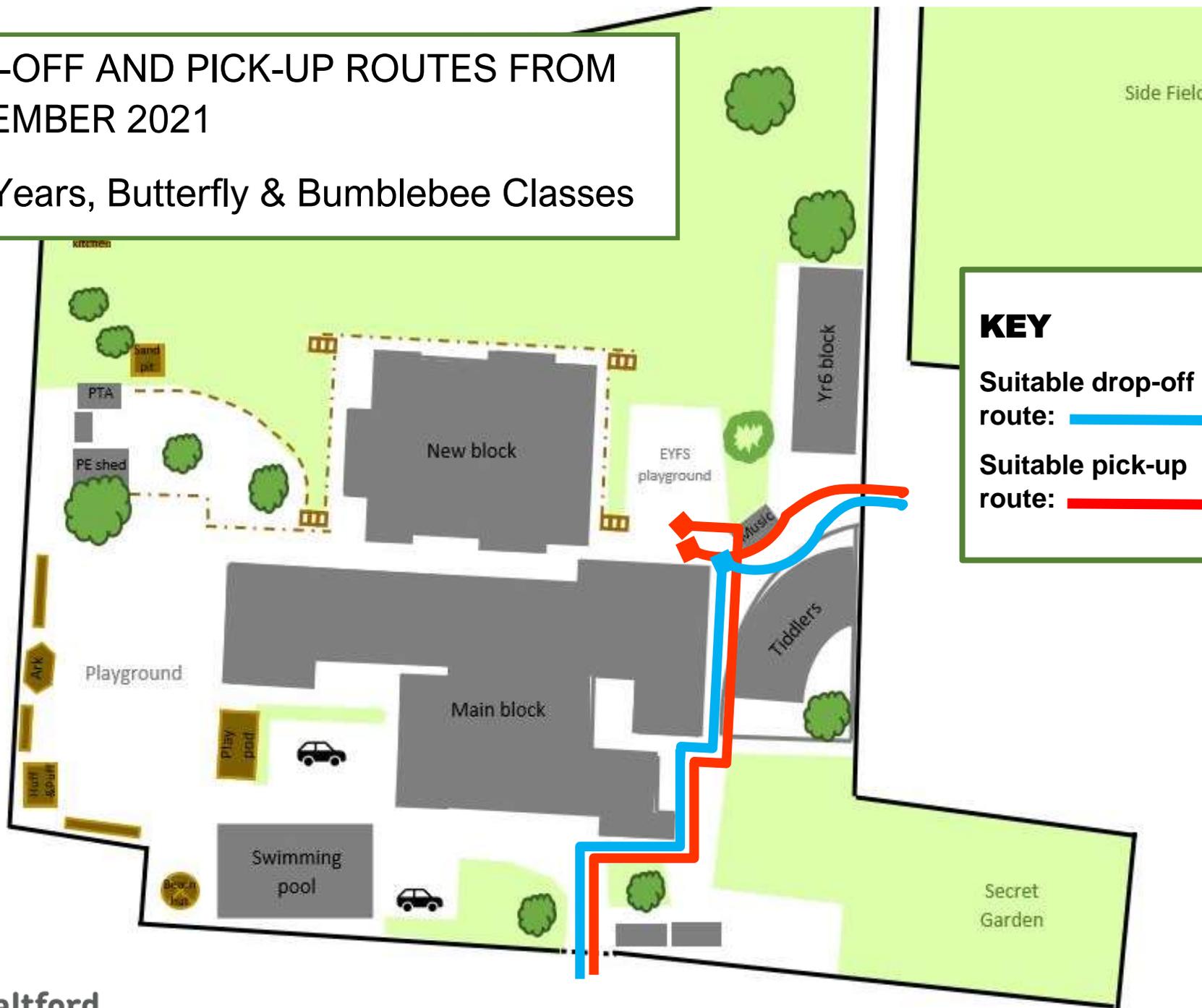
If you wish your child to be allowed to walk home on their own, you must fill in the form in our [Arrivals and Departures Guidelines in the School policies section](#) of our website. We recommend you consider the factors outlined in this policy before making your decision.



[Link to larger map for Y6.](#)

# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

Early Years, Butterfly & Bumblebee Classes



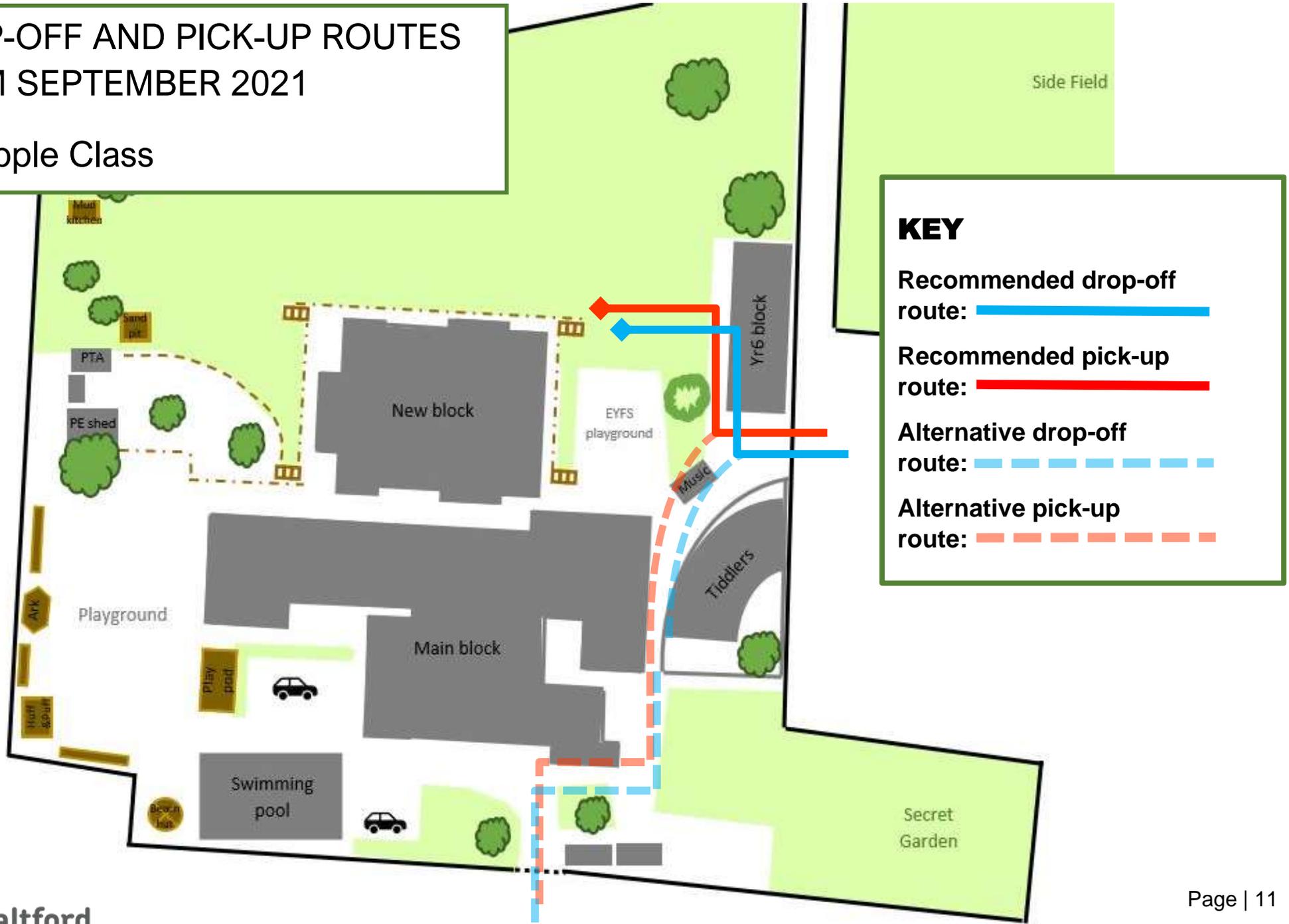
**KEY**

Suitable drop-off route: 

Suitable pick-up route: 

# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

Y1 Apple Class



## KEY

Recommended drop-off route: 

Recommended pick-up route: 

Alternative drop-off route: 

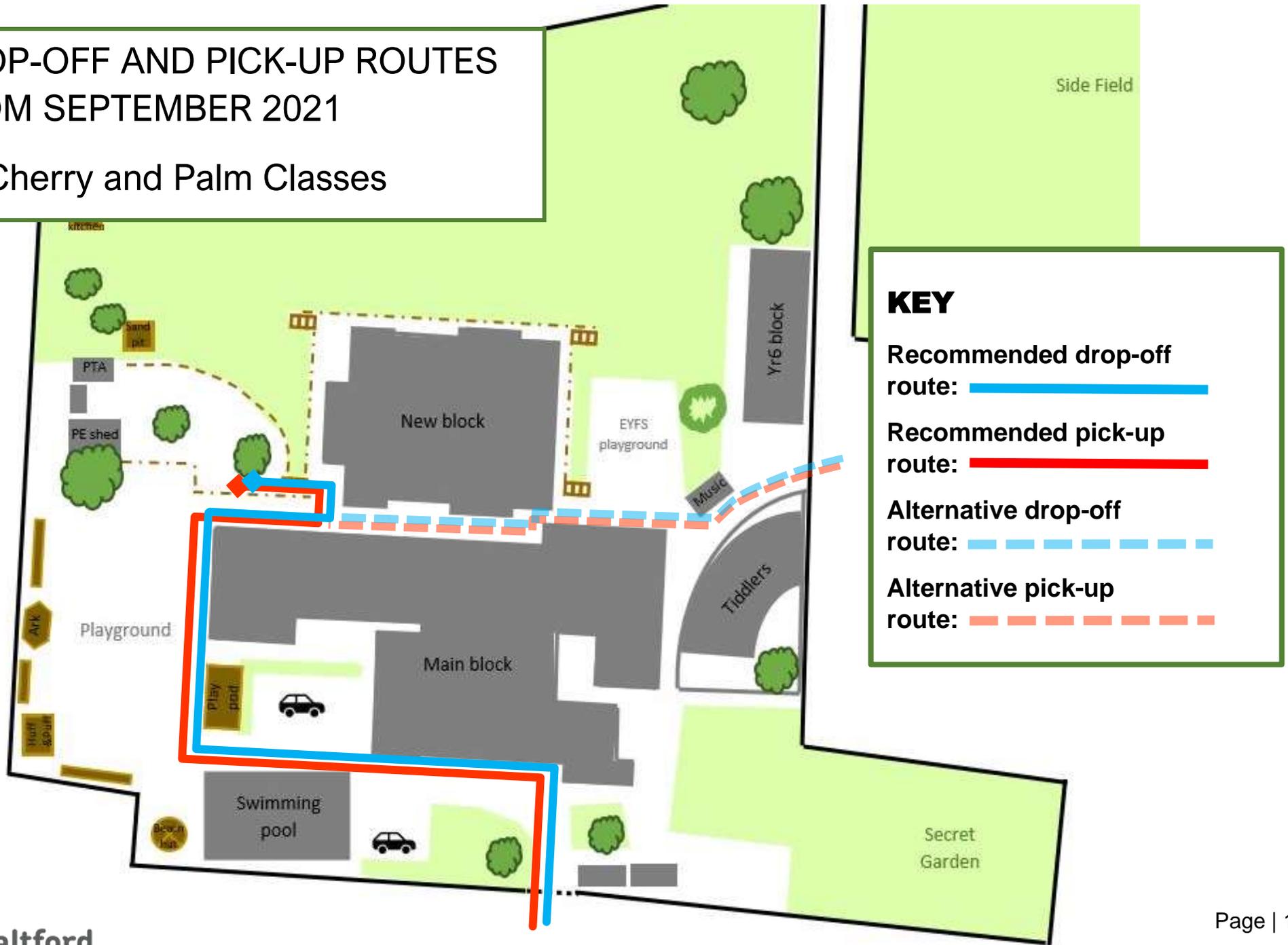
Alternative pick-up route: 





# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

## Y2 Cherry and Palm Classes



### KEY

Recommended drop-off route: 

Recommended pick-up route: 

Alternative drop-off route: 

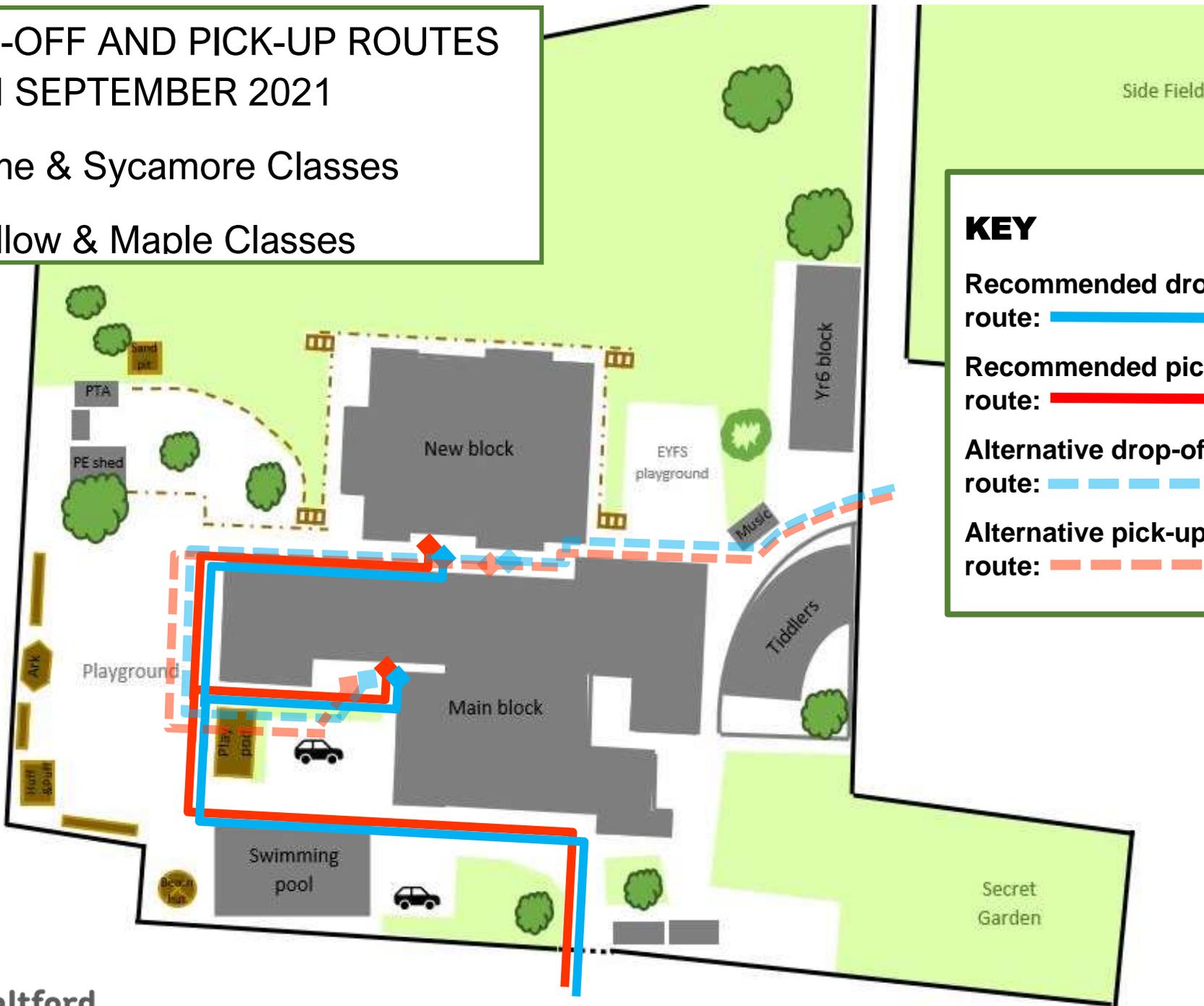
Alternative pick-up route: 



# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

Y3 Lime & Sycamore Classes

Y4 Willow & Maple Classes



## KEY

Recommended drop-off route: 

Recommended pick-up route: 

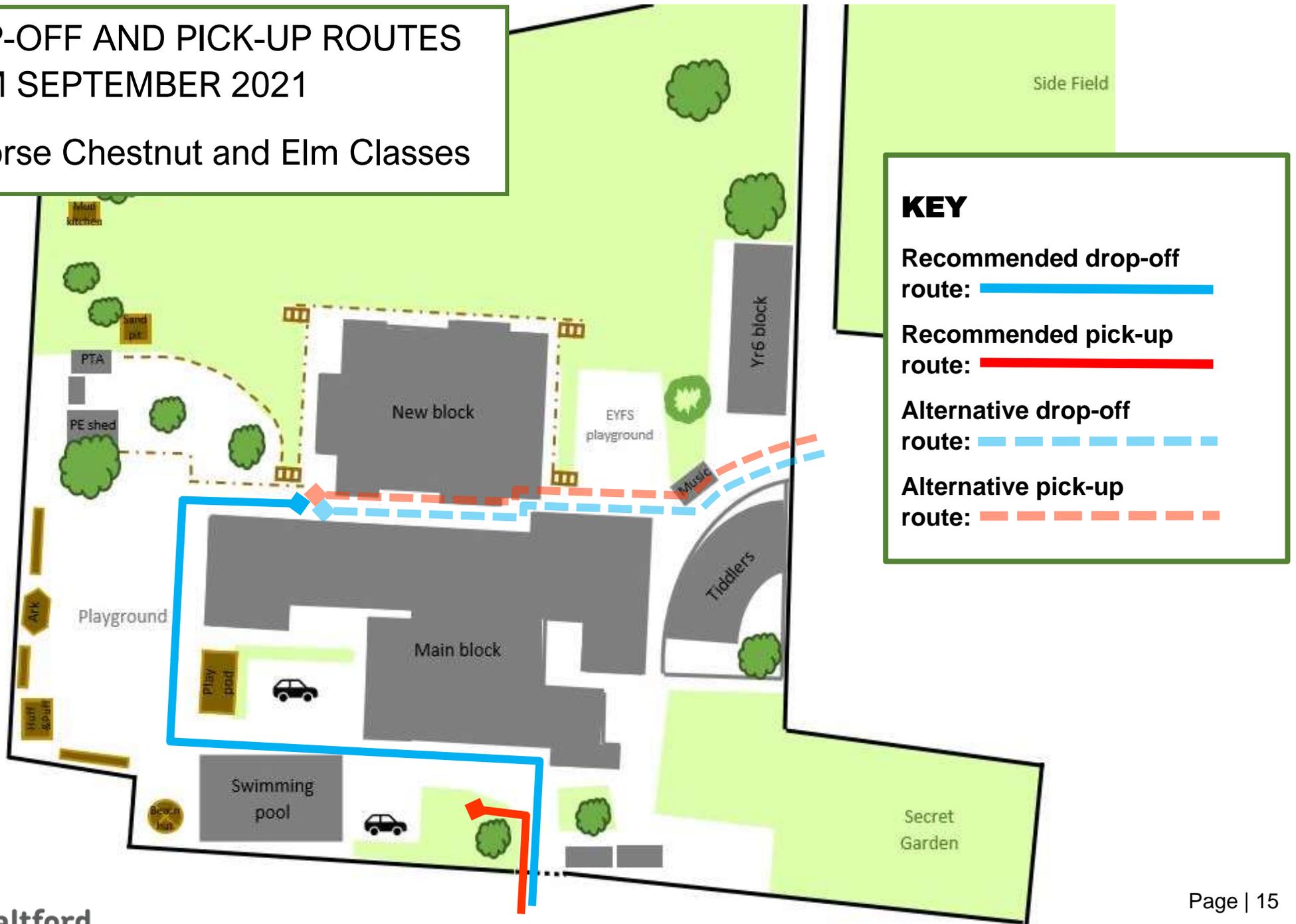
Alternative drop-off route: 

Alternative pick-up route: 



# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

Y5 Horse Chestnut and Elm Classes



## KEY

Recommended drop-off route: 

Recommended pick-up route: 

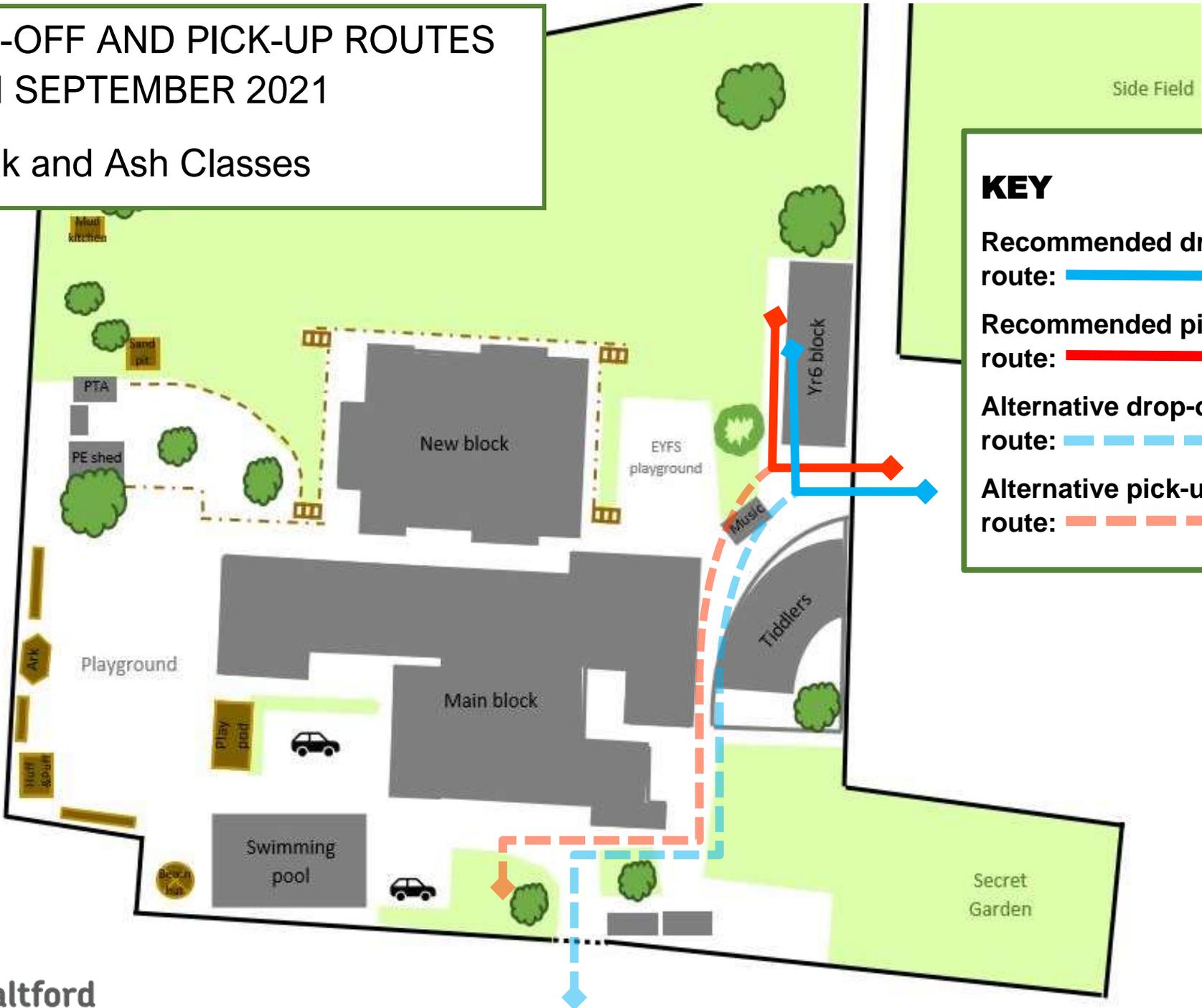
Alternative drop-off route: 

Alternative pick-up route: 



# DROP-OFF AND PICK-UP ROUTES FROM SEPTEMBER 2021

## Y6 Oak and Ash Classes



**KEY**

- Recommended drop-off route:
- Recommended pick-up route:
- Alternative drop-off route:
- Alternative pick-up route: