



# Organisational Arrangements for September 2020



Updated 4.9.20

Our risk assessment is dynamic and so the systems in place are subject to change. Parents will always be informed via email before any change comes into effect, and this document will be updated accordingly.

Entrances/ exit points to grounds			
Side gate by the hall	Side gate by Reception	Car park (risk assessed separately)	Bottom Gate of field (risk assessed separately)
Designated Play spaces			
Reception Playground	Field/playground 1 (Stage side) <i>Odd numbered year groups</i>	Field/playground 2 (Climbing Frame side) <i>Even numbered year groups</i>	Top Playground (by class 7)

	Start time (entrance)	Playtime	Lunchtime	Playtime	End time (exit)
<b>Reception</b>	9.00 (Reception Gate)	In Reception playground, timings to be determined by team.			3.20 (Reception Gate)
<b>Year 1</b>	8.40 (Reception Gate)	10.15 - 10.30	11.45 – 12.15 12.15 – 12.45	2.15 - 2.30	3.10 (Reception Gate)
<b>Year 2</b>	8.55 (Hall)	10.15 - 10.30	11.45 – 12.15 12.15 – 12.45	2.15 - 2.30	3.20 (Hall gate/glass corridor/ middle playground)
<b>Year 3</b>	8.35 - 9.00 Car park (*AB)	10.35 - 10.50	12.15 – 12.45 12.45 – 1.15	2.30 - 2.45	3.10 Car park (*AB)
<b>Year 4</b>	8.35 - 9.00 Bottom of Field (*MP)	10.35 - 10.50	12.15 – 12.45 12.45 – 1.15		3.20 Bottom of Field (*MP)
<b>Year 5</b>	8.35 - 9.00 Bottom of Field (*MP)	10.55 - 11.10	12.45 – 1.15 1.15 – 1.45		3.10 Bottom of Field (*MP)
<b>Year 6</b>	8.35 - 9.00 Car park (*AB)	10.55 - 11.10	12.45 – 1.15 1.15 – 1.45		3.20 Car park (*AB)

\*Senior Leader to supervise

Playtimes to be supervised by rotating available staff, to be arranged within the team.

Lunchtimes will be supervised by in-class TA plus additional lunchtime staff. The first time slot is to eat sandwiches in the classroom. School packed lunches will be delivered by the kitchen team. The second time slot is for outdoor play.

### Start and End of Day Routines

*Information for parents about the start and end of day procedure.*

Year Group	Drop Off Time	Drop Off Place	Drop Off Routine
Reception	9.00	Reception Gate	Parents and children should come into the grounds via the usual gate into Reception playground. Teachers will welcome the children in through their classroom door.
1	8.40	Reception Gate	Your child should be dropped off by the low wall at the front of the school where a member of staff will meet them. They will then walk in via the usual gate into Reception playground. Teachers will meet the children in the Reception playground and lead them inside.
2	8.55	Hall	Your child should be dropped off to walk into grounds via the hall gate (Rectory side). Children will be welcomed in through the hall door and will meet their teacher in the hall before walking together to class.
3	8.35 - 9.00	Car park	The children will access the grounds via the car park. There will be no vehicular access at this time and car park entrance and road crossing will be supervised. They will walk to the right of the cones and into their classroom.
4	8.35 - 9.00	Bottom of Field	The children will come into the grounds via the bottom gate in the corner of the field. Road crossing will be supervised. Children will proceed to the left of the barrier and follow the left hand path up to their classroom.
5	8.35 - 9.00	Bottom of Field	The children will come into the grounds via the bottom gate in the corner of the field. Road crossing will be supervised. Children will proceed to the right of the barrier and follow the right hand path up to their classroom.
6	8.35 - 9.00	Car park	The children will access the grounds via the car park. There will be no vehicular access at this time and car park entrance and road crossing will be supervised. They will walk to the left of the cones and into their classroom.
Year Group	Pick Up Time	Pick Up Place	Pick Up Routine
Reception	3.20	Reception playground	Please wait in the Reception playground and maintain social distancing. Teachers will release children from the classroom door when they make visual contact with you.
1	3.10	(Reception Gate)	Please wait in the courtyard playground and spread into the Reception playground in order to maintain social distancing. Teachers will release children from the main wooden door when they make visual contact with you.
2	3.20	(Hall gate/middle playground)	Please enter the grounds via the hall gate and cross the glass corridor into the courtyard playground. The teachers will release your child from the other glass corridor door when they make visual contact with you.
3	3.10	Car park	Children will exit via the car park. The car park entrance and road crossing will be supervised. There will be space available in the carpark for parents to wait if required.
4	3.20	Bottom of Field	Please wait, socially distanced, at the bottom of the field. Teachers will bring the children down to a marker and release your child when they make visual contact with you. The exit onto the road will be supervised. Parents should walk to the left of the barrier when entering and exiting to create a one way system.
5	3.10	Bottom of Field	
6	3.20	Car park	Children will exit via the car park. The car park entrance and road crossing will be supervised. There will be space available in the carpark for parents to wait if required.

***Please ensure you arrive promptly and leave swiftly to prevent crowding. Thank you***