

Colwich – Drop off and Pick up arrangements

This is subject to review and may change – notice will be given.

For the safety of our school community please follow the guidance below:

- Only one adult per child on site
- Only go through the gates at your allotted time
- Stay 2m apart when queuing and when on site (there will be guidance markers)
- Do not enter the school buildings without an appointment
- Do not congregate around the school
- Leave the premises as soon as you have collected your child to allow other parents on to site

| Class | Drop –off entrance | | Pick-up entrance | |
|--------|--|--|--|--|
| EYFS | Railway gate/ EYFS area 8:55 | *At 8:55, escort your child through the railway gate to EYFS area and wait on the silver crosses. *Once your child has entered school, leave the school premises immediately. | Railway gate/ EYFS area 3:10 | *When the gate is opened, enter the grounds and wait near to EYFS gate on the silver crosses *Once your child has been collected, leave the school premises immediately. |
| Year 1 | Main gate/ Front door 8:55 | *At 8:55, walk up the main drive, following the directional arrows. *Drop your child at the top of the drive and walk back down the other side. *Your child will follow the arrows across the playground and line up on the crosses by the front door. | Railway gate/ Hall door 3:20 | *At 3:20pm, enter the top of the staff carpark to the left of the gate, wait behind the blue line. *Once your child has been collected, leave the school premises immediately. (THERE IS NO MOVING TRAFFIC ON SITE DURING THIS TIME) |
| Year 2 | Main gate/ Side door 8:50 | *At 8:50, walk up the main drive, following the directional arrows. *Drop your child at the top of the drive and walk back down the other side. *Your child will follow the arrows across the playground and line up on the crosses by the side door. | Main gate/ Side door 3:25 | *At 3:25pm, enter the playground wait behind the blue line on the right hand side of the playground keeping (facing main building). *Once your child has been collected, leave the school premises immediately. |
| Year 3 | Main gate/ Classroom door 8:40 | *At 8:40, walk up the main drive, following the directional arrows. *Drop your child at the top of the drive and walk back down the other side. *Your child will follow the arrows across the playground and line up on the crosses by the side door. | Railway gate/ Hall door 3:15 | *At 3:15pm, enter the top of the staff carpark to the left of the gate, wait behind the blue line. *Once your child has been collected, leave the school premises immediately. (THERE IS NO MOVING TRAFFIC ON SITE DURING THIS TIME) |
| Year 4 | Railway gate/ main door 8:40 | *At 8:40, drop your child at the railway gate *Your child will follow the arrows across the playground and line up on the crosses by the front door. | Main gate/ front door 3:15 | *At 3:15pm, enter the playground wait behind the blue line on the left hand side of the playground (facing main building) *Once your child has been collected, leave the school premises immediately. |
| Year 5 | KS2 gate 8:40 | *At 8:40, drop your child at the KS2 gate. *When waiting to come in, please line up facing towards the road. * Your child will wait on the crosses on the playground. | KS2 gate 3:15 | *At 3:15, you may enter the playground and stand behind the line to wait for your child. * Exit through the same gate by 3:20. |
| Year 6 | KS2 gate 8:50 | *At 8:50, drop your child at the KS2 gate. *When waiting to come in, please line up facing towards the road. * Your child will wait on the crosses on the playground. | KS2 gate 3:25 | *At 3:25, you may enter the playground and stand behind the line to wait for your child. |

If you have a child in more than one year group, please arrive at the earliest group time when dropping off.