



REFERENCE GUIDE

MIDDLE SCHOOL

ARRIVAL TIME

- Gates will open at 8.30am
- Pupils waiting outside gates – please remember to socially distance
- Arrival time: This is flexible to ease congestion - between 8.30 and 9.00 am
- School staff will be on duty until 9am only, to direct children. If you are unavoidably delayed please escort your child to the main doors at reception
- Pupils will go directly to their classrooms, entering via their assigned entry point
- Special Class pupils and parents will follow the agreed procedures discussed with the class teacher
- Class teachers will be in their classrooms from 8.30am
- No adults, other than staff members, should enter the building
- Parking in spaces is not permitted, please drop-off and go
- We suggest schoolbags on laps to avoid delays with retrieval from car boot
- Messages for teachers can be sent in the homework journal, by email or by phoning the school office.
- Note: staggered start times for 1st classes only from 1st September to 4th September

END OF SCHOOL DAY

These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather.

- Pedestrian gates will open at 2.15pm
- Where possible, we ask that older pupils walk home, however, if you are planning to meet them on the way, the meeting point should be away from the school gates where other children are trying to exit safely
- Teachers in the middle school will line up their classes, with 1m between each pod
- Using the staggered times, pods will be released one at a time onto their colour-coded yard
3rd Green Yard @ 2.20pm 2nd Blue Yard @ 2.25pm 1st Purple Yard @ 2.30pm
- Children will either walk promptly to an exit gate, walk to another yard to meet you, or walk to another yard to collect a younger sibling
- Please discuss the end of day routine with older/younger siblings, especially if an older child is to collect a younger child. Advise the older child to walk to the colour-coded yard to meet their younger brother/sister
- Parents, if it is essential you collect from the yard, please note the following:
 - You must wait 2m apart, only on a colour-coded yard
 - Steps and pathways must be kept clear for children exiting classrooms and using the pedestrian gates
 - If you are collecting more than one child, you must wait on the colour-coded yard of the youngest child and please ask older siblings exiting at 2.20pm/2.25pm to walk to meet you there; then family units can exit together
 - We respectfully ask that you do not try to have meetings with members of staff in the yard at collection times – meetings between parents and teachers can only take place by prior arrangement.
- Cars: Preferably, please arrange a collection point away from the school to keep traffic to a minimum. School gates will open to admit cars @ 2:40pm. Parking is not permitted. Brief setdown/collect only. Pupils must wait on footpath near the **blue** yard or footpath near the senior school; they watch for your arrival and walk to the car.