

St Mary's Catholic Primary School

Changes to the End of Day Collection Procedure

As from **Wednesday 7th October**, we will be changing the procedure for the end of day collection for all children, returning the collection to the school site, rather than the Green. There are several reasons for this including, avoiding using the Green as the winter weather approaches and to enable the school to maximise the learning time for the children at the end of the school day. The new procedure will be run on a trial basis initially and may be subject to further changes if we identify that aspects of the new arrangements could be improved. Your patience and co-operation with these changes are much appreciated.

The New Procedure

- One parent/carer to collect from the school site only.
- The parent/carer must wear a mask whilst on the school site (including the school drive).
- Parents/carers must ensure they are on site to collect their child/children at 3.15 pm prompt, in order to avoid people travelling both ways on the drive.
- Walk down to the school on the driveway, rather than the pavements. The pavements will be used as designated waiting points in some places. The top of the driveway will be blocked off to vehicles with our barriers at 3 pm. The main gate to the playground will be opened at 2.55 pm.
- Please can we ask that parents/carers maintain social distancing on the school site whilst waiting in the designated places to collect their children.
- All children will be dismissed at 3.15 pm.
- Each class will have a designated exit point from the school (detailed below).
- Parent/carers with children in more than one class must walk round to the furthest collection point on the school site and then collect other children as they exit the school from this point.
- Children will be dismissed from the school building when staff can see that there is a designated adult there to collect them. This will work in the same way as it has on the Green. Children will not be dismissed on mass, they will be sent to the adult collecting them, once the adult in charge has seen and acknowledged they are available to resume responsibility for the child/children, (please help by waving once you see that your child is being dismissed).
- If children already have permission to walk home alone, the adult in charge will dismiss them before the other children are handed over to parents/carers. These children will be expected to walk sensibly up the school drive, remaining on the driveway rather than the pavement. The driveway will be blocked from vehicles coming down by our barriers. There will also be a member of staff on duty at the top of the drive.
- If children are walking home without an adult together in sibling groups, they will need to meet with their sibling/s at the top of the drive by the Church hall door. This will only apply to siblings in Years Four, Five and Six. Children in these year groups who are resuming responsibility for walking home with younger siblings will need to collect their siblings from their class exit point.
- If you have a child/children in Years Four, Five or Six whom you would rather meet at a designated point on the Green, rather than collecting them from the school site, you will need to make direct contact with your child/children's class teacher/s by email. Please inform your child/children's teachers in writing that you give permission for your child to come up the drive on their own. These children will be dismissed first, along with any children walking home on their own. If these children go up to the Green alone and find that the adult collecting them is not there, they must return to the top of the drive and report to the member of staff on duty who will assist them.

Class Collection Points

Class/Year Group	Exit Point	Designated Waiting Area for Parents/Carers
YR Red Class	Gate from the reception class outside area at the front of the school by the parent shelter (same gate used for drop off in the morning).	Line up along the pavement by the parent shelter (up the driveway) as you do in the mornings.
Y1 Orange Class	External classroom door at the back of the school.	Wait in the middle playground opposite the classroom. Children will be dismissed from their classroom door and will be sent down the balcony steps to you.

Y2 Yellow Class	External key stage one door, between Y1 and the Y2 classrooms.	Wait in the middle playground opposite the key stage one door. Children will be dismissed from the door or from the bottom of the steps (weather dependent). They will be sent to you on the playground.
Y3 Green Class	Main entrance to the school (front door).	Line up outside the main entrance, along past the offices, hall and then up the steps onto the pavement outside the school hall. Once your child has been handed over to you, please proceed up the sloped path way (between the brick walls) and exit the school site.
Y4 Blue Class	External classroom door at the back of the school.	Wait in the middle playground opposite the Y2, 3, 4 balcony area. Children will be dismissed from their classroom door and will be sent down the balcony steps to you.
Y5 Indigo Class	External key stage two door, by the Y6 classroom.	Wait in the top playground area by the swimming pool fence (to avoid blocking people's movement through this playground and out of the gates). Children will be dismissed from the corridor and sent down the steps to you on the playground.
Y6 Violet Class	Gold room door, at the front of the school opposite the nursery.	Wait by the side of the nursery, near the bin store. Children will be dismissed from the door and sent to you waiting outside.

If you have more than one child at the school please ensure you know the order in which you will need to collect your children from the school to avoid the need to go back on yourself. This is important in helping the school to ensure that people are all travelling in the same direction (wherever possible) whilst so many people are on site. Please ensure that you start at the furthest collection point on the school site. The system will be explained to the children so they will know if you will need to collect their brothers/sisters first and will not need to worry that you are 'late'. It would be very helpful if you could reiterate to your children the order in which they will be collected each day.

Order of Collection Points on the School Site

(Starting with the furthest collection point on the school site)

Year One	Year Two	Year Four	Year Five	Year Six	Year Three	Reception
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Examples:

If you only have a child in **Reception**, you need to go no further on the school site than the parent shelter at the front of the school.

If you have children in **Years One, Three, Five and Six** you will need to collect them in the following order:

Year One (furthest end of the middle playground) / Year Five (top playground by gates) / Year Six (Gold room door at the front of the school) / Year Three (middle entrance to the school)

If you have children in **Years Two and Four** you will need to collect them in the following order:

Year Two (middle playground) / Year Four (middle playground near the swimming pool)

PLEASE NOTE:

Any changes to the end of day collection arrangements for your child **MUST** be rung through or emailed to the school office as soon as possible, as normal. These changes are recorded on pink slips that are added to the end of day registers to ensure that school staff dismiss the children safely. Your continued support and co-operation in ensuring our end of day procedures remain robust and safe is vital. Thank you.