



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

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21st July 2021

Dear parents,

Re: September Pick up/Drop off Procedures

We have been working on the arrangements for pick up and drop off for September, following the updated guidance. This has been guided by current and new health and safety and safeguarding guidance, as well as feedback from yourselves, local residents and staff.

We have also taken into account the rise in pupil numbers, as some of our year groups are now full and we complete our growth to four classes in Year 6 from September. Since March 2020 when the first lockdown began, our pupil numbers have increased significantly and therefore we have a higher number of pupils and parents to ensure are safe when entering and leaving site. We have looked at ways to ease traffic and congestion around the school site and the easiest way to manage the previous stagger times between EYFS/KS1 and KS2.

Whilst we no longer have to have staggered start and finish times, we will continue to do so for a wide range of reasons;

- We want to ensure that parents can get to different parts of the site as per the previous staggered start and finish times between EYFS, KS1 and KS2
- Safeguarding pupils is of the utmost importance and our current pick up and drop off procedures support a high level of safeguarding (see further information below)
- To ensure children can be escorted safely to classroom entrances by their teacher or a staff member
- By having a staggered start and finish, we can organise the school day so that playtimes and lunch times are staggered which enables fewer children on the playground, giving them more space and use of resources
- Staggered starts this year have helped reduce the number of pupils who are late and missing education
- Staggered starts have also reduced congestion and traffic around the site and on the local roads
- Surprisingly, we found last year that our younger pupils actually settled quicker into their new environments by not having adults enter with them. This was found by huge numbers of settings across the county and has been discussed by our SLT with our Local Authority advisor. Therefore, pupils will settle more easily by entering the setting with their peers and staff and without parents.
- The Health and Safety of our community is also key (see further information below)
- Key Stage 2 pupils have enjoyed the responsibility of entering and leaving school site by themselves. They have felt a sense of increased self esteem and confidence.
- The guidance states we need to have an outbreak management plan which would require us to potentially return to some of these previous measures if we had an outbreak. Therefore, having a staggered start and finish already in place, would support us with easily being able to return to a bubble model if absolutely necessary

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Safeguarding

The safeguarding of pupils is of the utmost importance and our current pick up and drop off procedures support a high level of safeguarding by ensuring the children are handed over to a designated person and collected safely. Our procedures ensure pupils can be escorted safely to classroom entrances by their teacher or a staff member. Year 5 and 6 parents have the continued opportunity to request pupils walk home without parental presence. This approach also guarantees we do not have to monitor the number of additional parental visitors onsite and supports us to ensure the site is clear before the external gates are locked.

Health and Safety

The Health and Safety of our community is also key to ensure everyone is kept safe. Staggering of gates and times ensures there is a safe number of people in each area at each time, without additional stress to all parties. Staggering, entry points and times also ensures that pedestrian routes are kept separate from vehicle routes.

Ten minute window for each class to remain

We wish to balance all of these advantages with minimising waiting time for parents and families and therefore, have reduced the number of different start and finish times. We have kept the ten-minute window for each class as this has been favorably received by you as parents. If you have specific issues with the new pick up and drop off procedure, please do get in touch and we will see if there is a way we can support you. We will, as always, be reviewing this system once we have settled into it in the Autumn term, to ensure it is still the best model for our school community.

Communicating with teachers

We understand that communication with teachers is paramount to ensuring pupils success at school. Over the last year, we know that opportunities for speaking with teachers have been limited due to the pandemic and the Covid restrictions in place. Whilst we will be continuing a similar pick-up drop off procedure, it will be easier to speak to teachers or staff. Reception and KS1 staff will be out to greet pupils and to dismiss them and may be available for a quick chat there and then. KS2 staff will be on gates at the end of the day to dismiss pupils, where you can speak to them as well. Please note; conversations are usually easiest in the afternoon, you may need to wait until all the pupils have been admitted/released before the class teacher can speak to you. If the discussion needs a detailed longer meeting you will need to organise a separate meeting or phone call via the office.

Working with parents

We know that the last year has been very challenging, especially with the reduction in activities that you have been able to attend on site. We are also aiming to reintroduce all of the other activities that we run during the school year and welcome you back into the school.

We hope that with the return to normal, and lifting of restrictions, we will be able to run a normal school year and recommence all our events where you as parents are welcome to attend. We will be sending out dates in the Autumn term for our events such as Come and Read, Open Classrooms and Class Assemblies etc. Obviously, this is dependent on Government guidance and the changing situation with COVID.

Clubs and Trips

From September we will be reintroducing all clubs. These will be both face to face and virtual as we have received lots of positive feedback on providing virtual clubs. Letters will be coming out in the Autumn term to sign up to face to face clubs. We are also planning to run year group trips again.

Full pick up/drop off times and locations

Pre-school

Pre-school pupils can be dropped off between 8.45 and 9am and collected between 3 and 3.15pm. Violet room pupils will be dropped off at the door and Daisy room will be dropped off at their door, as during Covid. Poppy room parents will now need to walk from the Pre-school entrance, through the gate, and around to

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the Poppy room door to drop off there. There will be no access to pre-school from the main school; you must bring them round the pre-school entrance.

Reception

The route taken will remain the same which is currently in place. You will be entering the school site via a labelled gate that comes onto the zebra crossing in the carpark. The car park will be closed to vehicles during pick up and drop off times for Health and Safety reasons. You and your child will follow a one-way route from here down towards the infant black gate by Elder class. You will drop off/pick up your child here at the below times. Your child's class teacher will be waiting inside the gate in an allocated area for you to direct your child to. You will leave your child at the gate and allow them to meet their class teacher or staff member. At the end of the day, the adults will again be in the boxes and when they see you, can send the child to you.

Honeysuckle and Buttercup class will drop their children off at 8.30 and pick their children up at 3.10.
Bluebell and Daffodil class will drop their children off at 8.40 and pick their children up at 3.20.

Year 1

Year 1 pupils will be entering the school site via the infant in gate and will have a labelled one-way route down this path and across the KS1 playground. Your child's teacher will be waiting on the playground, for you to direct your child to. All 4 classes will be picked up and dropped off at the same time from the KS1 playground. At the end of the day, the adults will again be in these areas and when they see you, can send the child to you. Therefore you will not need to go down the hill towards the classrooms.

All year 1 classes will **drop their children off at 8.30 and pick their children up at 3.10.**

Year 2

Year 2 pupils will be entering the school site via the infant in gate (as for year 1) and will have a labelled one-way route down this path and across the KS1 playground. All 4 classes will be picked up and dropped off at the same time from the KS1 playground. Your child's teacher will be waiting on the playground, for you to direct your child to. At the end of the day, the adults will again be in these areas and when they see you, can send the child to you. Therefore you will not need to go down the hill towards the classrooms.

All year 2 classes will **drop their children off at 8.40 and pick their children up at 3.20.**

Year 3

Year 3 pupils will be entering the school site by themselves via the pedestrian gate (as for Reception who will use this at earlier times) and will follow a one-way route, supported by staff, across the pedestrian crossing, in front of the flower beds, down the steps and through the black gate. From here they will make their way to their classroom. Parents will therefore not need to enter site. The class teacher will bring out the class and dismiss from the pedestrian gate where parents will be able to speak to the teacher if needed.

All year 3 classes will **drop their children off at 8.50 and pick their children up at 3.30.**

Year 4

Year 4 pupils will be entering the school site by themselves via the bungalow gate and will follow a one-way route, supported by staff. From here they will make their way to their classroom. Parents will therefore not need to enter site. The class teacher will bring out the class and dismiss from the gate where parents will be able to speak to the teacher if needed.

All year 4 classes will **drop their children off at 8.40 and pick their children up at 3.30.**

Year 5

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Year 5 pupils will be entering the school site by themselves via the gate by the bike sheds and will follow a one-way route, supported by staff. From here they will make their way to their classroom. Parents will therefore not need to enter site. The class teacher will bring out the class and dismiss from the gate where parents will be able to speak to the teacher if needed.

All year 5 pupils are expected to **come in the gate at 8.40 and leave the gate at 3.30.**

Year 6

Year 6 pupils will be entering the school site by themselves via the gate by the bike sheds and will follow a one-way route, supported by staff. From here they will make their way to their classroom. Parents will therefore not need to enter site. The class teacher will bring out the class and dismiss from the gate where parents will be able to speak to the teacher if needed.

All year 6 pupils are expected to **come in the gate at 8.30 and leave the gate at 3.20.**

Thank you for your continued support.

Yours faithfully,



Miss Cotchin
Head teacher

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