

West Norwood drop off and pick up arrangements for March 2021

Please read carefully and identify the arrangements for your child/ren as these have been updated for our full re-opening on the 8th March.

- Please remember that you continue to be required to wear a face covering while on the school grounds
- the timings are much closer together and it is critical that you are punctual for both drop off and pick up times
- most year groups have changed times and gate locations
- only one adult per child will be allowed on site to drop off or collect children
- please ensure there is no gathering or lingering around the school gates before or after the children are dropped off/collected
- please do not arrive before your child's drop off or pick up time as we are trying to minimise the amount of people all in one space
- If your child is in Year Five or Six and will now walk home by themselves, please let the class teacher know so we can dismiss them first – this will be from the same gates as the rest of their class

There will be no opportunities at drop off or pick up to speak to the class teachers. If you have an urgent message, please pass this to the member of staff on the gate. You can also email teachers or call the office to make an appointment (by phone initially).

GATES

Back gates are both on Devane Way

Front gates are both on Wolfington Road

EYFS gate is the brown wooden gate on the front path

Nursery Drop off and pick up arrangements

AM session	08:30 – 11:30	Drop off: Line up outside the main front gate When the gate opens, walk through and wave goodbye to your child at the EYFS gate as they walk through to their teacher Walk round the front path and exit through the side front gate Pick up: Line up outside the main front gate When the gate opens, walk to the EYFS playground gate to collect your child Walk round the front path and exit through the side front gate
PM session	12:15 – 15:15	Drop off: Line up outside the main front gate When the gate opens, walk through and wave goodbye to your child at the EYFS gate as they walk through to their teacher Walk round the front path and exit through the side front gate Pick up: Line up outside the main front gate When the gate opens, walk to the EYFS playground gate to collect your child Walk round the front path and exit through the side front gate

West Norwood: Start of the School Day

Year Group	Start time	Start of the day instructions
Year Six	08:45	Line up outside the back double pedestrian gate When the gates open, children only will be allowed through the gate Line up with your teacher in the KS1 playground
Year Five	08:45	Line up outside the main front gate When the gates open at, children only will be allowed through the gate Line up with your teacher in the courtyard
Year Four	08:50	Line up outside the double back pedestrian gate When the gate opens, children only will be allowed through the gate Line up with your teacher in the KS1 playground
Year Three	08:50	Line up outside the main front gate When the gates open, children only will be allowed through the gate Line up with your teacher in the courtyard
Year Two	08:55	Line up outside the double back pedestrian gate When the gates open, children only will be allowed through the gate Line up with your teacher in the KS1 playground
Year One	08:55	Line up outside the side front gate, children only will be allowed through the gate Walk straight into your classrooms when the gate is opened
Reception	09:00	Line up outside the double back pedestrian gate When the gates open, children only will be allowed through the gate Line up with your teacher in the KS1 playground

West Norwood: End of the School Day

Year Group	End time	End of the day instructions
Year Six	15:00	Children walking home alone will be dismissed first Parents/carers line up outside back single pedestrian gate Walk along the wiggly path to the KS1 playground Collect your child from the line Leave through the back double pedestrian gates
Year Five	15:00	Children walking home alone will be dismissed first Parents/carers line up outside the main front entrance Follow the one way markings to collect your child from the lines outside the Year One classrooms Leave through the front side entrance
Year Four	15:05	Parents/carers line up outside back single pedestrian gate Walk along the wiggly path to the KS1 playground Collect your child from the line Leave through the back double pedestrian gates
Year Three	15:05	Parents/carers line up outside the main front entrance Follow the one way markings to collect your child from the lines outside the Year One classrooms Leave through the front side entrance
Year Two	15:10	Parents/carers line up outside back single pedestrian gate Walk along the wiggly path to the KS1 playground Collect your child from the line Leave through the back double pedestrian gates
Year One	15:10	Parent/carers line up upside the main front entrance Follow the one way markings to collect your child from the lines outside the Year One classrooms Leave through the front side entrance
Reception	15:15	Parents/carers line up outside back single pedestrian gate Walk along the wiggly path to the KS1 playground Collect your child from the line Leave through the back double pedestrian gates