

# DROP-OFF & PICK-UP TIMES AND PROCEDURES

## LOWER SITE

<b>Morning Nursery</b> 15 hours per week Monday – Friday 8:20am start and 11:20am finish	<b>Afternoon Nursery</b> 15 hours per week Monday – Friday 12:10pm start and 3:10pm finish
<p><u>Drop-off</u></p> <ul style="list-style-type: none"> <li>Nursery gate on Stafford Road opens at 8:20am</li> <li>Parents can assist their child into Nursery until 8:25am</li> <li>Nursery starts at 8:30am</li> <li>Nursery side gate (to access the Reception and KS1 classes only) opens at 8:20am and closes as soon as parents go through</li> <li>Nursery gate on Stafford Road closes at 8:30am</li> <li>Register closes at 8:35am</li> <li>8:36 – 9:00am a child will receive a late mark</li> <li>9:01am onwards a child will receive a 'U' mark, which is an absent mark for the session</li> </ul> <p><u>Pick-up</u></p> <ul style="list-style-type: none"> <li>Nursery gate opens at 11:15am</li> <li>Afternoon Nursery finishes at 11:20am</li> <li>The children can be collected from outside of their Nursery classroom at 11:20am</li> <li>Nursery gate closes at 11:25am</li> </ul> <p><u>Sibling(s) in Reception and/or KS1</u></p> <ul style="list-style-type: none"> <li>All parents are to <b>exit</b> Nursery via the Nursery gate on Stafford Road, unless you also have a child in Reception or KS1.</li> <li>If you also have a child in Reception or KS1, you will need to drop your morning Nursery child off first and then go through the Nursery side gate to access the Reception and KS1 classes from outside the shelter. As this gate is run as a one-way system, you will then need to exit school via the top playground.</li> <li>For safeguarding reasons, do not use the internal double doors in Nursery. Staff can only use these doors.</li> </ul>	<p><u>Drop-off</u></p> <ul style="list-style-type: none"> <li>Nursery gate opens at 12:10pm</li> <li>Parents can assist their child into Nursery until 12:15pm</li> <li>Nursery starts at 12:20pm</li> <li>Nursery gate closes at 12:20pm</li> <li>Register closes at 12:25pm</li> <li>12:26 – 12:50 a child will receive a late mark</li> <li>12:51 onwards a child will receive a 'U' mark, which is an absent mark for the session</li> </ul> <p><u>Pick-up</u></p> <ul style="list-style-type: none"> <li>Nursery gate opens at 3:05pm</li> <li>Afternoon Nursery finishes at 3:10pm</li> <li>The children can be collected from outside of their Nursery classroom at 3:10pm</li> <li>Nursery side gate (to access the Reception and KS1 classes only) opens at 3:05pm</li> <li>Nursery gate on Stafford and Nursery side gate closes at 3:15pm</li> </ul> <p><u>Sibling(s) in Reception and/or KS1</u></p> <ul style="list-style-type: none"> <li>All parents are to <b>exit</b> Nursery via the Nursery gate on Stafford Road unless you also have a child in Reception or KS1.</li> <li>If you also have a child in Reception or KS1, you will need to collect your afternoon Nursery child first and then go through the Nursery side gate to access the Reception and KS1 classes from outside the shelter. As this gate is run as a one-way system, you will then need to exit school via the top playground.</li> <li>For safeguarding reasons, do not use the internal double doors in Nursery. Staff can only use these doors.</li> </ul>

<b>Reception &amp; KS1</b> 32 hours 30 minutes per week (Monday – Thursday 8:20am start and 3:10pm finish. Friday 8:20am start and 1:30pm finish.)
<p><u>Drop-off</u></p> <p>Morning drop-off can be from outside the school gate near the entrance to the Leisure Centre car park or you can assist your child, if you wish, to outside their classroom. The children will walk straight into their class without their parents. Staff will be around to assist the children. This has been successful in settling the children more quickly in a morning and has helped to build their independence.</p> <ul style="list-style-type: none"> <li>Top gate opens at 8:20am</li> <li>Register opens at 8:20am</li> <li>Top gate closes at 8:30am</li> <li>Register closes at 8:35am</li> <li>8:36 – 9:00am a child will receive a late mark</li> <li>9:01am onwards a child will receive a 'U' mark, which is an absent mark for the morning</li> </ul> <p><u>Sibling(s) in morning Nursery</u></p> <p>If you also have a child in morning Nursery, you will need to drop your morning Nursery child off first and then go through the Nursery side gate to access the Reception and KS1 classes from outside the shelter. As this gate is run as a one-way system, you will then need to exit school via the top playground.</p> <p><u>Pick-up</u></p> <p>Reception, Y1 &amp; Y2 will be collected from outside their classroom. Please wait at the other side of the covered shelter to ensure that the children can be handed over safely. You will enter the playground via the gate near the entrance to the Leisure Centre car park and then exit the top playground from the gate at the opposite end of the playground.</p> <ul style="list-style-type: none"> <li>Top gate opens at 3:05pm/ 1:25pm (Fri)</li> <li>Reception &amp; KS1 finishes at 3:10pm/ 1:30pm (Fri)</li> <li>The children can be collected from the playground, outside of the year group exits at 3:10pm /1:30pm (Fri)</li> <li>Top gate closes at 3:15pm/ 1:35pm (Fri)</li> </ul> <p><u>Sibling(s) in afternoon Nursery</u></p> <p>If you also have a child in afternoon Nursery, you will need to collect your afternoon Nursery child first and then go through the Nursery side gate to access the Reception and KS1 classes from outside the shelter. As this gate is run as a one-way system, you will then need to exit school via the top playground.</p>

## DROP-OFF & PICK-UP TIMES AND PROCEDURES

### UPPER SITE

#### KS2

32 hours 30 minutes per week

Monday – Thursday 8:30am start and 3:20pm finish. Friday 8:30am start and 1:40pm finish.

#### Drop-off

Morning drop-off can be from outside the school gate on Caxton Road or you can assist your child, if you wish, to outside the entrance to the school building (fire exit near the shelter – only this door is open in a morning). The children will walk straight into the school building and their class without their parents. Staff will be around to assist the children. This has been successful in settling the children more quickly in a morning and has helped to build their independence.

- Playground gate on Caxton Road opens at 8:30
- Register opens at 8:30am
- Playground gate on Caxton Road closes at 8:40
- Register closes at 8:45am
- 8:46 – 9:10am a child will receive a late mark
- 9:11am onwards a child will receive a 'U' mark, which is an absent mark for the morning

#### Pick-up

Y3, Y4, Y5 & Y6 will be collected from the four fire exits – Y3 fire exit near the steps to the grassed area; Y4 fire exit near the shelter; Y5 right-hand side of the grassed area; Y6 left-hand side of the grassed area. Please wait the other side of the grass and away from the fire exits to ensure that the children can be handed over safely. You will enter and exit the playground via the gate on Caxton Road.

- Playground gate on Caxton opens at 3:15pm/ 1:35pm (Fri)
- KS2 finishes at 3:20pm/ 1:40pm (Fri)
- The children can be collected from the playground, outside of the year group exits at 3:20pm /1:40pm (Fri)
- Gate on Caxton Road closes at 3:30pm/ 1:50pm (Fri)

### ACCESSING THE MAIN RECEPTION ON BOTH SITES

- Children should only be dropped off or picked up from the Main Reception if this has been pre-agreed or if you are late.
- We kindly request that parents do not keep the gate at the Lower site open for other parents. They will need to buzz the main office for assistance, otherwise we will not know that they are waiting at the front door.
- If you need to speak to a member of staff in the Main Reception, then please walk round and buzz for assistance. Each class has a secure box for any letters, forms etc., which should eliminate most reasons to go to the Main Reception. Alternatively, if you need to speak to someone you can telephone the school on 01302 722762 or by email at [adwick-admin@vennacademy.org](mailto:adwick-admin@vennacademy.org)