

Shirley Infant School

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Every Child, Every Chance, Every Day

Shirley Junior School



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Guide to Dropping off and Collecting your Children

Please can we take this opportunity to thank you for your understanding at this time. We really appreciate all of your patience and support whilst we establish these new routines for drop off and pick up. We truly empathise with how difficult it is. Please remember we are following national government guidance at this time. Thank you also for adhering to the new road closure on Bellemoor Road and for those parents who are supporting the school staff by stewarding the closure barriers.

There are just a few things we need to raise so that these new routines can run more smoothly and more quickly, and still keep the community, our families and our staff safe.

1. Please can we ask parents not to park or use Wilton Road for drop off and pick up. It makes it very difficult for us to keep everyone safe on the narrow pavements.
2. Please can you not deliver messages to the staff on the gates as we need to keep the queue moving. Please pass on any messages for teachers or the office, by telephone or using the email address below:

infantinfo@shirleyschools.co.uk

juniorinfo@shirleyschools.co.uk
3. Please remember that the office is closed to parents. We are unable to take delivery of items such as water bottles and books. It is important that all items are remembered and brought to school with the children.

Dropping Off

When dropping off **Infant** children, please:

- arrive to queue a maximum of 5 mins before your allotted time, to keep the road/pavement as clear as possible
- wear a mask or face covering
- queue socially distanced down Wilton Road
- once the queue reaches the emergency field gates please queue into the space if possible like a horse shoe
- say goodbye to your child before you reach the front of the queue, so they can go in quickly and you can move clear of the gate and other adults/children
- once you have dropped off please continue moving down the road to adhere to the one system

When dropping off **Junior** children, please:

- arrive to queue a maximum of 5 mins before your allotted time, to keep the road/pavement as clear as possible
- wear a mask or face covering
- queue socially distanced, either side of the entrance
- once the queue reaches the end of the rainbow on the infant railings, queue on the opposite side of the closed road, starting opposite the school gate
- say goodbye to your child before you reach the front of the queue, then move clear of the gate
- Y5 children queue down toward the Infant school, Y6 children queue down towards the park

Collecting

When collecting **Infant** children, please:

- arrive at your allocated time as it prevents staff moving into their next roles
- wear a mask or face covering
- arrive to queue a maximum of 5 minutes before your allotted collection time, so the previous year group does not get muddled into a mixture of year groups
- wait until you are called through the gate by a member of staff
- follow the one-way route through to the playground
- walk across the playground on our train, letting your child come to you
- keep moving across the playground and then out of the black gate
- if collecting children from different year groups, find a distanced space outside to wait and then rejoin the one way queue at your allocated time - no earlier

When collecting **Junior** children, please:

- wear a mask or face covering
- arrive to queue a maximum of 5 mins before your allotted time, to keep the road/pavement as clear as possible
- once the queue reaches the end of the rainbow on the infant railings, queue on the opposite side of the closed road, starting opposite the school gate
- wait until you are called through the gate by a member of staff
- follow the one-way route through to the playground
- walk across the playground in front of the hall, letting your child come to you
- keep moving across the playground and out of the gate
- if collecting children from different year groups, find a distanced space to wait at the side of the playground away from the building, and keep waiting children close by you and calm. Do not allow them to run around or to climb on walls or tables
- Year 6 parents, if you feel comfortable to do so, wait across the road so that your child walks off the playground by themselves to meet you. If you are not yet there they can wait with the school staff members on duty