

**Millhouse Primary School**  
**Covid19 Student Access Arrangements**  
**Reissued - March 2021**

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As all children return to school in March, arrangements to manage the pick up/drop off process and to ensure we avoid cross over of classes (or parents/carers) wherever possible will resume in line with protocols in the autumn term.

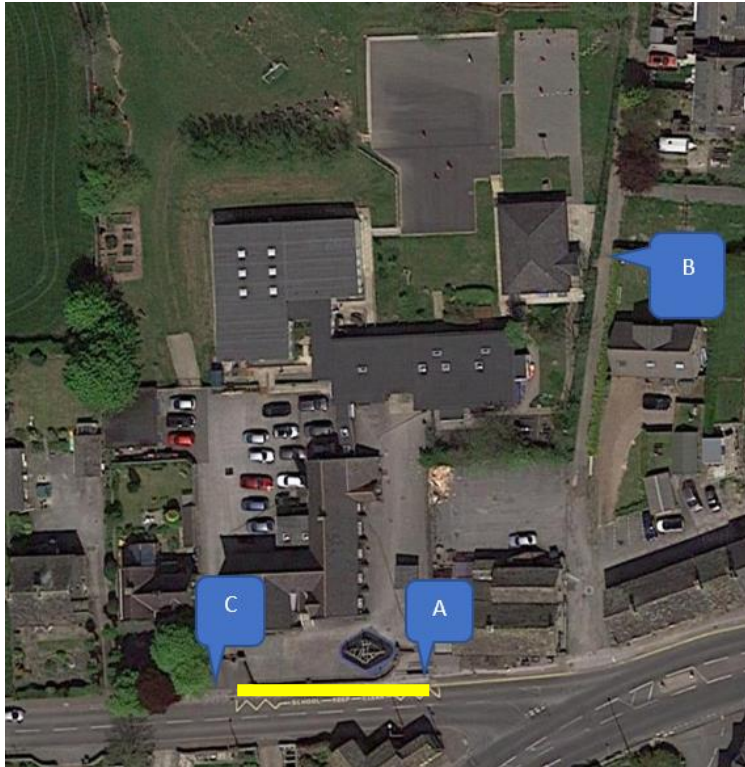
Our policy is intended to minimise risk, stagger demand at key pinch points around and in school, and ensure all reasonable efforts are made to maintain social distancing during arrivals and departures - we really appreciate your help.

**Key Principles -**

The policy and arrangements are based on the following key principles which parents and carers are asked to take careful note of and adhere to at all times: –

1. Three access points will be used for specific classes – the two gates on Lee Lane and the side access adjacent to Class 5.
2. There will be staggered arrival and departure times so that each class group has sole use of the access point to get into and out of school.
3. Parents and carers are asked politely to leave the immediate area around the school as quickly as possible once their child/children have been received by their teacher to avoid interaction with other people.
4. Parents are requested not to arrive earlier than the allotted pick up time and to wait, maintaining appropriate social distancing, in the designated area for their child/children's class as outlined in this policy.
5. The footway between the two access points on Lee Lane should not be used by parents/carers when waiting for children.
6. School staff will be in the playground/school grounds to coordinate arrivals and departures as set out further on in this document.
7. There will be no vehicular access onto the school grounds between 08:30 and 15:50 hours without prior agreement of the headteacher. Any member of staff arriving/ leaving outside these times must park on the street and walk into school.
8. **Parents and carers are requested to wear face coverings when dropping off/collecting children.**

## Access Points



## Class Groups and Arrival/Departure Times

### Morning Arrangements -

| Class | Entry Point | Exit Point (for parents/carers) | Arrival Window |
|-------|-------------|---------------------------------|----------------|
| 1     | A           | C                               | 08:45 – 08:55  |
| 2     | A           | C                               | 09:00 – 09:10  |
| 3     | A           | C                               | 08:55 – 09:05  |
| 4     | A           | C                               | 09:05 – 09:15  |
| 5     | B           | N/A (parents stay off site)     | 08:45 – 08:55  |

### Afternoon Arrangements -

| Class | Entry Point (for parents/Carers) | Exit Point | Departure Window |
|-------|----------------------------------|------------|------------------|
| 1     | C                                | A          | 15:15 – 15:25    |
| 2     | C                                | A          | 15:30 – 15:40    |
| 3     | C                                | A          | 15:25 – 15:35    |
| 4     | C                                | A          | 15:35 – 15:45    |
| 5     | N/A (parents to stay off site)   | B          | 15:15 – 15:25    |

### Additional Information

Parents and carers should arrive during their allocated window (they must not access school before this point) and bring their child/children to the appropriate access point for their group. **Detailed instructions for each class can be found later in this policy summary.**

Year 6 students are allowed to arrive at school independently but must also arrive within the 10 minute window outlined above and should be reminded/encouraged to observe social distancing at all times.

Parents are requested not to arrive before the allocated departure window time to as set out in the previous table.

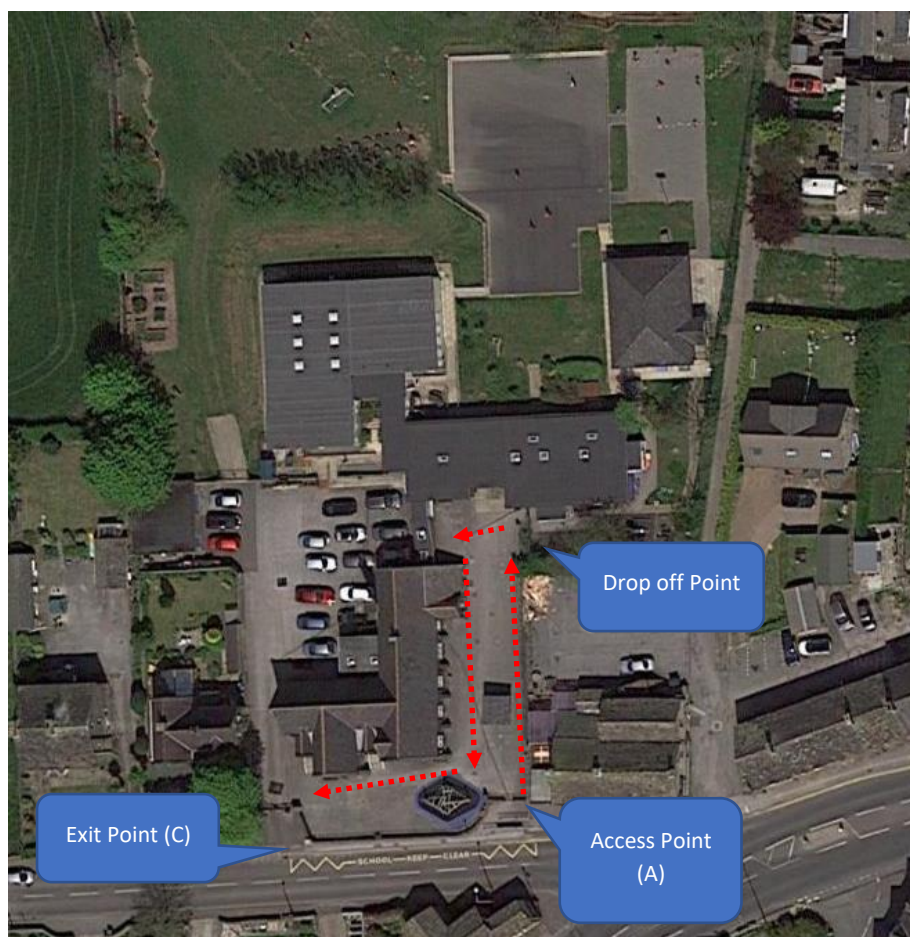
**The footway immediately outside school between the two access points must not be used by parents/carers waiting to collect children – the designated waiting area should be used. The footway needs to be kept clear to enable it to be used as a walk-way.**

## Class One Instructions

### Morning

|                       |   |
|-----------------------|---|
| <b>Arrival Window</b> | 08:45 – 08:55   |
| <b>Entry Point</b>    | A   |
| <b>Instructions</b>   | Parents to enter the site with children and walk up the right hand side of the playground. Children to be dropped off at the green gate to the right of reception and then parents continue on a one way loop down the left hand side of the playground and exit the school site. |
| <b>Exit Point</b>     | C   |

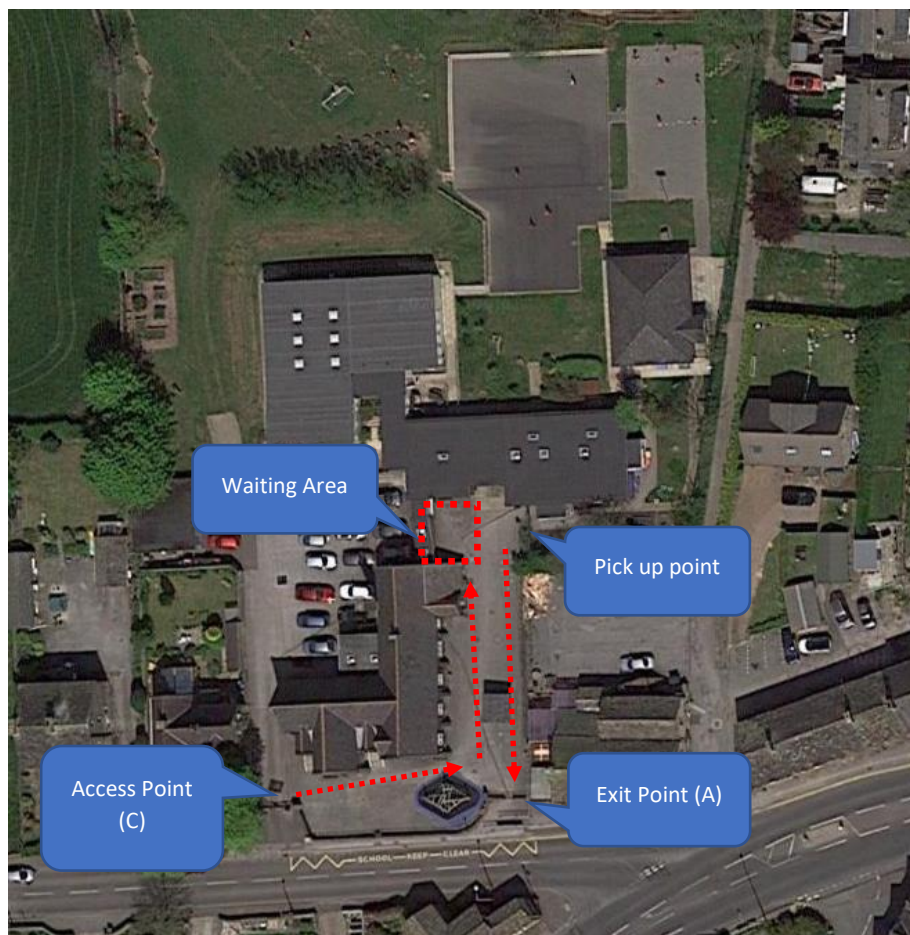
### Morning Arrangements - Plan



## Afternoon

|                         |   |
|-------------------------|---|
| <b>Departure Window</b> | 15:15 – 15:25   |
| <b>Entry Point</b>      | C   |
| <b>Instructions</b>     | <p>Staff will bring children to the green gate in advance of the departure time. Parents/carers can enter site from 15:15 and must walk up the left hand side of the playground to a waiting area which will be marked out.</p> <p>Children will be released one at a time and parents/carers should leave school asap by walking down the right hand side of the playground.</p> |
| <b>Exit Point</b>       | A   |

### Afternoon Arrangements - Plan



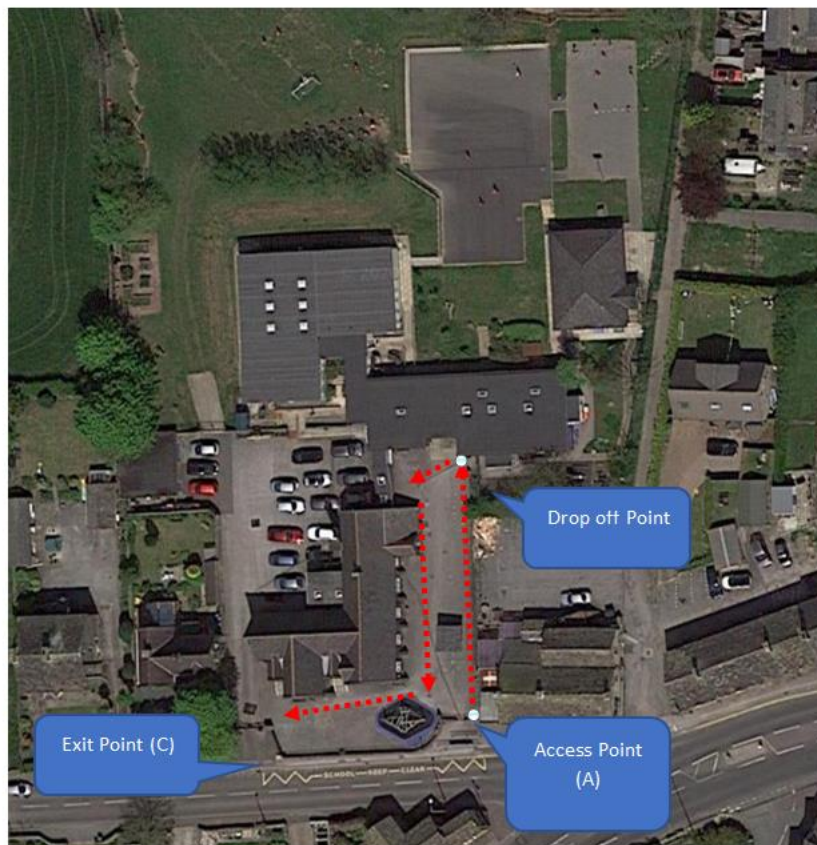


## Class Two Instructions

### Morning

|                       |  |
|-----------------------|--|
| <b>Arrival Window</b> | 09:00 – 09:10  |
| <b>Entry Point</b>    | A  |
| <b>Instructions</b>   | Parents to enter the site with children and walk up the right hand side of the playground. Children to be dropped off at the bottom of the steps in front of reception and to enter Class 2 directly via the fire door. Parents continue on a one way loop down the left hand side of the playground and exit the school site. |
| <b>Exit Point</b>     | C  |

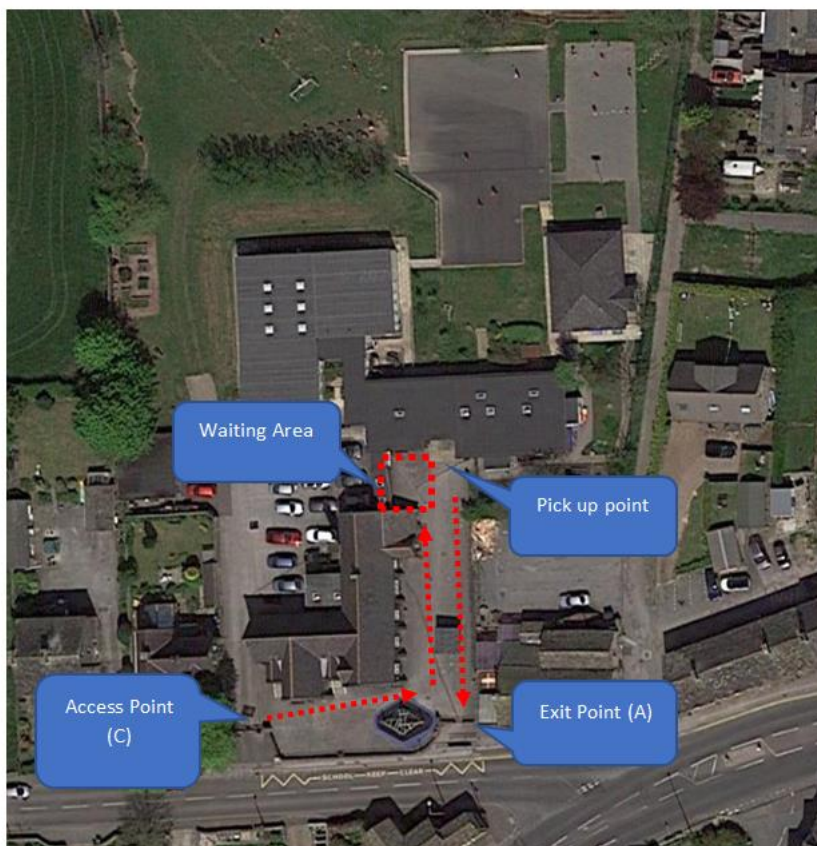
### Morning Arrangements – Plan



## Afternoon

|                         |  |
|-------------------------|--|
| <b>Departure Window</b> | 15:30 – 15:40  |
| <b>Entry Point</b>      | C  |
| <b>Instructions</b>     | <p>Children will be dismissed directly from the classroom via the fire door at the top of the steps to the right of reception. .</p> <p>Parents/carers can enter site from 15:30 and must walk up the left hand side of the playground to a waiting area which will be marked out.</p> <p>Children will be released one at a time and parents/carers should leave school asap by walking down the right hand side of the playground.</p> |
| <b>Exit Point</b>       | A  |

### Afternoon Arrangements - Plan

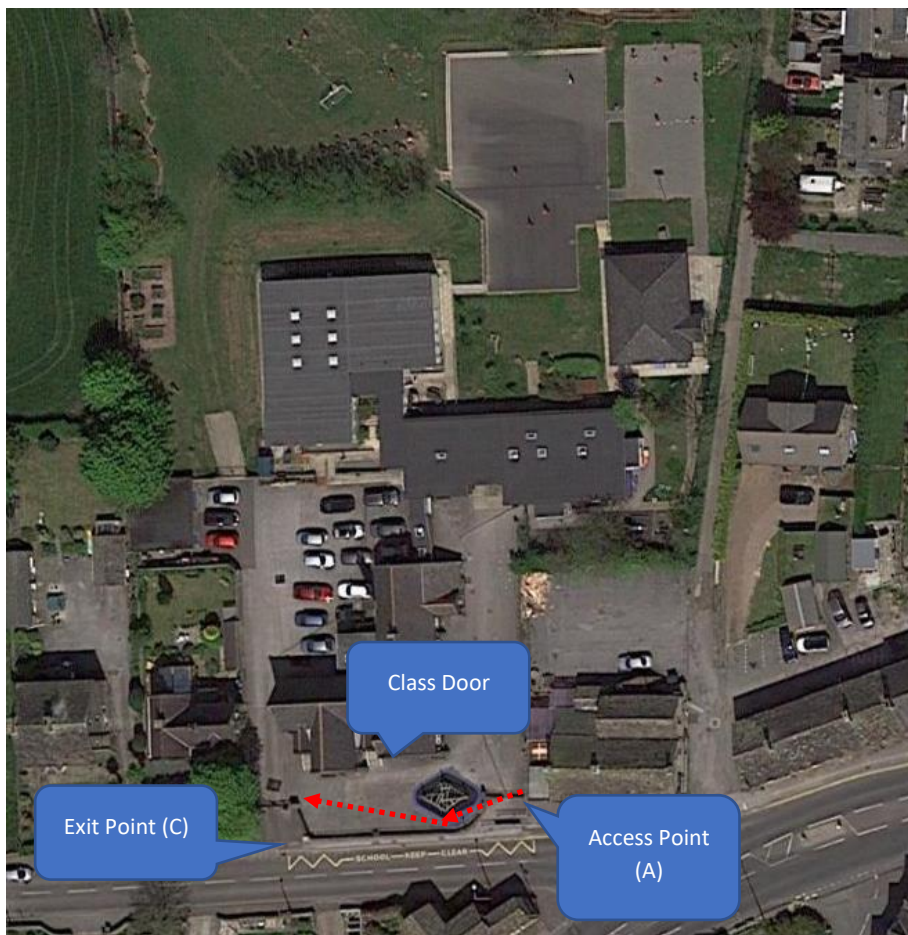


### Class Three Instructions

#### Morning

|                       |   |
|-----------------------|---|
| <b>Arrival Window</b> | 08:55 – 09:05   |
| <b>Entry Point</b>    | A   |
| <b>Instructions</b>   | Parents to enter the site with children and drop off at the class door where a member of staff will be waiting. Parents then to continue on a one way loop leaving school asap. |
| <b>Exit Point</b>     | C   |

#### Morning Arrangements - Plan

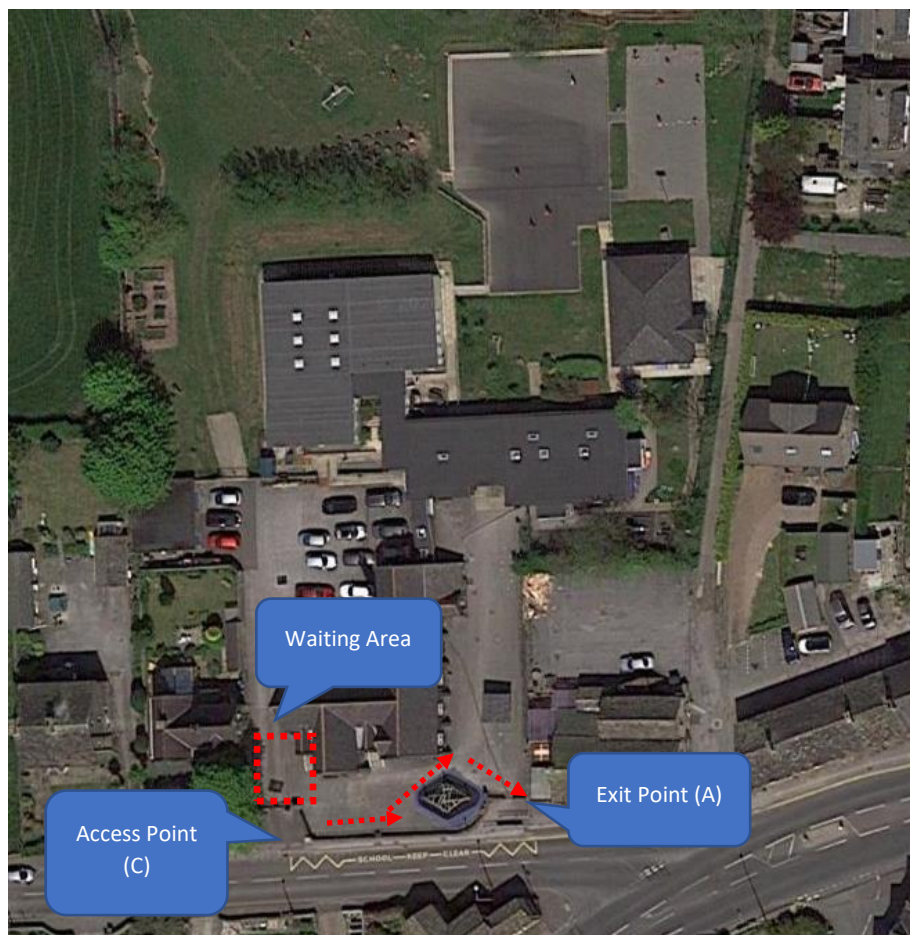




## Afternoon

|                         |  |
|-------------------------|--|
| <b>Departure Window</b> | 15:25 – 15:35  |
| <b>Entry Point</b>      | C  |
| <b>Instructions</b>     | <p>Parents to enter site and use the waiting area immediately inside the school gates (towards carpark). When ready, staff will call parents to stand on footprints at front of school, a group at a time.</p> <p>Staff will bring children to the class door and release one at a time.</p> <p>Parents to collect child and exit school grounds asap.</p> |
| <b>Exit Point</b>       | A  |

### Afternoon Arrangements - Plan

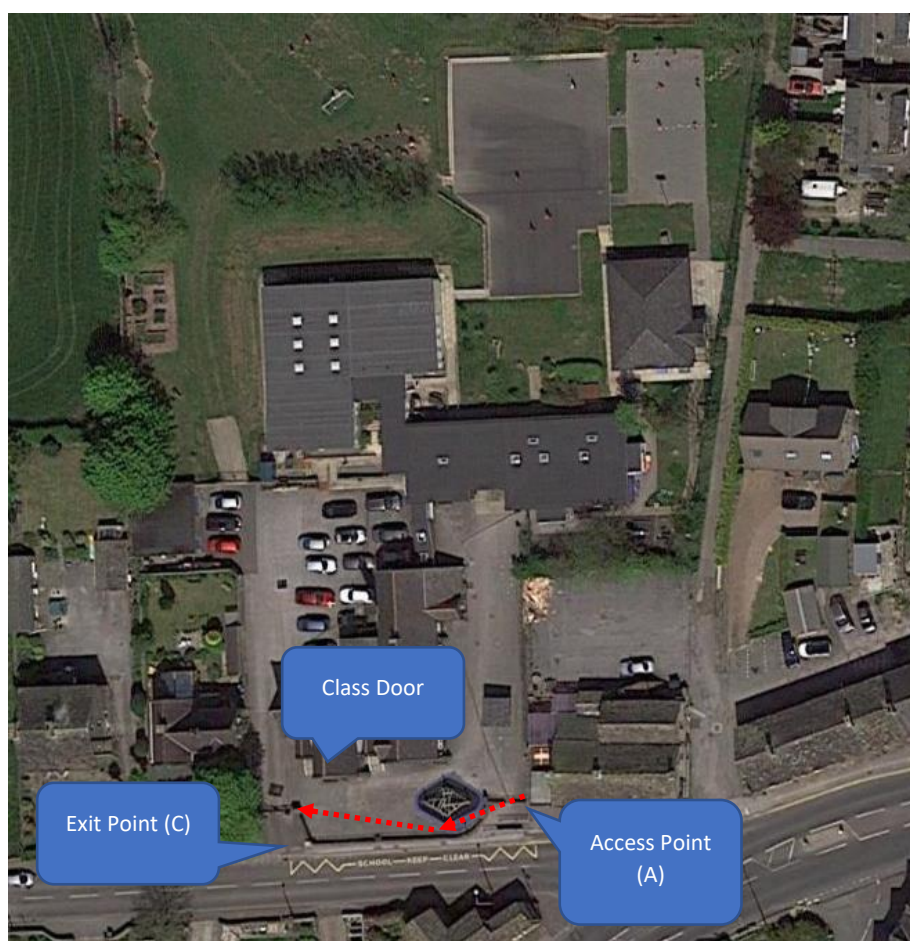


## Class Four Instructions

### Morning

|                       |   |
|-----------------------|---|
| <b>Arrival Window</b> | 09:05 – 09:15   |
| <b>Entry Point</b>    | A   |
| <b>Instructions</b>   | Parents to enter the site with children and drop off at the class door where a member of staff will be waiting. Parents then to continue on a one way loop leaving school asap. |
| <b>Exit Point</b>     | C   |

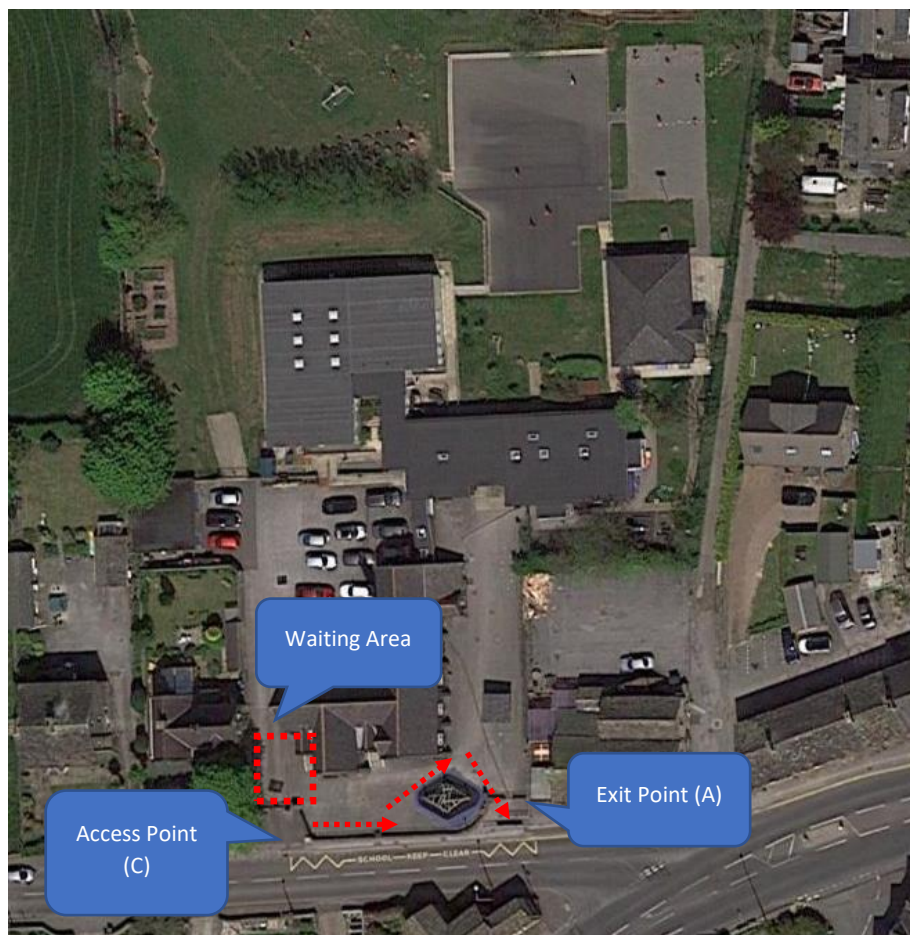
### Morning Arrangements - Plan



## Afternoon

|                         |  |
|-------------------------|--|
| <b>Departure Window</b> | 15:35 – 15:45  |
| <b>Entry Point</b>      | C  |
| <b>Instructions</b>     | <p>Parents to enter site and use the waiting area immediately inside the school gates (towards carpark). When ready, staff will call parents to stand on footprints at front of school, a group at a time.</p> <p>Staff will bring children to the class door and release one at a time.</p> <p>Parents to collect child and exit school grounds asap.</p> |
| <b>Exit Point</b>       | A  |

### Afternoon Arrangements - Plan



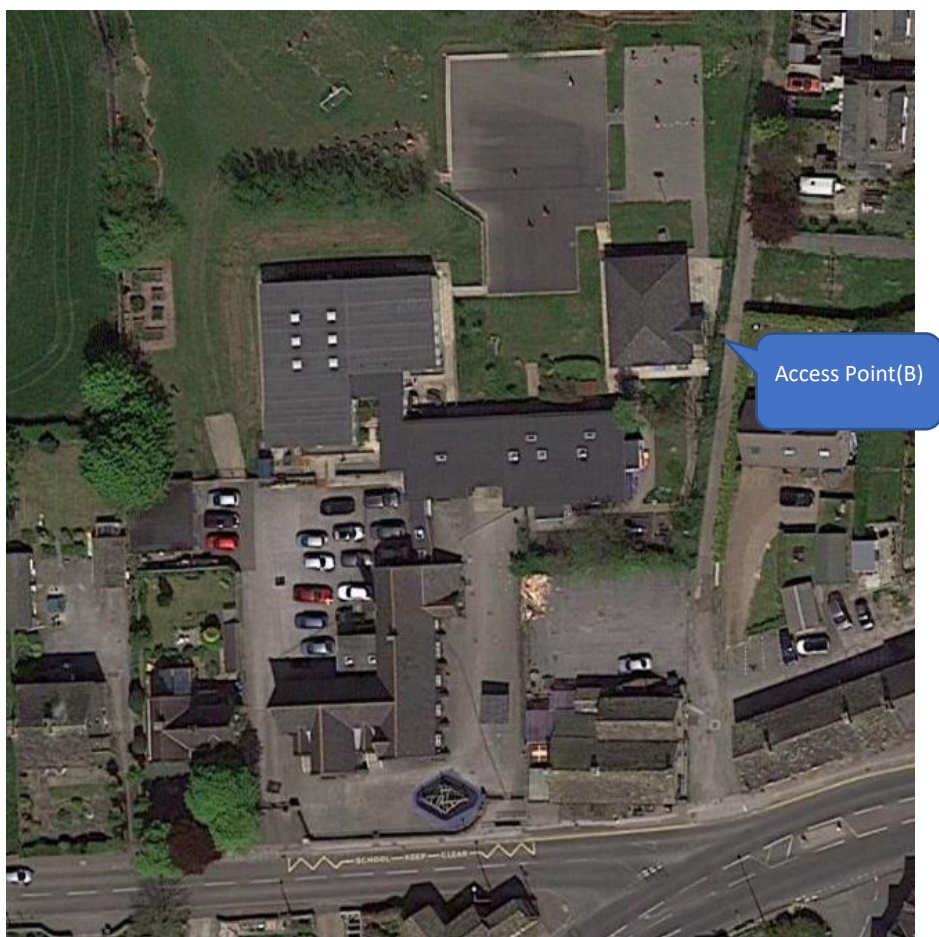


## Class Five Instructions

### Morning

|                       |  |
|-----------------------|--|
| <b>Arrival Window</b> | 08:45 – 08:55  |
| <b>Entry Point</b>    | B  |
| <b>Instructions</b>   | Y6 students are encouraged to access school independently and head directly into the classroom. Parents who accompany pupils are to leave children at the side gate. Children enter the gate and walk straight into the classroom. Parents/Carers are not to enter the school grounds. |

### Morning Arrangements - Plan

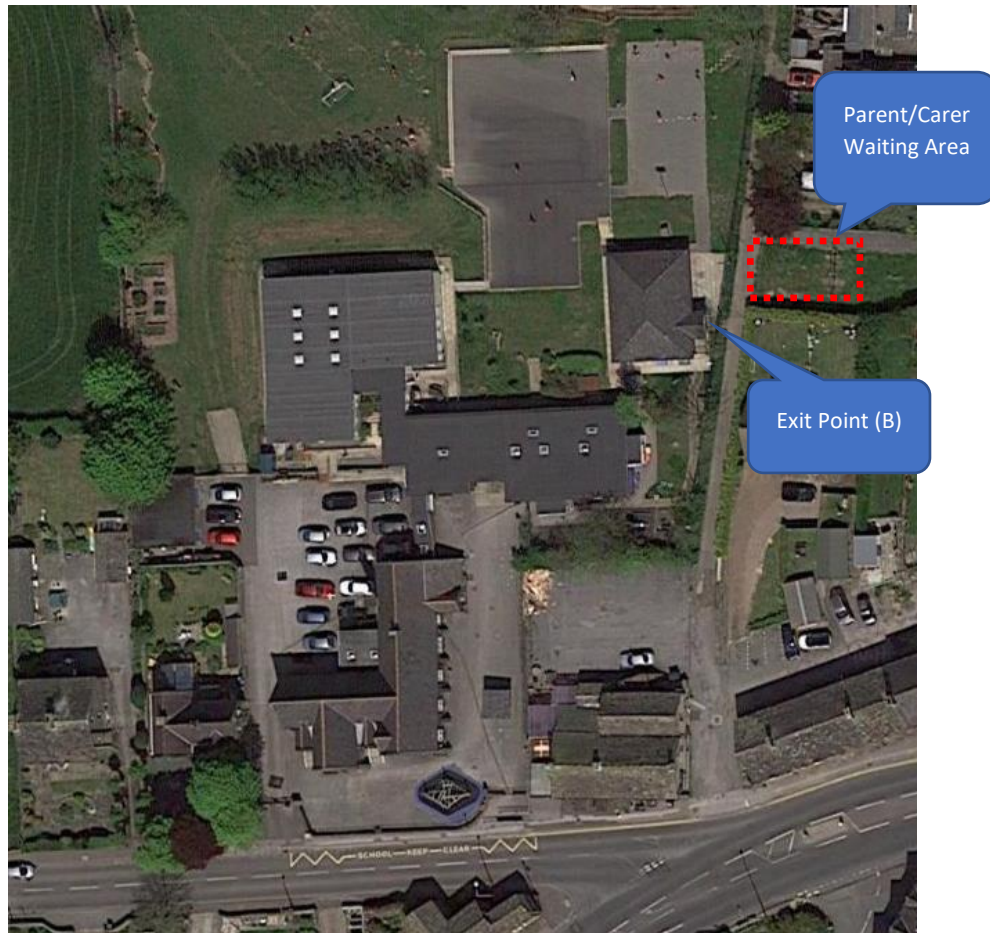




## Afternoon

|                         |  |
|-------------------------|--|
| <b>Departure Window</b> | 15:15 – 15:25  |
| <b>Instructions</b>     | Y6 children are encouraged to leave the immediate area independently. Parents who are meeting their child/children should wait in the area identified in the plan below. |
| <b>Exit Point</b>       | B  |

### Afternoon Arrangements - Plan



### **Example of how to manage drop off and pick-ups where more than one child.**

We recognise that for some families who have children across 2 or 3 different classes, these arrangements are complicated and will make drop off/ collection periods longer. We thank-you for your co-operation.

Below is an example of how arrival/ departure could be managed for a family with a child in Class 1, Class 3 and Class 4.

#### **Morning:**

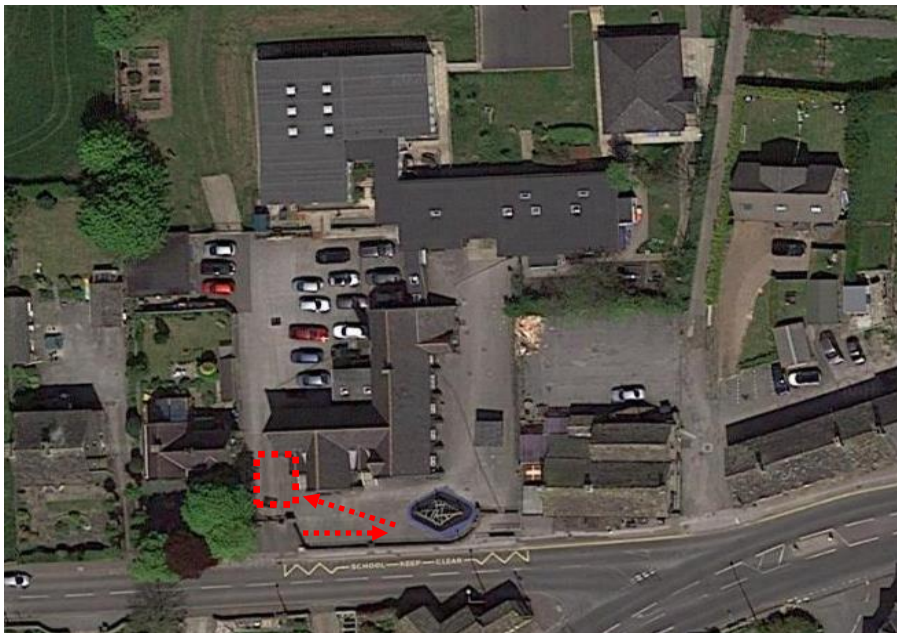
Follow instructions for Class 1, entering school at point A, dropping first child off at 8:55. Walk towards front of school, dropping child 2 off opposite Class 3 door.

Class 4 door will be open and children with a sibling in Class 3, can be dropped off immediately following this even though it is earlier than the allocated window.

#### **Afternoon**

Collect child from Class 1 following Class 1 instructions towards end of departure window, exiting via point A.

Walk along pavement at front of school and re-enter grounds at point C. Stand in designated waiting area. Follow instructions for Class 3 - collect child 2. Return to waiting area.



Follow instructions for Class 4 – collect child 3.