

**Millhouse Primary School**  
**Covid19 Student Access Arrangements**  
**Revised - September 2021**

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Although restrictions have relaxed, certain protocols remain to support the safe arrival and departure of all pupils, their families and staff.

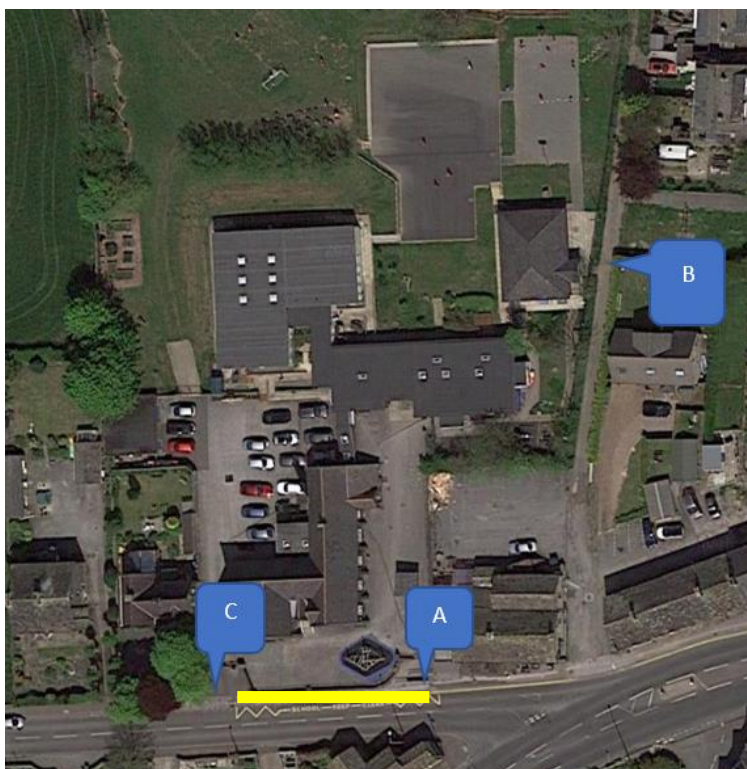
We really appreciate your help.

**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. Parents are requested not to arrive earlier than arrival/ pick up time and to wait in the designated area for their child/children's class as outlined in this policy.
3. The footway between the two access points on Lee Lane should not be used by parents/carers when waiting for children.
4. School staff will be in the playground/school grounds to coordinate arrivals and departures as set out further on in this document.
5. 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.

## 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 – 09:00
2	A	C	08:45 – 09:00
3	A	C	08:45 – 09:00
4	A	C	08:45 – 09:00
5	B	N/A (parents stay off site)	08:45 – 09:00

### Afternoon Arrangements -

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

### Additional Information

Parents and carers should arrive within the arrival 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 15 minute window outlined above.

Parents are requested not to arrive before the allocated departure window time to collect their child/children as set out in the previous table.

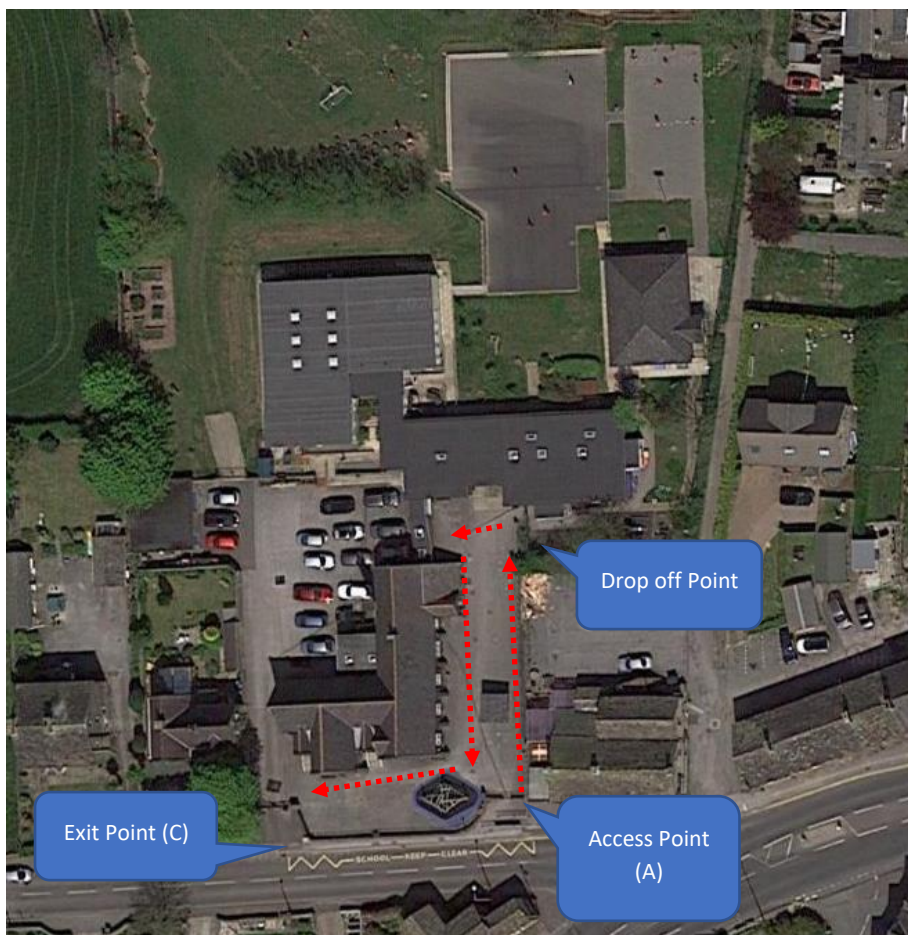
**The footway immediately outside school between the two access points must not be used by parents/carers waiting to collect children – the designated waiting area should be used. The footway needs to be kept clear to enable it to be used as a walk-way.**

## Class One Instructions

### Morning

<b>Arrival Window</b>	08:45 – 09:00
<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

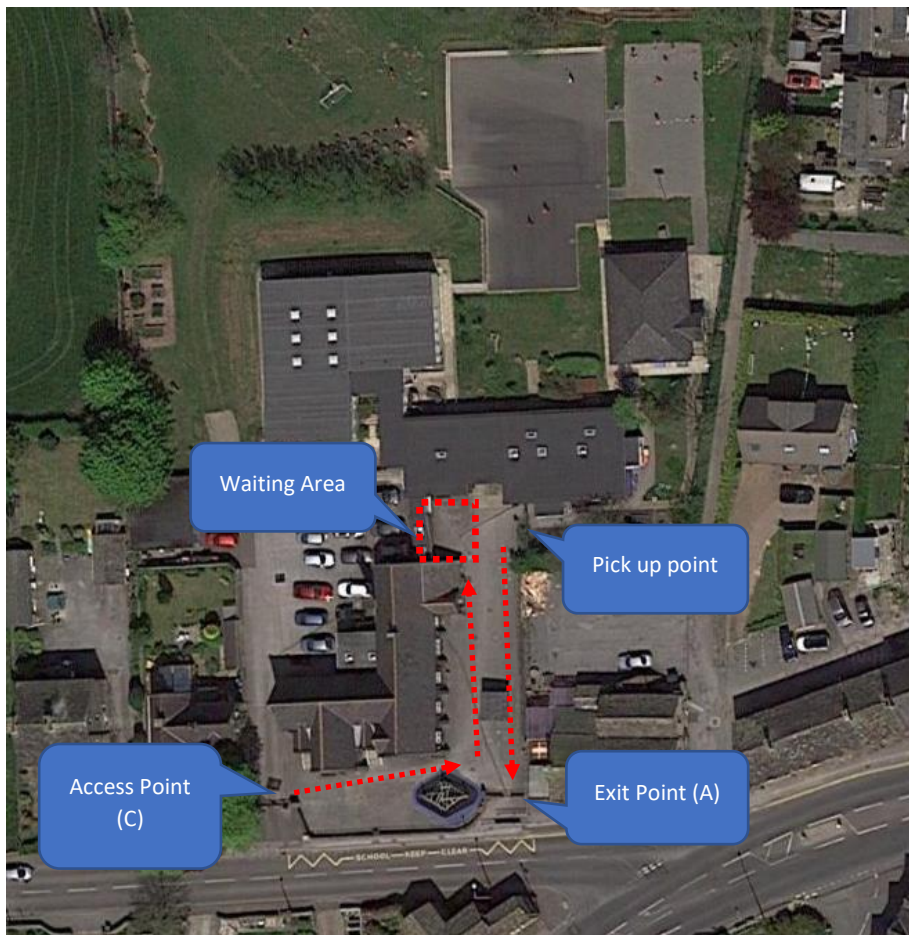
### Morning Arrangements - Plan



## Afternoon

<b>Departure Window</b>	15:30 – 15:40
<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 15:30 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



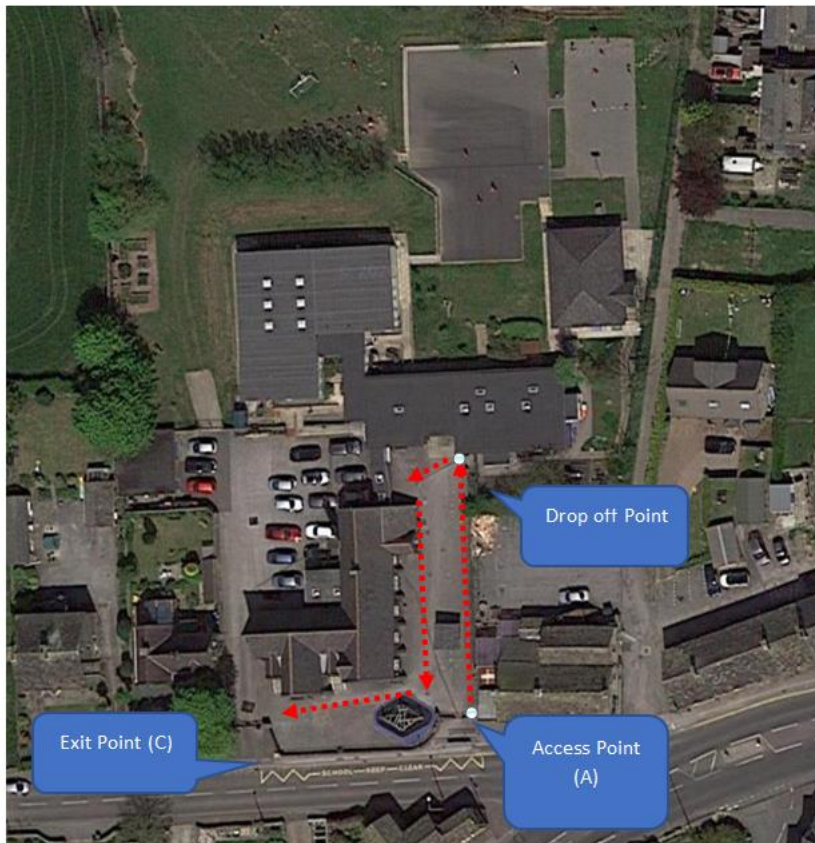


## Class Two Instructions

### Morning

<b>Arrival Window</b>	8:45-09:00
<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

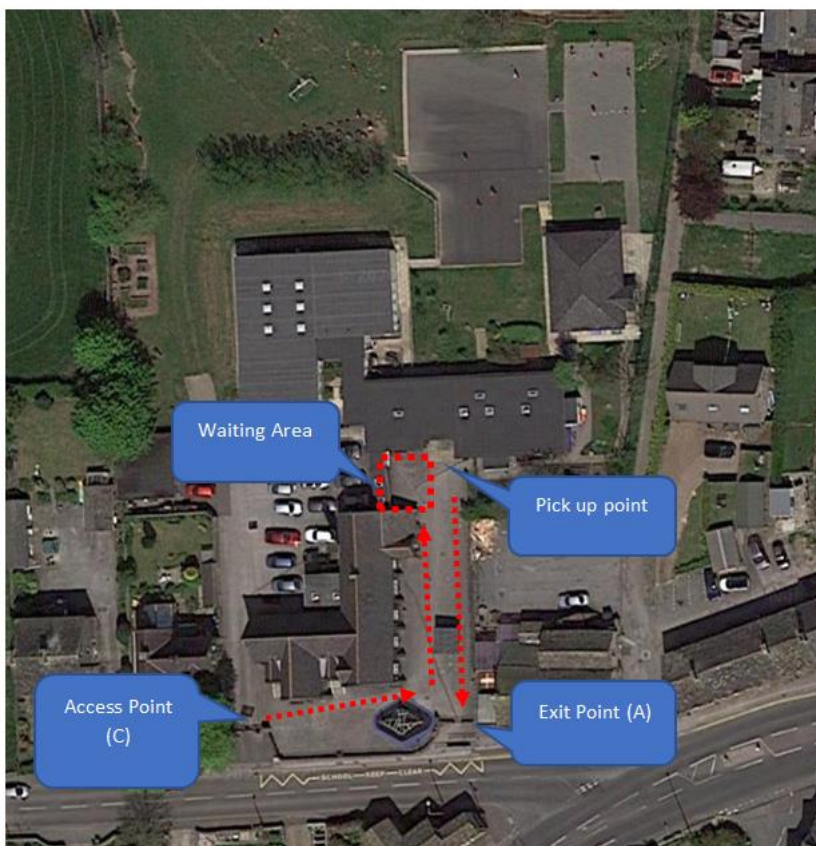
### Morning Arrangements – Plan



## 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

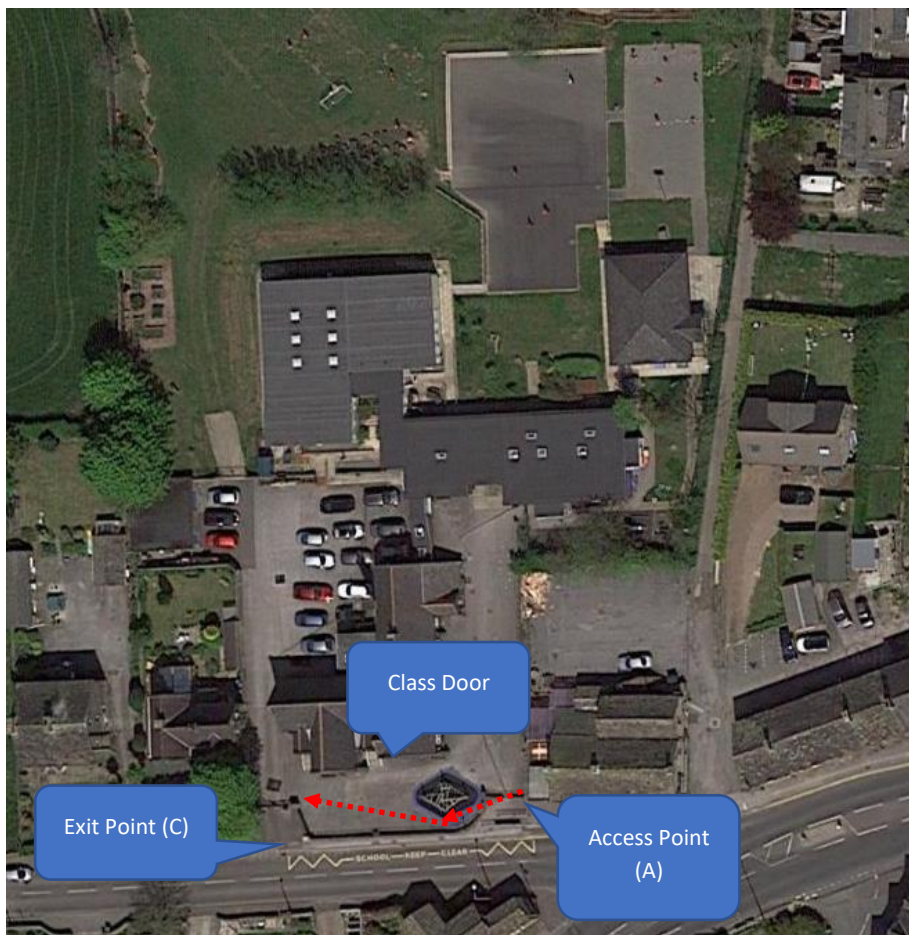


## Class Three Instructions

### Morning

<b>Arrival Window</b>	08:45 – 09:00
<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>	15:30 – 15:40
<b>Entry Point</b>	C
<b>Instructions</b>	Parents to enter site and wait near the fence opposite Class 3 door (where footprints are). Staff will bring children to the class door and release one at a time. Parents to collect child and exit school grounds asap.
<b>Exit Point</b>	A

### Afternoon Arrangements - Plan

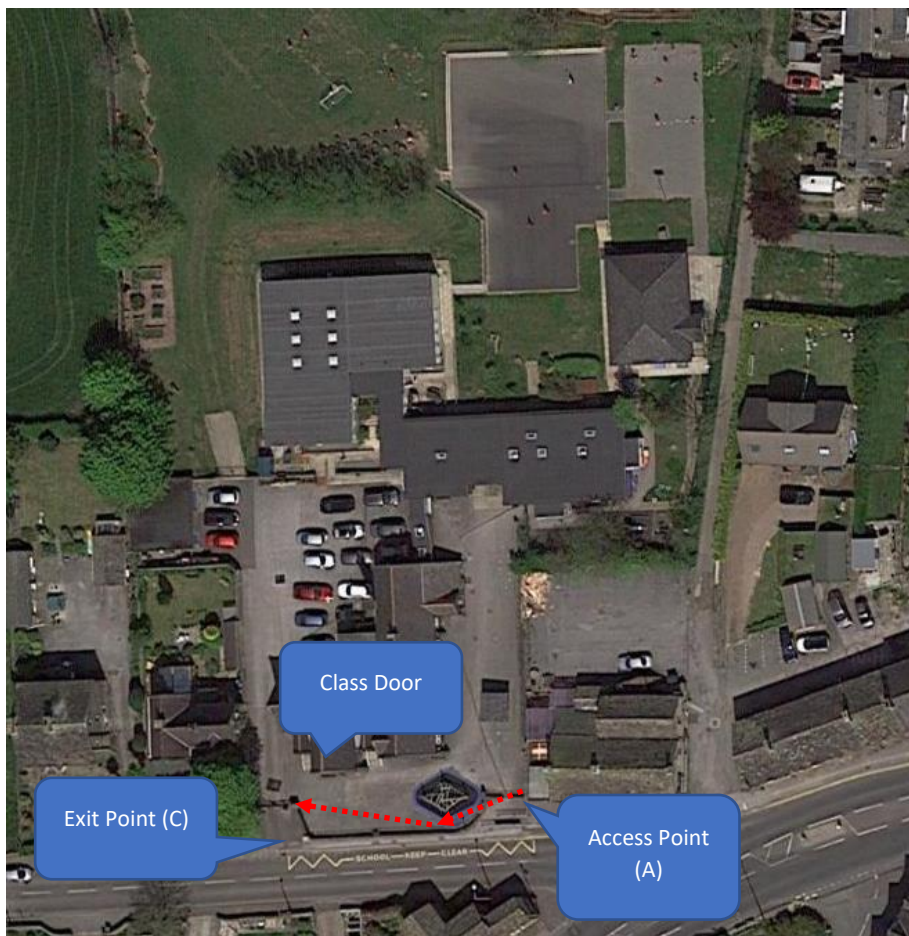


## Class Four Instructions

### Morning

<b>Arrival Window</b>	08:45– 09:00
<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

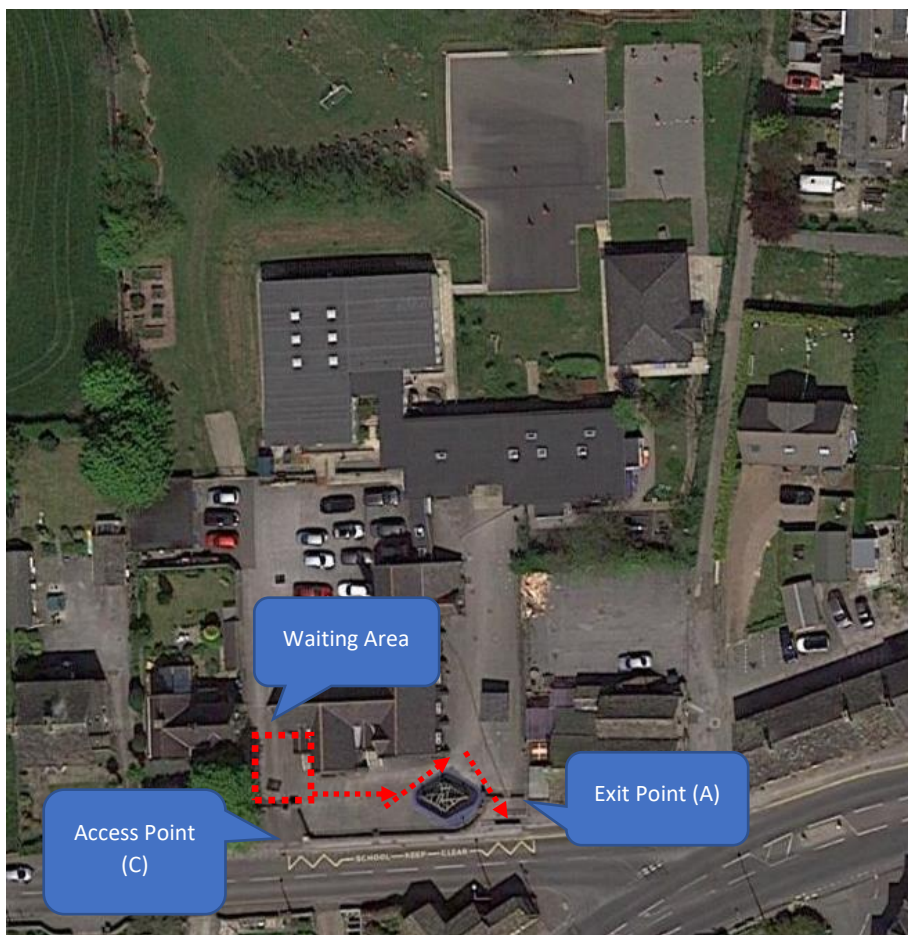
### Morning Arrangements - Plan



## Afternoon

<b>Departure Window</b>	15:30 – 15:40
<b>Entry Point</b>	C
<b>Instructions</b>	Parents to enter site and use the waiting area immediately inside the school gates (towards carpark). Staff will bring children to the class door and release one at a time. Parents to collect child and exit school grounds asap.
<b>Exit Point</b>	A

### Afternoon Arrangements - Plan



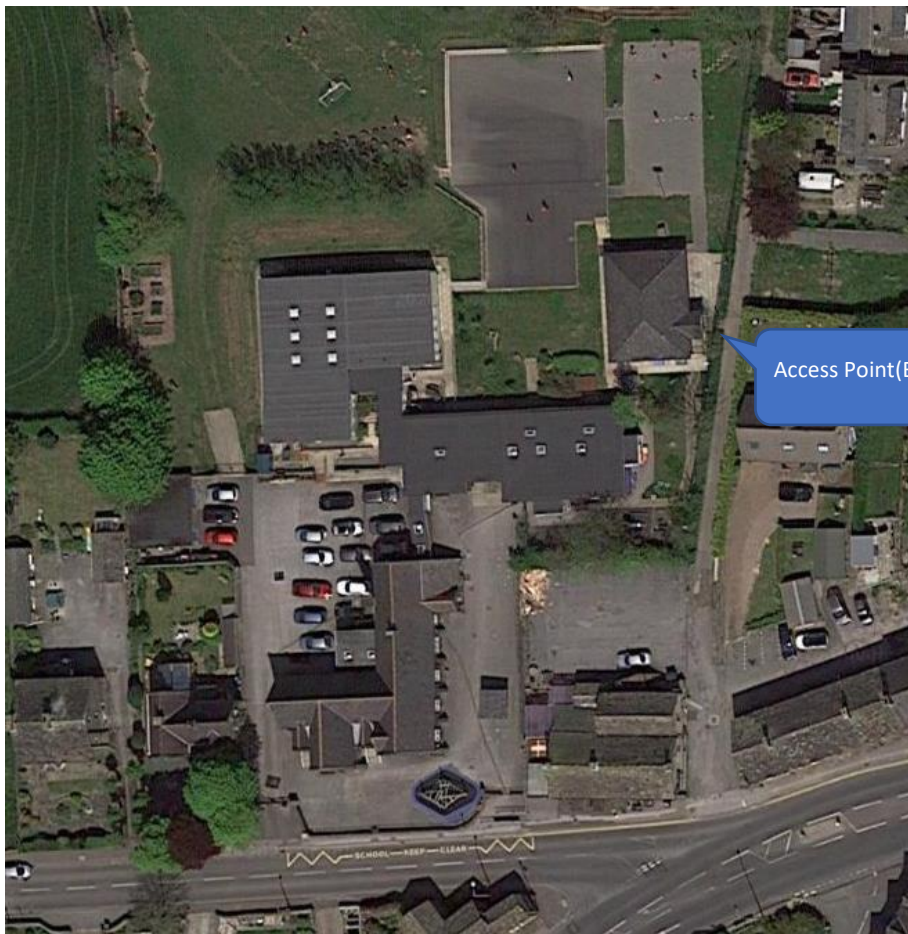


## Class Five Instructions

### Morning

<b>Arrival Window</b>	08:45 – 09:00
<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>	15:30 – 15:40
<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

