



Aiming High and  
Achieving Our Best

# Waterfield Primary

## September Pick Up & Drop Off Instructions

Please remember this is a draft and will be reviewed and evaluated over the first few weeks of term.

# Drop Off & Pick Up Procedures

Parents/Carers Must:

- ✓ Be prompt for drop off and pick up – in order to maintain a quick, safe and seamless pick up we ask that you are on time. Any late admittance should report to the Office.
- ✓ **NO PARKING or QUEUING on HAWKESMOOR ROAD – PLEASE help the school maintain good local relations by parking at the front of school and walking to your allocated gate. Please follow the Queuing LANES provided.**
- ✓ Drop off and Pick Up will be Socially distant – Adults will **NOT** be permitted onto the school site unless at a collection point. If you wish to converse personally with the Class Teacher please call the office and arrange a telephone appointment.
- ✓ If you have multiple children to drop off/pick up start with the earliest and work your way round to the various pick up points. Breakfast Club Drop Off and Energy Kidz pick Up will be from the HALL DOORS.

# Some reminders from our FAQs

- ✓ To speed up drop off and pick up, in addition to helping to reduce the spread of COVID-19 please note the following:
- ✓ **Children should not bring rucksacks bags – simply bring a lunchbox (if required) and your school bookbag/small carrier bag for any book & Water Bottle.**
- ✓ **Children should not bring pencil cases to school**
- ✓ ON PE DAYS wear PE Kit
- ✓ If your child is attending a club (which will not be starting immediately in September) they can bring any KIT required in a carrier bag (as this can easily be changed regularly and will fit in lockers etc).

The above should reduce the need for adults to assist children in putting things away in the morning – ideally children will simply stow their lunchbox in their locker or in the designated area in the classroom and hang up their coat.

Mobile phones for Year 6 will be held by the class teacher in individual plastic zip bags, named.



# Drop Off Times & Locations



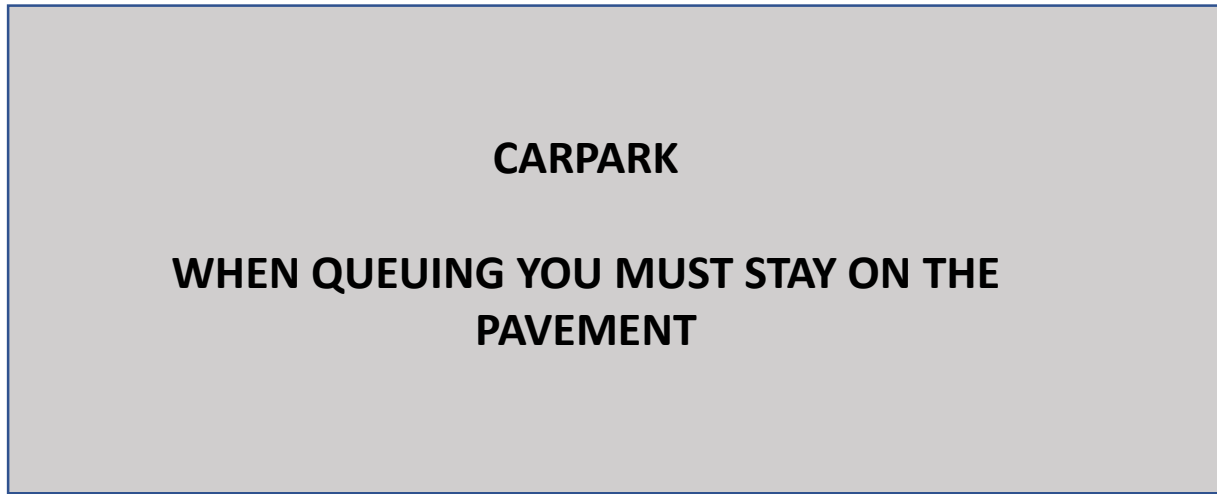
## Morning and End of Day timetable 2020-21

Times	Main Gate – Hawkesmoor Road	Studio Gate & Hall
8:30am	Nursery Reception Year 6 – <b>Reminder Year 6 please be on time at 8:30am</b>	Year 3 Studio Gate Year 4 Studio Gate
8:45am	Year 1 Year 2 <b>Please do not arrive earlier than this time where possible</b>	Year 5 Studio Gate <b>Please do not arrive earlier than this time where possible</b>
<b>END OF DAY</b>		
<b>3pm</b> – Please arrive <b>2.50pm</b>	Nursery Reception	
<b>3:00pm</b> – <b>NEW YEAR 4</b>		<b>Year 4 – STUDIO GATE</b> <b>NOTE CHANGE TO REDUCE CONGESTION</b>
3:10pm	Year 1 Year 2	<u>Year 3 HALL DOORS</u>
3:15pm	Year 6	Year 5 - Studio Gate



**Year 3, 4 & 5**  
**PICK UP**  
**ROUTES**

Year 3 Pick up  
at HALL  
DOORS.  
Parents  
Queue in  
front of  
School Office.



In the mornings Year 3 Please drop at this gate and Queue Here.  
Year 4 Parents Queue and Drop Off/Pick up by queuing along the long fence.



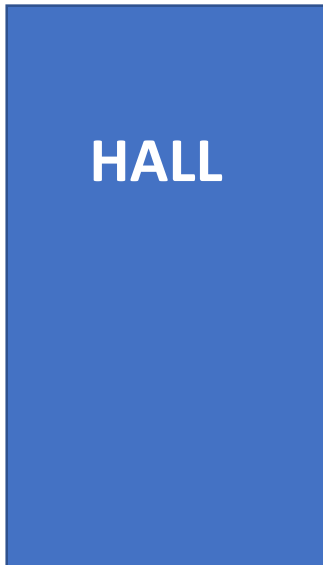
**GATE**

Year 5  
PARENTS  
Queue and  
drop OFF/Pick  
UP by  
Queuing Here  
by the side of  
STUDIO.



**Year 5 Children**

At pick UP  
Year 5  
children  
will Queue  
here with  
their  
teacher.  
RAIN –  
Wait in  
Studio



At Pick Up, Year 4 children will  
wait in the Bike Rack Area. In  
rain, wait in Tech Corridor.



**NO PARKING ON  
HAWKESMOOR ROAD PARK AT  
FRONT OF SCHOOL**

Walk on the LEFT

**PARK  
AT FRONT OF  
SCHOOL &  
WALK ROUND**

**QUEUE HERE NOT DOWN Year 6 & Early YEARS**

Early Years  
& Year 6  
Queue this side

**Year 1 & 2  
QUEUE THIS  
SIDE**

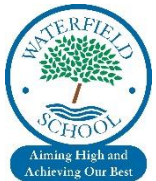
Hawkesmoor  
Road – GATE  
ENTRANCE

**Early Years  
Building**

Hawkesmoor Road  
**DROP OFF ROUTES**  
**NEW QUEUE**  
**SYSTEM**

**Upper School Building  
(Year 5&6)**

**KEY STAGE  
ONE  
(Years 1 & 2)**



**NO PARKING ON  
HAWKESMOOR ROAD  
PARK AT FRONT OF  
SCHOOL**

Walk on the LEFT

**PARK  
AT FRONT OF  
SCHOOL &  
WALK ROUND**

**QUEUE HERE NOT DOWN HAWKSEMOOR ROAD**

ENTRANCE

Hawkesmoor  
Road – GATE

**Early Years  
Building**

**HAWKESMOOR ROAD  
PICK UP PLAN for end of  
the day.**

**Early Years, Year 6,  
Year 1 & 2 Pick Up  
Routes**

**EARLY YEARS  
WOODEN GATE  
FOR PICK UP**

EXIT SIDE

**PARENT WAITING POINT FOR  
PICK UP – QUEUE AT YOUR  
CLASS SIGN**

**CHILDREN WILL COME  
TO PARENTS –  
PARENTS WAIT & DO  
NOT COME TO CLASS**

**KEY STAGE  
ONE  
(Years 1 & 2)**

**Upper School Building  
(Year 5&6)**

