



# Gentleshaw Primary Academy



## Drop-off and Collection Plans

From 6<sup>th</sup> January 2021

	<b>Arrival Time</b>	<b>Located</b>	<b>Staffing</b>	<b>Collection Time</b>
<b>Bubble 1 EYFS &amp; Year 1</b>	8.30am – 8.40am – Big Gate	Ash classroom	Miss Greensill & Mrs Deuter/ Miss Haw & Mrs Pucci	3.15pm – Big Gate
<b>Bubble 2 Year 2 &amp; 3</b>	8.30am – 8.40am – Small Gate	Elm Classroom	Miss Martin & Miss Anderson/ Miss Tunnicliffe & Mrs Robinson	3.20pm – Small Gate
<b>Bubble 3 Year 4</b>	8.30am – 8.40am - Small Gate	Sycamore Classroom	Miss Spencer & Mrs Humphries	3.25pm – Small Gate
<b>Bubble 4 Year 5 &amp; 6</b>	8.30am – 8.40am - Small Gate	Birch Classroom	Miss Thompson & Mrs Dickson/ Mr Parr & Miss Whitworth	3.30pm – Big Gate

\*It is vital that all timings are adhered to and children are dropped-off and collected promptly at their allocated time. Please limit the number of people picking-up and dropping off to 1 where possible. Please do not congregate with others and move away from the site as quickly as possible and adhere to social distancing at ALL times.

**Face coverings should be worn by adults dropping off and picking up children.**

### Uniform

For all of the bubbles children do not have to wear school uniform, however we ask that they are dressed appropriately. To enable sufficient ventilation classroom windows and doors will be open so we ask that children wear suitable layers to stay warm throughout the day. Regarding footwear, please ensure that your child wears suitable shoes/trainers. Additionally, children must wear clean clothing each day that they attend and have had a bath/shower each day.

### **Drop-off Area**

Children will enter the academy by the identified gate. Once they have crossed the road children should wait at the designated points to be led into the school grounds. Parents must not congregate and once their child has been called through must cross the road avoiding all other children and parents – social distancing must be adhered to.

### **Pick-up Area**

Upon collecting, parents should line up at the marked points along the pavement adhering to social distancing. Children will be released to their parent and both must then cross the road immediately.

### **Parking**

The Village Hall carpark is available and the layby opposite the church. In order to avoid the need to step into the road and to maintain social distancing parents should not park on Chapel Lane.

### **Early collection for key worker children**

Key worker sessions are split into am and pm. If you wish to collect your child before the end of the academy day, please contact the academy office via email or telephone specifying the exact time you will collect your child.

Parents must not access the academy site unless there is an emergency. If you need to contact the academy please do so by telephone or email.