

## DROP OFF & PICK UP ARRANGEMENTS

Dear Parents and Friends of Castle Hill,

In preparation for the return to school on Monday of all of our children, we have decided to continue with a staggered start and end to the school day to manage peak flows. This will continue until at least Easter (1<sup>st</sup> April) at which point we will consider the latest government guidance and ensure that the Summer term starts with the best possible arrangements in place.

Our role is to ensure that everyone remains safe and we would appreciate your support with the following:

- Where possible, please drop children off by foot and maintain social distancing from other parents and children
- Please ensure your punctual arrival at your allotted time is vital and we appreciate your support with this
- Only one parent at a time as this will ease congestion at the school gates
- Wearing of face coverings is now essential at school drop off and collection
- To aid staggered times of siblings younger siblings are able to arrive and depart with their older sibling. All class teachers have been provided with a list of siblings so that they are able to ensure those children are ready at the correct time
- Scooting and riding bikes is encouraged. If children are leaving them on site they will be stored at the bike rack nearest to their entrance/exit gate. Children need to be able to park and secure them independently
- Class teachers will be in the classrooms, so on arrival children will be directed from the entry gates straight into their classrooms. Non-class-based staff will be located at key positions on site to guide the children
- If you are driving, please be respectful of our neighbours when parking your cars. Please do not block driveways, or, in the case of Rooksdown, park in the Community Centre or Doctor's Surgery carparks. Please make sure you do not obstruct the entry to the school sites and avoid parking on the yellow hatched areas or double yellow lines.

The arrangements from Monday 8<sup>th</sup> March remain the same as they were in Autumn Term and are as follows:

	Start	Finish	Entry/Exit Gate
<b>Year R - Rooksdown</b>	08:55 - 09:05	14:30	Year R gate via service road to left of school
<b>Year 1 - Rooksdown</b>	08:55 - 09:05	14:30	Park gate to right of school
<b>Year 2 - Rooksdown</b>	08:45 - 08:55	14:40	Park Gate to right of school
<b>Year 3 - Rooksdown</b>	08:45 - 08:55	15:00	Lower gate via service road to left of school
<b>Year 4 - Rooksdown</b>	08:35 - 08:45	14:50	Lower gate via service road to left of school
<b>Year 5 - Rooksdown</b>	08:35 - 08:45	14:50	Park gate to right of school
<b>Year 3 - Greenbank</b>	08:35 - 08:40	14:50	Rear gate onto Hillcrest Walk
<b>Year 4 - Greenbank</b>	08:45 - 08:50	15:00	Rear gate onto Hillcrest Walk
<b>Year 5 - Greenbank</b>	08:45 - 08:50	15:00	Lower gate onto Winklebury Way
<b>Year 6 - Greenbank</b>	08:35 - 08:40	14:50	Lower gate onto Winklebury Way

Note: Younger siblings are able to arrive and depart with their older sibling

### Rooksdown Entry and Exit Points



### Greenbank Entry and Exit Points



Many thanks for taking the time to read this letter. These measures will remain under review as we progress.

Thanks again  
John DF Martin and the Castle Hill Team



John DF Martin  
Executive Headteacher