



Protocol 2

Collecting and dismissing children

Parents will be informed by email of their start and finish time and where they need to drop off and collect their child

They are requested to remain in this area to prevent cross contamination between bubbles

Step 1	Parents and children to wait at their bubble gate number shown at each assembly point
Step 2	Staff member to collect their bubble from the assembly point and dismiss from the same point
Step 3	Children to walk to their class in a line
Step 4	Late children to go to main gate once all bubbles have entered.
Step 5	Children to wash their hands as they enter the building.
Step 6	Staff member to release children at the same drop off points
Step 7	Parents have been asked to wear face coverings when arriving and leaving school.
Step 8	Staff (unless exempt or in their own classroom) to wear the face covering when collecting and dismissing children

See below for bubble information

From Monday 8th March

Staggered start & finish times with pinch points

Class	Place	In	Out
BUBBLE 1			
R/M Mrs Magilton	Through pram gate accessed by the side of the school car park	8.45am	3:15 pm
R/1 T Mrs Taylor	Through pram gate accessed by the side of the school car park	8.45am	3:15 pm
BUBBLE 2			
1/2 M Miss McEwan	Though main entrance at front of school	8.50 am	3:20 pm
2W Miss Wetherill	Though main entrance at front of school	8.40am	3:10 pm
2C Mrs Charlton	Though main entrance at front of school	8.45am	3:15 pm
BUBBLE 3			
3E Miss Evans	Bottom playground gate accessed by walking past the staff car park and towards Croft House	8:40 am	3:10 pm
3HS Mrs Swimby/ Mrs Hiller	Bottom playground gate accessed by walking past the staff car park and towards Croft House	8:40 am	3:10 pm
4H Miss Hanlon	Bottom playground gate accessed by walking past the staff car park and towards Croft House	8:50 am	3:20 pm
4B Mrs Barber	Bottom playground gate accessed by walking past the staff car park and towards Croft House	8:50 am	3:20 pm
BUBBLE 4			
5S Miss Seager	External hall door accessed at the front of school closest to the cemetery.	8:40 am	3:10 pm
5B Mr Banner	External hall door accessed at the front of school closest to the cemetery.	8:40 am	3:10 pm
6B Mrs Burgess	External hall door accessed at the front of school	8:50 am	3:20 pm
6W Mrs Washington	External hall door accessed at the front of school	8:50 am	3:20 pm

