

Pick Up and Drop off Times

-Children should be dropped off/picked up as indicated below:

Drop Off: Gates open 8.40am (Children to wait with parents/carers till 8.45am)

Pick Up: Gates open from 3.10pm (Little Fishes pick up via office reception at 3pm)

Class / Group	Drop off time	Pick up time	Further information
Octopus Breakfast Club	Between 8.00 & 8.20 am only	n/a	Drop off via Rainbow Room door at rear of staff carpark. Parents and carers should not use the staff car park.
Little Fishes	8.50-9.00am or 11.50am-12.00pm	11.50am or 3.00pm	For drop off , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow to the little wooden gates and through to the Nursery door. Please note that it is not possible to get into the bike shed at lunchtime. Pick up will be from the same door. Enter via the office reception.
Reception	8.45am	3.15pm	For drop off , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow to the little wooden gates, drop off children, go through the far wooden gate and follow arrows / one-way system to exit school (path between the Early Years Outside Area and The Ark) and then via the main pedestrian gate. (Staff will show you!) Pick up will be the same as above.
Years 1	8.45am	3.25pm	For drop off , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow '1/2' arrows along diagonal concrete path (North of the Castle) to external classroom doors, drop off children and then follow arrows / one-way system to exit along path to the south of the Castle to exit the school via the main pedestrian gate. (Staff will show you!) Pick up will be the same as above.
Years 2	8.45am	3.25pm	
Year 3	8.45am	3.25pm	For drop off , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and children to follow along the 'diagonal' concrete path', and parents to exit via main pedestrian gate - Year 3 and 4 children enter the near external eastern door of Ark (by Cherry Tree Playground). At pick up , the class teacher will bring the children to their meeting point. The meeting/pick up points are on the Oak Tree Playground: <ul style="list-style-type: none"> • Year 3: Nearer the field facing Eastern Avenue • Year 4: Nearer the wooden boat facing Eastern Avenue
Year 4	8.45am	3.25pm	
Year 5	8.45am	3.25pm	For drop off , parents & carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow to external door of Main Hall, drop off children and then exit via main pedestrian gate. At pick up , the class teacher will bring the children on to the Cherry Tree Playground outside the Main Hall.
Year 6	8.45am	3.25pm	For drop off , parents & carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow to external door of Main Hall, drop off children and then follow arrows / one-way system to exit school At pick up , the class teachers will bring the children on to the Cherry Tree Playground outside the Main Hall. At home time, children that have permission can go home on their own,
Starfish After School Club	n/a 4.00-5.30 pm only * Fri 4.00-5.00		Parents and carers should walk through the staff car park path and pick up children from the rear external Rainbow Room door. Parents and carers should not drive into the staff car park.

At pick up, please can:

- ❖ Parents collecting KSI children give-way to Year 3/4 classes leaving the Ark.
- ❖ Parents ensure they do not take their Y3/4 child from the line before they reach the Oak Tree Playground.
- ❖ Parents wait until all children are picked up before wishing to speak to the teacher.