

Lodge Farm Start and End of Day Arrangements



To begin Monday 16th January 2023

Nursery	
Drop-off Arrangements (Morning)	<p>8:45am – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> Parents/carers will walk their children directly to their classroom door (following their usual route down the steps). <p>8:55am – EYFS/KS1 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements (Morning)	<p>11.45am – EYFS/KS1 gates open.</p> <ul style="list-style-type: none"> Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>11.45am – End of the morning session.</p> <ul style="list-style-type: none"> The children will be released via their classroom door by the class teacher when their parent/carer is seen.
Drop-off Arrangements (Afternoon)	<p>12.30pm – EYFS/KS1 gates open.</p> <ul style="list-style-type: none"> Parents/carers will walk their children directly to their classroom door (following their usual route down the steps). <p>12.45pm – EYFS/KS1 gates shut.</p> <p>Classroom doors shut and registers saved.</p>
Collection Arrangements (Afternoon)	<p>3.30pm – End of the afternoon session.</p> <p>The children will be released via their classroom door by the class teacher when their parent/carer is seen.</p>
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence and include the reason for their child’s absence.</p>

Reception	
Drop-off Arrangements	<p>8:45am – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> Parents/carers will walk their children directly to their classroom door (following their usual route down the steps). Parents/carers will leave as soon as their child is inside the classroom door to avoid blocking any other child from entering and to ensure learning can begin promptly. Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – EYFS/KS1 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> The children will be released via their classroom door by the class teacher when their parent/carer is seen.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 1	
Drop-off Arrangements	<p>8:45am – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay on the playground and children will walk themselves directly to their classroom door (following their usual route down the path). • Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – EYFS/KS1 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 2	
Drop-off Arrangements	<p>8:45am – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay on the playground and children will walk themselves directly to their classroom door (following their usual route down the steps and directly to their door). • Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – EYFS/KS1 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – EYFS/KS1 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 3	
Drop-off Arrangements	<p>8:40am – KS2 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay behind the wall and children will walk themselves to their classroom door (following their usual route past the apparatus and round the side of the school). • Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – KS2 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – KS2 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers walk past the apparatus, down the steps and around the side of the school. • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen. • Children who have permission to walk around the school grounds to their sibling’s classroom door will be released via their classroom door. The class teacher will have a list of these children.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 4	
Drop-off Arrangements	<p>8:40am – KS2 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay behind the wall and children will walk themselves to their classroom door. • Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – KS2 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – KS2 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen. • Children who have permission to walk around the school grounds to their sibling’s classroom door will be released via their classroom door. The class teacher will have a list of these children.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 5	
Drop-off Arrangements	<p>8:40am – KS2 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay behind the wall and children will walk themselves to the Year 5 entrance (following their usual route down the path). Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – KS2 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – KS2 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers walk past the apparatus, down the steps and around the side of the school. • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen. • Children who have permission to walk home by themselves will be released via their classroom door. The class teacher will have a list of these children. Children who have permission to walk around the school grounds to their sibling’s classroom door will be released via their classroom door. The class teacher will have a list of these children.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

Year 6	
Drop-off Arrangements	<p>8:40am – KS2 gates open. Member of SLT will supervise the gate.</p> <p>8:45am – Children go into class.</p> <ul style="list-style-type: none"> • Parents/carers bring children onto the playground. • Parents/carers will stay behind the wall and children will walk themselves to their classroom door (following their usual route past the apparatus and round the side of the school). Support staff will supervise the classroom doors. The class teacher will supervise the children in the classrooms. <p>8:55am – KS2 gates shut and classroom doors shut.</p> <p>9:00am - Registers saved.</p>
Collection Arrangements	<p>3:10pm – KS2 gates open. Member of SLT will supervise the gate.</p> <ul style="list-style-type: none"> • Parents/carers walk past the apparatus, down the steps and around the side of the school. • Parents/carers will go to their child’s classroom door and wait for the class to be dismissed. <p>3:15pm – End of the school day.</p> <ul style="list-style-type: none"> • The children will be released via their classroom door by the class teacher when their parent/carer is seen. • Children who have permission to walk home by themselves will be released via their classroom door. The class teacher will have a list of these children. Children who have permission to walk around the school grounds to their sibling’s classroom door will be released via their classroom door. The class teacher will have a list of these children.
Absence Arrangements	<p>Parents/carers must inform the school of their child’s absence by 9:00am.</p> <p>Parents/carers must include the reason for their child’s absence.</p>

