

Rules for Doughnut Drop Off from Monday 12th July 2021

From Monday 12th July 2021, we will be reverting to a whole school start time of 8:55am and a finish time of 3.05pm. As many parents have said that they prefer to keep the current doughnut system for drop-off in the mornings, we have decided to trial this until December 2021, in the first instance.

However, in order for it to work efficiently, effectively and safely, we wish to impose the following rules of use:

- Please **do not** come onto the property until 8:20am
- Parents will be able to drop their children off any time between 8:20am and 8:50am
- **All** children will enter the building through the front door, their teachers will be waiting to greet them in their classrooms
- The main gates will close promptly at **8:50am**
- Children **must** be ready and able to exit their car **unaided**
- Children **MUST exit** their car **on the left hand side** and walk behind the white lines around the perimeter of the playground. At **NO TIME** must they exit towards the centre of the playground. It is your responsibility to ensure your children know what to do.
- If your children are unable to exit the car by themselves using the left hand side, then you will need to park in the village hall car park or the layby and walk around
- If you have an issue you wish to discuss with the office staff (e.g. handing over medication) you will also need to park in the village hall car park or layby and walk around
- On entering the site please drive around as far as possible before allowing your children to exit the car. Please **do not stop by the path/front door** unless instructed to do so.
- Staff on the gate are there to assist parents. They are there to advise them if it is clear to either enter or leave the premises. **Please note it is your responsibility to check the road is clear on leaving the site.**
- If you are approaching from the Longfield direction, please remember to stay back from the main gates so that cars leaving the site can turn left without having to reverse.

In order for this system to work effectively with the whole school, we need to operate it as quickly as we can keeping in mind everyone's safety