

Picking up day student protocol at the end of the school day

This protocol is in place in order to minimise contact between students from different Key Stages and to regulate the flow of traffic through the school site.

1. The school gates will be opened to parents to arrive from 1625 onwards. Key Stage 3 parents will be able to arrive from 1625 to collect students who will be dismissed from prep at 1630. Key Stage 4 parents will be able to arrive from 1645 to collect students who will be dismissed from prep at 1645 and Key Stage 5 parents will be able to arrive from 1655 to collect students who will be dismissed from prep at 1700.
2. Upon entering the school grounds, parents/guardians must drive round the school drive to the collection point outside the library. To avoid blocking the flow of traffic around the drive at this time, parents must pull forward around the bend in the drive and stop at the signed location. When the car in front has collected their child, please pull forward to the collection point. If you need to wait, please pull to the left hand side of the drive opposite the observatory and move forward as and when the vehicle in front of you has moved on. The drive must remain unobstructed, so if all 'waiting bays' are full, please drive around again.
3. Students will be waiting for collection in one of 3 locations – Key Stage 3 (Forms 1 to 3) in the library, Key Stage 4 (forms 4 and 5) in The Hive and Key Stage 5 in the Great Hall. A member of school management will ask the parent/guardian who they are collecting and will then radio to the relevant area and request that the student be sent up. If the person collecting the student is someone other than the parent or guardian, the school must have been informed prior to collection as we are not able to release a child into the care of someone without parental/guardian permission. Please call the school on 01424 813813 to do this.
4. The student will go promptly to the waiting car, get in and then the car will depart. Parents/guardians may not exit their vehicles unless they have previously made an appointment to visit the school and if this is the case, they must park outside of the Main House building and enter reception, where they will be met, their temperature taken and they must sign in according to protocol and wait to meet the person they are scheduled to see.
5. We ask that parents/guardians observe the timings outlined above and respect that they may be asked to move on if coming outside of the allotted window of time to ensure safety and traffic flow through the school drive.
6. If collecting a child outside of the normal end of the school day, arrangements must be made in advance and you will be advised as to where you should collect them – the same procedures in regards to remaining in your vehicle remain.