

Arrival**Primary & Upper bubbles - 8.50 / Middle & College bubbles - 9.15**

- Main gate to be closed at 8.30 - all entries after will be manual by buzzing office or SLT using fob from outside.
- No access or departure for any contractors between 8.15 and 9.45.

Main gate	Kim & Jim Office - Checking names Buses to arrive from Burman Road (right side) leave towards Hurdis Road.	Manually allow buses in. Stop those in wrong bubble - send round the block. All early arrival pedestrians must wait away from gates / in cars etc. If lots of build up, they can wait socially distanced along our inner path. 8.45 - Primary & Upper - start letting pedestrian arrivals in with social distancing. Hub Teachers supervise either side of car park to manage flow of pupils safely. Parents must not leave pupils unattended until 8.50, even though staff are out as our start time is 8.50. Non negotiable, see Andy or Wayne if any issues. 9.05 - Stop entries from Primary & Upper. 9.10 - Middle & College - start letting pedestrians in.
Pedestrian gate w/swipe	Clair	Stagger flow through so drop off area not crowded on playground.
Car park	Matt, Mike & Office	8.50 - Start unloading buses when space free at playground gate.
Exit gate / Hugo gate	Andy	Usher all those leaving on left side of path and through exit gate on left (non swipe) - they turn left and exit along grass verge.
Hub slope	Turing & Murdoch staff	8.45 meet and greet on slope and usher into Hub. Direct parents out between tyres and cones to grass verge. One teacher at tyres, one at slope to ferry pupils across safely.
Chair / cone line for drop off	Wayne	Direct pupils into playground to their teacher, usher parents straight off round one way system.
Main playground	All teachers	8.45 - All Primary teachers on playground at set collection points by chairs. Line up class arrivals - lead into school. Swap over with class TA if late comers left - TA waits on playground to collect. All in class by 9.00 9.10 - All Middle teachers on playground at labelled chairs, TAs in class. Lin up arrivals and lead inside, swap with TA who goes out to collect lates if needed. All in class by 9.25
MUGA / science	Post 16 team	Wait to receive pupils by MUGA, when all arrived use science door to go to Science Lab if wet (also use this as base), or wait on playground.

- **HB** - arrives 9am - drives to back KS3 door - Amreen ready at door.
- **RG** - Sat to be ready to collect at top gate / ready to escort up driveway at end of day. This may become more independent over time.
- **EM** - Mom uses the single disabled space to park / drop off. No one else currently has permission / agreement - see Andy or Wayne.

Matt Dight, Jenny Charman, Val Hoban, Helena & Julie Barton - please be available to support out and about or on corridors.

Vests and radios for all please.

Departure**Primary & Upper bubbles - 3.10 / Middle & College bubbles - 3.30**

Main gate	Kim & Jim Ensure buses depart left ONLY out of gate, towards Hurdis Road.	3.00 - Allow buses in for primary & upper bubbles. Any other buses must drive round the block. Middle and College buses cannot come on site until all first round buses have left. Can access site soon as they have. Primary & Upper parents access site from 3.05 until 3.20 Middle & College parents access site from 3.25. Usher parents to move away when out no gathering.
Pedestrian gate w/swipe	Clair / office	Allow parents in if not too crowded. Upper parents go over to Hub in one way system.
Car park	Matt & Mike	Buses to park up and wait to receive pupils. Direct escorts to back door at end KS3 corridor to collect buses Wait until all buses full before departing.
KS3 exit	Julie B	Primary bubble taxi pupils escorted to hall to depart through back door. Radio channel 2 - call KS3 lines out of rooms as needed. All classes use one way system to move clockwise to exit & Hall.
Exit gate / Hugo gate	Ellen	Ensure families go correct way, to the left to leave, between types and fence, then onto grass verge.
Hub slope	Turing & Murdoch staff	Pupils waiting class - sent out when parent arrives.
Chair / cone line for collection	Wayne & Ange	Parents wait behind line, radio hall staff on channel 5. Usher parents quickly away.
Library	Post 16 team	When time to depart, walk past art room, out into garden - hand over to parent at Garden gate.
Hall	TA from Primary bubble Selina (with radio Channel 5)	Take pedestrian pick up pupils to hall and line up with social distancing. Wayne / Clair will call for those departing with parents - maintain line in hall but send individuals through.

3:10 - Primary bubble on taxis escorted to Hall. Wait for bus route code to be called to take pupils out to escorts at external Hall door.

Primary pupils being collected by families - wait in class, listening to **channel 5** to be called.

- Hugo, Plato & Dewey exit through reception.
- Socrates, Confucius & Rumi exit through science door.

3.30 - Middle bubble & Lipman pupils on taxis escorted to correct bus rooms;

Locke - Shannon (HO14) & HO3

Appiah - HO12

Warnock - HO1

Descartes - HO4

- Julie to call on **channel 2**
- Independent travellers / pedestrians ready in hall

NB individual names will not always be called - listen out for the bus route code and escort pupils to back door.

Post 16 wait by garden gate if needed until buses ready.

Please make sure all pupils are supervised moving along corridors. Exit through KS3 back door.