



EXTENDED OPENING PROCEDURES

**PARENTS WILL RECEIVE NOTIFICATION OF WHICH POD THEIR CHILD IS
IN FROM 29TH JUNE – 17TH JULY**

Year 6 – Miss Garnett and Mrs Pace (OLCC and Dallam pupils)

DROP OFF	COLLECTION	WHERE?
8.45am	2.45pm	Main gate

Orcas – Miss Lee and Miss Stephenson

DROP OFF	COLLECTION	WHERE?
9.15am	3.15pm	Visitor gate

Porpoises – Miss Race and Miss Cokell – full time

DROP OFF	COLLECTION	WHERE?
8.55am	2.55pm	Main gate

Seals – Mrs Goodwin, Miss Dunkeld and Miss Grime – full time

DROP OFF	COLLECTION	WHERE?
9.15am	3.15pm	Reception gate

Dolphins – Mrs Billington, Mrs Heywood, Ms Leong and Mrs Holroyd – Full time

DROP OFF	COLLECTION	WHERE?
8.45am	2.45pm	Visitor gate

Humpbacks – Miss Butler and Miss Lund – Full time

DROP OFF	COLLECTION	WHERE?
9.05am	3.05pm	Visitor gate

Lobsters – Mr Holt, Mrs Plevy and Mrs Busby – full time

DROP OFF	COLLECTION	WHERE?
9.05am	3.05pm	Main gate

We look forward to welcoming you into the school building. Please note the information below as it is essential to keep children and staff safe.

RULES

1. **Be on time.** You must drop off and pick up AT your allotted time before and after school. Children are arriving and leaving in **10 minute** intervals, therefore you must be on time. When you have done this, please move away from the school grounds immediately as more children and parents will be needing access.
2. **Stay apart.** 2m distance remains the expectation at drop off and collection times.
3. **Phone or email** contact only. If you need to speak to a member of staff, please understand that we are keeping contact to a minimum and phone or email us.
4. **Stay in your pods.** Children will stay in their pods within school. They will have playtimes and lunchtimes on a rota with pods not mixing until our Risk Assessment shows that it is safe to do this. Once out of school avoid mixing pods as much as possible.
5. **Follow hygiene rules.** Wash your hands. Wear clean clothes. No jewellery. Tie long hair back. Use tissues and dispose of them correctly. Tell someone if you feel unwell. Do not share equipment.
6. **Follow safety rules in school.** Line up 2 metres apart. Stick to the one-way system. Only use the toilet allocated when you have permission to do so. No purposeful coughing or spitting will be tolerated.
7. **Use your place or lose your place.** You have been allocated a space and this means that no other child can access this place. Your child now needs to be in school **full time** on the days that you have been allocated. If you choose not to send your child for any reason other than illness this place may be withdrawn and allocated to another child,
8. **Choose your lunch.** Children can bring a packed lunch or order a school dinner. They will need to decide in advance whether they want a packed lunch or school dinner and stick to that option for the whole week.
9. **Keep equipment safe.** The only equipment that children are permitted to have in school is a water bottle, packed lunch, warm weather gear (sun cream/ hat) and wet weather gear (jacket, wellies). Pupils will be given all other resources to use in school.