

KPS – entry and exit times: September 2020

Year Group	Class	Entry window	Exit time
Nursery		tbc	
Reception	Kingfisher	8:50 – 9:00	3:20
	Swan	8:40 – 8:50	3:10
Year 1	Mallard	8:40 – 8:50	3:10
	Coot	8:50 – 9:00	3:20
Year 2	Heron	8:40 – 8:50	3:10
	Grebe	8:30 – 8:40	3:00
Year 3	Merlin	8:30 – 8:40	3:00
	Hobby	8:40 – 8:50	3:10
Year 4	Hawk	8:40 – 8:50	3:10
	Osprey	8:50 – 9:00	3:20
Year 5	Kestrel	8:50 – 9:00	3:20
	Owl	8:30 – 8:40	3:00
Year 6	Eagle	8:40 – 8:50	3:10
	Peregrine	8:50 – 9:00	3:20
Sibling drop off		8:40 – 8:50	3:10
(For families with different start times)			

Protocol for morning drop off

- Gates will open at 8:30 until 9:05 and will be manned by members of staff
- Please enter via the main gates and leave via the KS2 playground exit following the one-way system
- Please arrive only within your allocated time so that the doors will be open ready for your child to go straight into class; this will help us reduce groups gathering in the playground areas
- Staff will be there to meet classes – please adhere to social distancing when passing on messages

End of the Day protocol

- Gates will be open at 2:55 until 3:35
- All children will wash their hands before leaving
- Parents to wait at 2m distance from classroom – please arrive at the allocated time to avoid groups congregating on the playground
- Handover by 1 member of staff only who will dismiss one child at a time.