

Drop Off & Collection Arrangements – September 2020

This document may change in line with Government Guidelines.

If there are changes an update will be emailed to you

The playground is supervised from **8.25 am**. **There is no option of dropping your child/ren off before this time.** At 8.25, the gates will open and will remain open until 8.50.

Nursery children must be brought in and collected by an adult. We do not permit children under the age of 16 to drop off or collect **any** child from the school.

We ask that all drivers display a Shalom Noam Parent Sign on their dashboard. If you have other people picking your children up, please ask for additional signs. Laminated ones are available from the school office, but you can also print your own, overleaf.

We ask that you drive carefully and slowly when entering (do not exceed 5mph) and exiting the school, and in the surrounding roads. You may be stopped on East Road if there is congestion on the road near the school.

Please do not permit children to remove seatbelts until you have stopped to drop them off. Please do not allow your child out of the car until you reach the designated spot.

NB COVID 19 - Social Distancing – this may change depending on guidelines closer to time

Driving into school – please drive all the way round to the gates in the playground. Do not allow your children out of the car unless parked between parking cones which you will see on the right hand side of the road. Where possible your child should remove their own seatbelt and get out of the car on their own. If your child is not able to remove their seat belts for themselves, please ask an older child in your car to help, if that is not possible, please do this yourself. Staff are not permitted to do this for you. Please instruct them to walk to the playground. There will be teaching staff waiting who will also be showing the way. Your child will be asked to clean their hands with a sanitizer

Walking through pedestrian gate: You will be asked to leave your child at the gate. They will be walked into school. We will ask your child to clean their hands with a sanitizer before entering the school building. A member of staff will take them or to their classroom.

If you are late arriving into school, after 9am, you will need to go to the school office and sign your child/ren in. Once you have signed in (this is in the airlock) we ask that you do not enter the school, but to leave your child in this area, depending on their year group, they will find their own way to their class or will be escorted.

Collecting from school

School ends at 3:55pm. When you collect your child, please drive in slowly up to one of the second playground gates, the one furthest from the entrance. In order to get maximum cars off East Road as quickly as possible, there will be two lines of traffic from the entrance up to the end of the staff parking area. From that point, we will move to single line traffic. Please be kind and allow cars to move easily from double to single line. **PLEASE TURN YOUR ENGINE OFF.** The children will be sitting in the playground waiting in classes as socially distanced as possible. Please stand next to your car and we will send the children to you. If it rains, please remain in your car, the children will be brought to you. Please be patient, there is likely to be some traffic due to the need to match children with parents.

We will supervise the children until you arrive, we ask during these social distancing times, you arrive on time to ensure a swift departure. If you arrive after 4:00pm, your child will be sent to a designated area.

If it is raining children, all children to be picked up from a designated area.

We respectfully request that no parents come into the school building and that parents bring and collect children on time.

If you are delayed when collecting your child/rota, please call the school office so that we can notify the teacher on duty and the children concerned.

If your child needs to leave school for an appointment during the day, they must be collected from the reception area. You will be asked to wait, and your child will be brought to you. For security reasons, they will not be allowed to wait by the gate to be collected. If you have been called to collect a child who is unwell, please collect them from the school office.

So, we can avoid children breathing in excessive exhaust fumes, and for our environment, we ask, if you are stationary, at any time, to please turn your engine off.

If your child arrives to school late, please inform the office by: -

emailing office@shalomnoam.org or call 020 8908 9491.

Please park considerately around the school and do not block driveways or park in residents' bays.

We appreciate that the journey can be difficult and parking challenging but all these measures are made to ensure the safety of your children when arriving and leaving the building.

Thank you for your help in upholding them.



**SHALOM NOAM
PRIMARY**