

DROP OFF & PICK UP PROCEDURES FROM 4th NOVEMBER 2019

Half term heralds the start of the construction work for our new KS1 classrooms and linked school build with updated facilities. The main gate entrance and part of our playground outside will be an inaccessible zone for the duration of the build (23rd Oct – 29th May). When we return to school on 4th November the following drop off/pick up procedures apply.

Please note that our bike/scooter racks will no longer be accessible therefore we ask that no bikes/scooters/skateboards are brought into school. This is so we can avoid any accident/damage/loss to property. If your child travels on their own by bike for a considerable distance please contact Mrs Saville to discuss.

Morning drop off:

- Enter the school via the staff car park gate (to the right of school)
- Follow the gravel track along the side of the school (behind classes 5 & 6)
- Follow the gravel track behind the school hall and through the gap between Reception and Class 2 for 8:45 a.m.
- At the bell at 8:50 a.m. children will join their class line on the playground by the trim trail
- The school hall will be only accessible through the rear door if you/your child wish to put in their lunchbox
- Usual timings apply, children are not to be left unattended before 8:45 a.m. the bell for class circles will ring at 8:50 a.m. registration is at 8:55 a.m.
- The gate will be locked promptly at 9 a.m. any arrival/exit after this time must be via the school office/reception.

Afternoon pick up:

- Enter the school via the staff car park gate this will be unlocked close to 3:10 p.m.
- You will walk past working classrooms so please be aware of this



- Staff will guide your child/children to you /after school clubs as usual. The allocated waiting areas are as follows:
- Class 5 & 6 back doors of classroom
- Class 3 & 4 on playground by the trim trail
- Class 2 on the playground through their rear fire door
- Class 1 front door of their mobile
- Reception through their usual front door
- Children who have permission to walk home alone (usually the older ones) will be allowed to exit through the side gate after 3:15 p.m.

Please note the same entrance will apply for picking up after school clubs. Visiting during the school day will be as usual through the main school office.

It is really important at this time that we are patient, flexible and work together. I am certain that new procedures will cause some upheaval for us all, but the long-term gain will be incredible! Therefore, we will regularly review procedures and advise you of any changes we feel need to be made but will not be able to do this until the system is underway.

This is a very exciting time and the end product will be brilliant. Let's all work together to make the next few months during the build run as smoothly as possible.

Your very excited Headteacher

Mrs. Saville

Please see site map below:



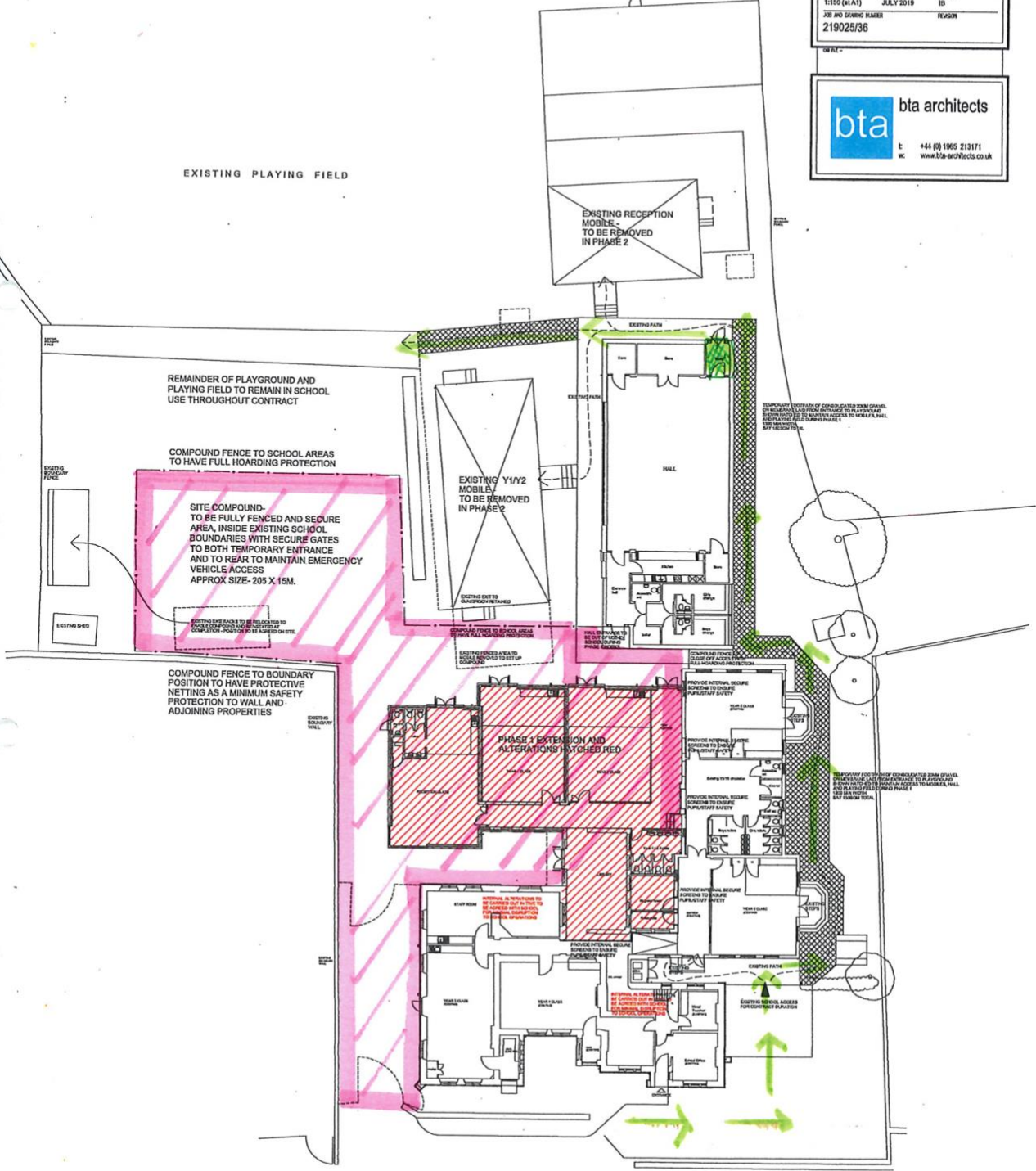
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SCHOOL ACCESS DURING BUILD PROJECT



CLIENT: THE BOARD OF GOVERNORS
 PROJECT: PROPOSED THREE CLASSROOM EXTENSION TO REPLACE MOBILE CLASSROOMS ASHTON KEYNES C of E PRIMARY SCHOOL, 23 GOSDITCH, ASHTON KEYNES
 DRAWING TITLE: DETAIL DRAWINGS - SITE COMPOUND AND ACCESS
 SCALE: 1:100 (A1A1) DATE: JULY 2019 AUTHOR: ED JOB AND DRAWING NUMBER: 219025/36

bta bta architects
 t: 44 (0) 1965 213171
 w: www.bta-architects.co.uk



- = SITE COMPOUND - NO ACCESS
- = ACCESS TO PLAYGROUND | SCHOOL | HALL
- = HALL ACCESS

