

**Mrs Helen Lynch**  
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(Headteachers)  
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**Hereford Road**  
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[www.leominsterprimaryschool.co.uk](http://www.leominsterprimaryschool.co.uk)

## **Autumn procedures for beginning and end of the day**

We have decided to try to avoid too many adults on site and are operating a drop off / pick up and go system.

### **Drop off and go**

- Year 5 and 6 pupils may enter either the George street or Hereford road entrance on their own and enter the school site via the steps by the bike shelter. (Which is going back to our Pre COVID-routine).
- Pupils in Years 3 and Year 4 should enter with parents but parents drop off at the bottom of the stairs by the bike shelter and follow the red dots out of the school.
- Pupils in year 3 will then go to their classrooms entering through their external doors. Pupils in year 4 will enter through the key stage 1 playground fire doors in between Years 1 and 2 classrooms.
- Year 5 pupils will enter through the doors by the hall and go up the internal staircase to class.
- Year 6 pupils will go up the metal stair case and into class.

***Please do not worry as staff will be on hand to direct pupils and they can also watch the video on Facebook.***

- Nursery will enter through the reception gate and line up as directed by the nursery staff by the nursery fence.
- Year 2 pupils should be dropped off at the bottom of the stairs by the bike shelter. Parents should then follow the red dots out of the school. Pupils will then be directed to their classroom.
- Year 1 pupils and parents should enter the school and go through the Reception gate into the Reception playground and drop the children at the bottom of the stairs. Staff are there to guide them up into their classrooms Parents should then leave the school via the way they came in.
- Reception parents should enter the school and go through the reception gate into the playground and stand behind the coloured pencils. Staff will greet them by the door.
- As Reception and Year 1 parents are using the same entrance to exit we kindly request you maintain social distancing and do not linger and chat on school premises. You can of course still wear face coverings if you wish to do so.

### **Pick up and go**

- Year 5 and 6 pupils can continue to leave the school on their own if the school receives permission from parents / carers. (Parents of pupils who will be Year 5 or 6 in September have already received a form on their Parentmail app to complete).
- All other pupils who are picked up should do the following;
  - Year 6 pickup from metal stairs
  - Year 5 from the hall
  - Year 4 from the double doors by the main office.
  - Year 3, 2 and 1 and Reception from their classroom doors.



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- Nursery parents to pick up from the side double doors by the Reception playground gate.

### **Buggies**

For parents with buggies we will open George Street at 3pm and they can enter through the MUGA (gated playground) and along to their child's classroom and exit the same way.

You will appreciate that this is a lot of parents on our site at the end of the day. We would like your cooperation in making this a success. We ask you to pick up and go and not congregate on school premises once you have collected your child. You should also be mindful of adults who wish to continue to socially distance or wear a mask. This is to avoid the virus spreading within our local community.

Please can you arrive no earlier than a few minutes before your child is due to be picked up.

### **Parking**

The bottom car park will reopen. This is however only for permit holders. You must request a permit from the office stating why you require one. If you display a blue badge you will still need to use a permit so we can establish how many spaces are available.

Please see our video on face book to explain our drop off / pick up and go routine.

If you have any concerns or quires regarding the above please contact the school office on;

[admin@lps.hereford.sch.uk](mailto:admin@lps.hereford.sch.uk)

Kind regards,

Helen Rees and Helen Lynch

