

Fosse Mead Primary Academy: Drop off and Collection Protocol

Drop Off:

- 8.20am** Breakfast Club in the School Dining Hall (supervised by Designated Staff/SLT/Premises Team) – Pupils to enter via Balfour Street Gate.
- 8.40am** Entrance Gates Open on Balfour Street and Central Road (supervised by members of the SLT/Premises Team).
- It is the Parents/Carers responsibility to hand over their child to a member of staff before they leave the school premises.
- 8.55am** All Entrance Gates Close.
- All Late Children/Visitors must report to the school office through the Balfour Street Entrance **ONLY**.
- Academy Manager/Premises Team to be present in the reception area supporting Office Staff until 9.15am.

Lunchtime:

- 11.30am**
- 1.00pm Lunchtime – **ALL** visitors must use the Central Road Entrance Gate - **ONLY** during these times.

Collection:

- 3.15pm** Entrance Gates open on Balfour Street and Central Road.
- Collection: EYFS, Year 1, Year 2, and Year 3 to be collected from classrooms by their Parent/Carer.
- Collection: Year 4 and Year 5 to be collected from the playground by their Parent/Carer.
- Collection: Year 6 to be collected from the entrance on Central Road.
- 3.30pm** Late Pupils to be held in the Atrium Area by a member of SLT.
- Parents/Carers report to the School Office who will then liaise with the member of SLT to handover the child.