

## **ZPS Pupils arrival and departure arrangements**

Staff will create a guidance letter (parent letters for each year group) for pupil arrival and departure. This will be shared on the website and via Marvellous Me

***Staff should be aware of these arrangements and encourage parents and pupils to observe social distancing and reduced contact at all times.***

Parents will not be able to meet with teachers before or after school other than a very short verbal message. Direct parents to use email or arrange appointment if appropriate

If parents need to speak in more detail to a member of staff, it will be done remotely at a time convenient to the staff involved.

Parents will have a short window to enter the playground to wait with their children. Any late comers will be directed to the main entrance.

These timings will be communicated to parents.

Pupils will enter and leave school one at a time and immediately wash hands.

Parents will need to leave site immediately on dropping off or collecting their child. This will be included in parental communications.

Members of SLT will help supervise staggered drop off and departure times.

Year 5 and 6 children have the option of walking home alone with parental consent

Governors consulted

Ref Risk Assessment

### **Main Office**

One parent in waiting area on black couch is permitted.

One parent at office window

All others to wait externally - main entrance to be kept open.

Signs to be displayed clearly stating these procedures.