



# Alder Grove

Church of England Primary School

## **Drop Off and Pick Up Arrangements** **2025-2026**

Attached are two maps, one for **drop off** and the other for **pick up**. We hope that they give you all the information you require for September. This system will allow a flow of movement around the school site to help us keep you and your children safe during these times.

Some key points are:

- The school will operate a one-way system for parents/carers – this is very important and is a significant part of the school's risk assessment for the start and end of the day. We ask that all parents/carers respect this as the site could easily get congested and create a bottle neck.
- The staff car park entrance will not be operational to staff between 8.35am and 9.00am and again from 3.10pm and 3.30pm to allow children and parents/carers to walk through that pedestrian gate safely. However, children still need to be aware that it is a car park and parents/carers will be responsible for them.
- Pupils can use the bike shed in the staff car park to store scooters and bikes for the day. This must be under the supervision of parents/carers as they will have to go off the path to access it.
- The sections in red on the map are the new measures being put in place and the blue sections are what are already in place.
- Staff will be on hand to help and remind parents/carers when we come back in September.

# Drop Off Arrangements

## 2025-2026

Reception, Year 1 & 2 drop off. Year 3, 4 & 5 sibling drop off.

Gate opens at 8.30am.

Member of staff on gate daily.

Parents/Carers welcome to wait in playground.

Reception classes entrance gate

Open from 8.40am and closed at 8.45am.

Member of staff on gate daily.

Year 1 & 2 entrance gate and siblings in Year 3,4&5

Open from 8.40am and closed at 8.45am.

Member of staff on gate daily.

Nursery drop-off entrance.

Gate opened at 8.30am or 12.30pm

Pedestrian gate open from 7.30am for Breakfast Club.

Year 3, 4 & 5 children taken through staff car park pedestrian gate.

Open from 8.40am and closed at 8.45am.

No staff car movement between 8.35am and 9.00am.

Drop off for Breakfast Club from 7.30am.

Year 3, 4 & 5 children dropped off at hall pedestrian gate.

Member of staff on gate daily.

Open from 8.40am and closed at 8.45am.

Parents/Carers then head back via staff car park pedestrian gate.

Siblings can be dropped off in lower years first or after year 3 drop off.

Year 3, 4 & 5 children access school via entrance.





# Pick Up Arrangements

## 2025-2026

For parents/carers with siblings in the school we recommend that the Year 1, 2, 3, 4 & 5 children are picked up first as exiting the one-way system will walk you past the Reception exits.

Reception parents/carers wait in Reception outdoor area by your child's class.

Gate opened at 3.10pm  
All exit via this gate.

Reception pick-up exit.

### **NEW FOR SEPTEMBER 2025**

Year 5 children to be brought down and dismissed by member of staff at 3.15pm from the fire exit doors.

Year 1, 2, 3 & 4 parents/carers and pupils exit via one-way system.

Reception pick-up entrance.

Gate opened just before 3.15pm

Nursery pick-up entrance.

Gate opened at 11.30am, 2.30pm or 3.30pm (depending on session end time)

Year 1, 2, 3 & 4 parents/carers pick up entrance.

Gate open from 3.10pm.

No staff car movement between 3.10pm and 3.30pm.

Go around the back of the school, past the hall, to the Year 1, 2, 3 or 4 pick-up areas.

Year 4 parents/carers pick up waiting area.

Children to be brought down and dismissed by member of staff at 3.15pm from the Studio doors.

Year 3 parents/carers pick up waiting area.

Children to be brought down and dismissed by member of staff at the stair's doors 3.15pm.

Year 3 & 4 parents/carers and pupils exit via one-way system.

Year 2 parents/carers pick up from classroom doors.

Year 1 parents/carers pick up from classroom doors.