

Timetable of drop off and collection times : September 2022

Kindergarten					
Class	Morning drop off	Afternoon collection	Afternoon care collection	Gate venue	Notes
KG Hazelwood	8.20am	12.20pm	2.45pm	New Kindergarten gate adjacent to Hood Manor gate	Please park in car park 2 & 3 and use the little lane to the gate.
KG Appletree	8.25am	12.25pm	2.45pm		
KG Willow	8.30am	12.30pm	2.45pm		
Lower School					
Class	Morning drop off	Afternoon collection	Short day collection	Gate venue	Optional short days
Classes 1 and 2	8.15am	2.55pm	1.00pm	Hood Manor gate	Wednesday and Friday
Classes 3, 4 and 5	8.20am	3.00pm	1.00pm	Hood Manor gate	Class 3 only: Wednesday
High School					
Class	Morning drop off	Afternoon collection	Short day collection	Gate venue	Short days
Classes 6-8	8.25am	3.15pm	N/A	Hood Manor gate	-
Classes 9, 10, 11 and 12	8.25am	3.45pm	3.15pm	Hood Barn gate	Thursday and Friday

Kindergarten

Classes will arrive individually at 8.20am, 8.25am and 8.30am respectively. Pupils must arrive on foot (via the little lane) with a parent to meet their teacher at the Kindergarten Gate, adjacent to Hood Manor Gate. Teachers will then lead their children up to the Kindergarten areas. Classes will leave at 12.20pm, 12.25pm and 12.30pm from the Kindergarten gate. Children must be collected promptly at the gate on foot by a parent or designated adult.

Thank you for supporting our youngest pupils by helping us create a quiet and calm environment for them to arrive into and depart from.

Hood Manor - Classes 1 and 2 only

Classes will arrive between 8.15am and 8.20am. Pupils must arrive on foot with a parent to meet their teacher at the Hood Manor gate.

Classes will leave at 2.55pm from the Hood Manor gate. Children must be collected promptly at the gate on foot by a parent or designated adult.

ALL children in Classes 1, 2 and 3 are encouraged to attend school full time. However, parents do have the option to pick up at 13:00 on the following days:

Class 1 : Mondays, Wednesdays, Thursdays and Fridays.

Class 2 : Wednesdays and Fridays.

Class 3 : Wednesday.

If you wish to collect your child early on the designated days, please put this in writing to your teacher. Please note that this is not an ad hoc arrangement and any changes will also need to be communicated in writing. Thank you!

Hood Manor - Classes 3-5 only

Classes will arrive between 8.20am and 8.25am and enter school through the Hood Manor gate. Children in class 3 should be accompanied by a parent or guardian.

Classes will leave at 3.00pm from the Main Gate. Children must be collected at the gate.

Please use the main entrance from car park 1 (rather than the little lane from car parks 2 & 3).

High School - Classes 6 - 8 only

Classes will arrive between 8.25am and 8.30am at the Hood Manor gate.

Classes will leave at 3.15pm from the Hood Manor gate.

Please use the main entrance from car park 1 (rather than the little lane from car parks 2 & 3).

High School - Classes 9-12 only

Classes will arrive between 8.25am and 8.30am. Students should enter school at the Hood Barn gate..

Classes will leave at 3.45pm from the Hood Barn Gate (Monday to Wednesday) and at 3.15pm on Thursdays and Fridays.

Please use the main entrance from car park 1 (rather than the little lane from car parks 2 & 3).