

Daily timetable

Timetable of drop off and collection times

Class / Bubble	Morning drop off	Afternoon collection	Afternoon care collection	Gate venue	Optional short days
KG Willow	8.20am	12.20pm	2.45pm	Hood Barn gate (on foot, with parents)	-
KG Appletree	8.25am	12.25pm	2.45pm	Hood Barn gate (on foot, with parents)	
KG Hazelwood	8.30am	12.30pm	2.45pm	Hood Barn gate (on foot, with parents)	-
ACORN BUBBLE - Classes 1&2	8.15am - 8.20am	2.55pm	-	Hood Manor side gate (on foot, with parents)	Wednesday and Friday
OAK BUBBLE - Classes 3,4 and 5	8.25am - 8.30am	3.05pm	-	Main gate (ideally by vehicle)	Class 3 only: Wednesday
GREENWOOD Bubble - Classes 6, 7 and 8	8.35am - 8.45am	3.15pm	-	Main gate (ideally by vehicle)	-
HOOD BARN Bubble - Classes 9, 10, 11 and 12	8.40am - 8.45am	3.45pm	-	Hood Barn gate (on foot)	-

Kindergarten

Classes will arrive individually at 8.20am, 8.25am and 8.30am respectively. Pupils must arrive on foot with a parent to meet their teacher at the Hood Barn gate. Parents to park in Car Park 3. Teachers will then lead their children up to the Kindergarten areas.

Classes will leave at 12.20pm, 12.25pm and 12.30pm from the Hood Barn gate. Children must be collected promptly at the gate **on foot** by a parent or designated adult.

All three Kindergarten classes will now form a bubble.

ACORN BUBBLE Classes 1 - 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 side gate (adjacent to the car parks). Parents to park in Car Park 2. Teachers will then lead their children into Hood Manor. All classes will use the front door.

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

Classes 1 and 2 will form a bubble at all times.

ALL children in Classes 1 and 2 are encouraged to attend school full time. However, parents do have the option to pick up at 13:05 on the following days:

Class 1 : Mondays, Wednesdays, Thursdays and Fridays.

Class 2 : Wednesdays and Fridays.

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 adhoc arrangement and any changes will also need to be communicated in writing. Thank you!

OAK BUBBLE Classes 3 - 5 only

Classes will arrive between 8.25am and 8.30am, ideally using the vehicle drop off / collection system. Pupils must meet their teacher in the playground and line up. The gate and drop off will be supervised. Teachers will then lead their children into Hood Manor via the various doors: Class 3 and Class 4 via Velwell door (next to kitchen) and Class 5 via the direct entrance into their classroom.

Classes will leave at 3.05pm from the Main Gate. Children must be collected at the gate, **ideally using the vehicle drop off/pick up system.**

Teachers will ensure that children line up leaving at least two metres between each class line.

Classes will not mix within the building and this larger bubble is purely for arrival and collection purposes.

ALL children in Class 3 are encouraged to attend school full time. However, parents do have the option to pick up at 13:15 on the following days:

Class 3 : Wednesday.

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

GREENWOOD BUBBLE Classes 6 - 8 only

Classes will arrive between 8.35am and 8.45am. Pupils must meet their teacher in the playground and line up. Teachers will then lead their students into Greenwood via the various doors: Class 6 via Class 6 door, Class 7 via Class 7 door and Class 8 via Class 8 exterior door.

Classes will leave at 3.15pm from the Main Gate (3.45pm on designated days for older pupils). Children must be collected at the gate, **ideally using the vehicle drop off/pick up system.**

Teachers will ensure that students line up leaving at least two metres between each class line, and at least one metre between each other.

Classes will not mix within the building and this larger bubble is purely for arrival and collection purposes.

HOOD BARN BUBBLE - Classes 9-12 only

Classes will arrive between 8.40am and 8.50am. Students must meet a teacher at the Hood Barn gate. Teachers will then lead the students into Hood Barn via the yellow door adjacent to the woods.

Classes will leave at 3.45pm from the Hood Barn Gate. Parents to wait in their vehicles until students embark.

Teachers will ensure that students adhere to social distancing measures at all times. Upper School forms a bubble at all times due to its small size. All students can mix together, so long as social distancing rules are followed.

Parents should ideally remain in their vehicles at all times, or where they need to accompany a child to the gate, to return to their vehicles as soon as possible, leaving site as quickly as possible to support the school in its endeavour to meet the expectations of the Government Guidance. The School will endeavour to provide some undercover areas to wait for parents on foot. All parents with vehicles should wait in their vehicles between pick up times, in either car park 2 or 3.

The Greenwood and Hood Barn bubbles will join to make the Gemel Bubble from 2nd November 2020. This will allow for Class 8 to have German with Classes 9 & 10. No other mixing of the two former groups will be permitted.