

Daily timetable

Timetable of drop off and collection times

Kindergarten Bubble (all three classes form the bubble)					
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)	-
Hood Manor bubble					
Class / Bubble	Morning drop off	Afternoon collection	Short day collection	Gate venue	Optional short days
Classes 1 and 2	8.15am - 8.20am	2.55pm	1.00pm	Hood Manor side gate (on foot, with parents)	Wednesday and Friday
Classes 3, 4 and 5	8.25am - 8.30am	3.05pm	1.00pm	Main gate (ideally by vehicle)	Class 3 only: Wednesday
High School bubble					
Class / Bubble	Morning drop off	Afternoon collection	Short day collection	Gate venue	Optional short days
Classes 6, 7 and 8	8.35am - 8.45am	3.15pm	N/A	Main gate (ideally by vehicle)	-
Classes 9, 10, 11 and 12	8.35am - 8.40am	3.45pm	N/A	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.

NB. New Waiting Area

Please note that we have installed a new waiting area to help you drop off and collect your children safely, away from the car park.

Please leave the waiting area promptly once you have handed over or collected your child to/from their teacher as drop off and collection times are close together and the area is relatively small and could prove overwhelming for small children if there are lots of families inside.

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 bubble - 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 side gate (adjacent to the car parks). Parents to park in Car Park 2. Teachers will then lead their children into Hood Manor. Both 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.

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 13:05 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 adhoc arrangement and any changes will also need to be communicated in writing. Thank you!

Hood Manor bubble - Classes 1-5 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 4 and 5 via Velwell door (next to kitchen) and Class 3 via the Hood Manor front door.

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.**

High School 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 main front 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.**

High School bubble - Classes 9-12 only

Classes will arrive between 8.35am and 8.45am. 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.

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 reduce infection transmission rates within the community.