

Houghton Primary School: C-19 Operations from 8th March 2021

School Run

We have sent the following information out to all parents/carers (information in red shows updates since Autumn 2020):

- We will resume the 'soft staggered' start to the school day and a short staggered pick up arrangement which worked well in the Autumn term.
- We politely request that all adults bringing children to school and picking them up at the end of the day wear face coverings in Green Lane, Chapel Lane and on the school field.
- We politely request that only one parent/carer does the school run per family to reduce the number of people walking in the area of the school at these times overall.
- We ask all parents/carer to do their best to avoid getting within 2m (6.5 feet) of others when walking to and from the school.
- Unfortunately, parents/carers are unable to come onto the school site without an appointment.
- If children come to school with another child's parents/carers we ask that this is consistent and preferably in the same class bubble. We would need to follow up on any arrangements like these if we have to 'track and trace' because of a positive case of coronavirus.
- Where parents decide to let their child walk to/from school on their own they should email the school office to give permission for their child to do so.
- We will not let children go home with any other parent, carer or adult unless we have the parent's permission. Parents should email the school office before 2.45pm to let us know if any pick up arrangements have changed.

Drop Off

- Parents/carers can drop their children off at any time between 8.40am and 9.00am at either Chapel Lane or Green Lane playground gates. Please wear a face covering.
- A member of staff will be on the gate to welcome the children.
- The children will come straight into school and to their classroom where they will be met by a member of staff who works in their class bubble.
- The gates are locked at 9.00am. Late arrivals should come to the school office via the office gate in Green Lane.

Pick up

- Arrangements will be the same as in the Autumn term.
- Parents/carers nominate whether to pick their children up from Chapel Lane, waiting in the wide space near the chapel, or from the school field. Please write a note to the teacher stating which place your child will be collected from (Chapel Lane OR school field) for them to bring in on Monday morning. We ask that you keep to this place every day so staff know where to bring your child. If it needs to change, please email the school office before 2.45pm.
- Parents wait for their child at social distance of at least 2m (6.5 feet) from other families. Please wear a face covering.
- The classroom staff bring the children to either Chapel Lane or to the school field. They will send the children to their parent/carer as soon as they see them.
- This arrangement is slightly staggered as follows:

Time	Classes
3.00pm	Robins
3.10pm	Wrens and Kingfishers
3.15pm	Owls and Kestrels
3.20pm	Eagles and Hawks

- Once parents/carers have their child at the end of the day we request that they keep them together with them on the journey home.
- If parents/carers are late to pick up their child, their child will be brought to the school office area. If you are running late – please telephone the school office.

Staffing for gates:

Drop off

- Rae Smith and John Johnson will continue to man the gates in the morning, opening them at 8.40am. Georgina Young will support whenever possible.
- TAs who need to support individuals in walking into school will also be on the gate in the morning.
- The gates will be locked at 9am.

Pick up

- Bubble staff will take the children to either Chapel Lane gate or to the field at the designated time.
- They will keep class bubble apart.
- If parents do not arrive within the time slot, children will be taken to the school office.

Parking

We have sent the following information out to all parents/carers:

- We request that families who live in the villages of Houghton and Wyton follow the government directive to walk or cycle (or scooter) whenever possible, but recognise that many parents drop children off at school on their way to work.
- Bicycles and scooters can be left in one of 3 cycle shelters we have on site (one in the Chapel Lane entrance, 2 in the Green Lane entrance). Please provide a lock.
- Families who live outside the villages or who have no alternatives but to drive can park as follows:

Drop-off/Collection Point	Parking
Chapel Lane	Houghton Mill Car Park. This will be free of charge to school parents/carers. Parking permits have been emailed to all parents.
	Car Park in St Ives Road (near the Houghton village junction with the A1123. Parking is free.
Green Lane	On-street parking in Huntingdon Road BEYOND the Three Jolly Butchers Pub. Access the school grounds via the pub car park – using the gate to the school field and walking across the field to Green Lane. We ask parents/carers not to park in residential streets off Huntingdon Road. Parents/carers should not park in the pub car park unless they have a child attending Houghton and Wyton Pre-School who have an arrangement with the pub for their parents/carers to do so.

- In order not to create 'hot spots' and to reduce impact on our local village community, parents should not park in residential streets off Huntingdon or St Ives Roads, on the village 'green' by the Clock Tower in Houghton or in Mill Street, Chapel Lane or Green Lane.
- Parents/carers should not park in the pub car parks unless they have a child attending Houghton and Wyton Pre-School and/or have permission from the landlord to do so.
- If any parent/carer is physically unable to walk from the suggested parking areas, please contact the school to discuss alternative arrangements.