





## Coronavirus (COVID-19): Risk Assessment for reopening after partial closure Holme Grange School

Assessment conducted by: Mr C Plumpton	Job title: Head of Estates	Covered by this assessment: staff, pupils, parents, visitors and volunteers.		Date of initial assessment: 20 <sup>th</sup> March 2020
Review interval: half termly	<b>Updated:</b> 2019/20 12 <sup>th</sup> June 2020	<b>2020/21</b> 20 <sup>th</sup> August 2020 31 <sup>st</sup> October 2020 17 <sup>th</sup> November 2020 08 <sup>th</sup> December 2020 23 <sup>rd</sup> February 2021	25 <sup>th</sup> March 2021 14 <sup>th</sup> April 2021 17 <sup>th</sup> May 2021 02 <sup>nd</sup> July 2021 17 <sup>th</sup> August 2021 Sept 2021	Date of next review: 04 <sup>th</sup> 2022 or as required
<b>Related documents</b>				
<p>Strategic Update on School RE-Opening COVID-19, Pandemics Policy, Pandemics Policy 2020, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Holme Grange Staff Handbook (Including Code of Conduct) Transport and Safe Driving Policy, HSE Ventilation and Air conditioning during the coronavirus (COVID-19) pandemic, School coronavirus (COVID-19) operational guidance August 2021</p>				

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Holme Grange School Control Measures	In place? Yes/No	By whom?	Additional Actions if Required	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> <li>• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>Pandemics Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> <li>- <b><u>Strategic Update on School RE-Opening COVID-19</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>- Transport to school and other places of education: Autumn term 2020</li> <li>- Guidance for full opening: Schools (Updated 22 October 2020)</li> <li>- Berkshire West Safeguarding Children Partnership</li> <li>- Schools COVID-19 operational guidance</li> </ul> </li> <li>• Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:</li> </ul>	Y	Head teacher/ SMT /Staff		M/L

		<ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- Berkshire West Safeguarding Children Partnership.</li> </ul> <ul style="list-style-type: none"> <li>• All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements prior to Autumn term 2020 commencing, and subsequently if/when arrangements alter via face-to-face meetings (appropriately distanced), Zoom meetings or via written communication. The Head of Estates has conducted a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.</li> <li>• The SLT/SMT reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios.</li> </ul>	Y			
Heating and ventilation	H	<ul style="list-style-type: none"> <li>• To allow for ventilation, classroom windows are to be opened wide, at the end of each lesson and in between lessons. Office windows should also be opened periodically throughout the day.</li> <li>• All buildings fitted with mechanical ventilation (including air conditioning) have been set to maximise fresh air and minimise recirculation and all timings on HVAC have been extended for before and after use work areas</li> <li>• All HVAC and air conditioning units have been serviced according to manufactures' instructions</li> <li>• Wherever possible and appropriate, given weather conditions external doors will be held open along with corridor doors; this is to reduce contact with surfaces. While the cold weather persists and where it is not practical to keep doors open due to weather conditions, Footull have been fitted to all outside doors (These are hands-free door openers which enable you to open the door with your foot</li> </ul>	Y	<b>Head of Estates / Staff</b>		L

		<p>minimising the hands touching the door handles), allowing doors to be shut where needed.</p> <ul style="list-style-type: none"> <li>All internal corridor doors will be held open by fireguard and will close upon hearing the fire alarm</li> </ul>				
Fire safety and evacuation routes	<b>M</b>	<ul style="list-style-type: none"> <li>Churchesfire has checked that all fire detection, alarm systems are in working order</li> <li>RES has checked fire extinguishers which are in working order.</li> <li>The fire safety officer and Headteacher have ensured that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access.</li> </ul> <p>A Fire practice has been carried out at the being of the autumn term so <b>ALL</b> pupils and staff members understand the procedure and where to go.</p>	<b>Y</b>	<b>Head teacher/ Head of Estates</b>		<b>L</b>
Cleaning	<b>H</b>	<ul style="list-style-type: none"> <li>The Head of Estates will arrange for the school to be fogged before the children return to school after holidays, with subsequent preventative fogging scheduled for every Monday/ Thursday evening or as required.</li> <li>During term time, the Housekeeper is carrying out housekeeping cleaning duties from 9am – 5pm daily cleaning all surfaces i.e. door handles/metal surfaces/toilets/ all surfaces etc. throughout the school day. During holiday camp the Maintenance staff will take responsibility for this and will continue to ‘Fog’ the areas used by the holiday camp and school offices.</li> <li>Appropriate areas of the school will be deep cleaned before the return of the staff and children after each holiday session with suitable cleaning agents and in line with the COSHH Policy.</li> <li>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> </ul>	<b>Y</b>	<b>Head of Estates</b>		<b>M/L</b>

		<ul style="list-style-type: none"> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Every office area and classroom space will have a cleaning caddy with clothes, wipes, and spray.</li> <li>• <b>ALL</b> desks are to be kept clear as well as windowsills and worktops</li> <li>• The changing rooms will be cleaned by the personnel using them with equipment provided by the school before they leave and all changing rooms will be fogged twice daily at lunchtime and evening by the maintenance team</li> </ul>				
Infection control	<b>H/M</b>	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• All staff dealing with a bodily fluid spill are to wear the following PPE; Face mask Gloves Apron</li> <li>• PPE is located in the First Aid room and will be distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of Coronavirus whilst in school and needs direct personal care until they can return home.</li> <li>• PPE will still be a requirement for Matron or anyone administering first aid or intimate care and face shields are still available should staff require them.</li> <li>• Additional PPE (Face shields, face coverings) are provided by the school for those who feel they require them for tasks and duties and these are reusable and washable items.</li> <li>• Face coverings are not required for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be required for staff in classrooms but it is acknowledged that staff and pupils may wish to wear them.</li> </ul>	<b>Y</b>	<b>Headteacher /SMT/Staff</b>		<b>M/L</b>

Infection control	H/M	<ul style="list-style-type: none"> <li>• We continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</li> <li>• The reintroduction of face coverings for students, staff and visitors may be advised for a temporary period in response to particular localised outbreaks, including variants of concern in classrooms and communal areas.</li> <li>• Plain navy blue or black / Holme Grange / or disposable face covering are recommended to be worn in all corridors and communal areas by staff and Eaton Grange pupils.</li> <li>• Staff are advised to continue to have seating plans in the classroom, allocating desks.</li> <li>• All Students will be asked to wipe down their desks at the end of every lesson with spray and cloths provided.</li> <li>• The school has two Thermal Scanners located at the main entrance to the school for visitors and at the entrance to the Eaton Grange building to ensure all those visiting or entering do not have a temperature. Staff and pupils are to use these devices too. All Staff are required to sign in before starting work and by doing so confirm that they do not have a raised temperature or other symptoms of Covid-19.</li> <li>• Staff signing- in records will be checked each morning to ensure all staff have complied with SMT following up any staff failing to comply.</li> <li>• Any pupil in Eaton Grange who requires First Aid, or to visit Matron, should first speak with either Mrs or Mrs Christine Kennedy <b>who will assess if it is necessary for them to attend the main reception.</b></li> <li>• During periods of full national or local lock-down non-essential visitors/tours/ prospective pupil taster days will not be permitted</li> <li>• All parents have been informed that if their child displays any of the following symptoms;</li> </ul>	Y	Headteacher /SMT/Staff		M/L
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Infection control	<b>H/M</b>	<p>Flu like Symptoms  Cough (dry or chesty)  Fever (greater than 37.8 oc)  Sore Throat  Breathlessness  Headaches or Body aches  Dizziness  Change or Loss of Smell  Change or Loss of Taste  Diarrhoea  Vomitting</p> <p>The child is not to be sent to school and parents are advised to get the child tested with the results communicated to school as soon as possible.</p> <ul style="list-style-type: none"> <li>• Infection control stations have been set up, on the outside of most school building in the following areas: - <ul style="list-style-type: none"> <li>- Caudwell Hall</li> <li>- Sports Hall</li> <li>- John Graves Wing</li> <li>- Scott Wing</li> <li>- The Grange</li> <li>- Eaton Grange</li> </ul> </li> </ul> <p>providing soap / paper towels / pedal bins and water.</p> <ul style="list-style-type: none"> <li>• For Little Grange, Reception and Year 1/2 the washing areas are at the front of the building but inside and they will also have soap/paper towels / pedal bins and water.</li> <li>• Alcohol-based hand sanitizers are situated on the outside of every outside door.</li> <li>• Adequate amounts of soap, paper towels and bins are available in the wash station areas and toilets areas. (Theses will be topped up during the day by the Housekeeper) These are in the following areas; <ul style="list-style-type: none"> <li>○ Main School</li> </ul> </li> </ul>	<b>Y</b>	<b>Headteacher /SMT/Staff</b>		<b>M/L</b>
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Infection control	H/M	<ul style="list-style-type: none"> <li>○ John Graves Wing</li> <li>○ Sports Hall</li> <li>○ Scott Wing</li> <li>○ The Grange</li> <li>○ Eaton Grange</li> </ul> <ul style="list-style-type: none"> <li>● Pupils and staff are encouraged to wash their hands when they arrive at school, before entering any school building regularly, and particularly before and after break times and before and after eating at break and lunchtimes.</li> <li>● As above, all changing rooms will be chemically (Viro – Kill) fogged at lunchtime and evening, with the whole school fogged on Monday / Thursday evening.</li> <li>● The school will ensure pupils and staff adopt good respiratory practice: i.e. coughing and sneezing into their elbow or tissue and tissues being placed in pedal bins in classrooms/toilets and outside wash areas (catch it, bin it, kill it).</li> <li>● All those driving or travelling on school minibuses or contracted buses are expected and recommended to wear face coverings (families are asked to provide masks for pupils. The school will provide them for the school minibus drivers and the contracted service providers will ensure that the bus driver has access to an appropriate face covering).</li> <li>● <b><u>STAFF AND PARENTS MUST NOT</u></b> enter the school via the back gate after 8am. All vehicles after this time <b>MUST</b> drive through the grounds and down the back drive. <ul style="list-style-type: none"> <li>- See Attached Document Annex A (Drop off and Pick up)</li> <li>- (Siblings will be dropped with the youngest and collected with the eldest)</li> </ul> </li> <li>● The school's Strategic Update on School Opening and Operation COVID-19 is developed in line with the relevant local and national advice and communicated to all staff, parents, and stakeholders.</li> </ul>	Y	Headteacher /SMT/Staff		M/L
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<p>Infection control</p>	<p>H/M</p>	<ul style="list-style-type: none"> <li>• Staff are to undertake twice weekly home tests whenever they are on site until further notice.</li> <li>• Testing is not mandatory and parental consent is requested. However, we encourage everyone to participate in the asymptomatic testing programme to help break transmission links by identifying those who may be carrying the virus unknowingly.</li> <li>• Instances of staff, pupils and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the <a href="#">Pandemics Policy</a>, and any unwell individuals will be quarantined in the Norway meeting room and sent home as soon as possible.</li> <li>• When in Norway the Students waiting collection will be left in the room on their own if possible and safe to do so. A window will be opened for fresh air ventilation, the appropriate PPE will be used if close contact is necessary and the room will be fogged when the individual has left the room.</li> <li>• If a positive result comes through on the school testing, we will follow the guidance in School COVID-19 operational guidance August 2021 Pupils/staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come in to school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home, they are also to inform the Headteacher / Line manager. The school will take the necessary action in school and control communication around individual cases.</li> <li>• The school will carry out mass testing of secondary pupils from the 3<sup>rd</sup> September 2021 as a way of reducing the spread of the virus and enabling fewer pupils and staff to have to self-isolate. The testing will take place in the Sports and Caudwell Hall. Year 7 to Y11 will be tested on Friday 3<sup>rd</sup> September with a timetable to allow them to attend site on Friday 3<sup>rd</sup> for testing</li> </ul>				
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	<ul style="list-style-type: none"> <li>• On Monday 6<sup>th</sup> September we will initiate a staggered start for Eaton Grange with students being tested on site for the 2<sup>nd</sup> time.</li> <li>• The following group of students will also be asked to test at home on the 31<sup>st</sup> August and return their results to the school via a google doc form: Year 7 and Year 11 Peer mentors</li> <li>• All students coming on site for their testing will be required to wear a mask until they leave site.</li> <li>• The testing will consist of the following; two tests on site, being three to five days apart (min 3 days) to be taken on or just before pupil return, 6<sup>th</sup> September 2021 Students whose parents consent to testing should return to face-to-face education following their second negative test result. Those students not undergoing testing should attend school in line with return arrangements.</li> <li>• After 2 onsite tests, students will be issued home testing kits to test at home twice weekly until the end of September 2021 and report results to both the NHS Test and Trace as soon as the test is completed and the school to help with contact tracing.</li> <li>• Staff are advised to test the week before returning to school and do so twice weekly unless the school advised otherwise. All test results need to be logged via a school google form. LFD Tests will be offered until the end of September 2021.</li> <li>• Lunchtime: Children are to wash their hands before entering the dining room.</li> <li>• Cutlery is now provided however anyone wishing to continue to bring their own may do so and all pupils taking cutlery will be asked to sanitise their hands first.</li> <li>• <b>No meals will be allowed to be taken outside of the dining room under any circumstances.</b></li> <li>• Parents / Visitors are <b>NOT</b> to attend the school site if they have symptoms of Covid-19</li> </ul>	Y	Headteacher /SMT/Staff		M/L
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Infection control	<b>H/M</b>	<ul style="list-style-type: none"> <li>• Parents are allowed on site if they leave their cars, they <b>MUST</b> wear a face covering and they are not be allowed past the playground railings. If they are going to reception, they must wear a face covering and have their temperature taken before entering the Main Reception.</li> <li>• The school is now letting some rooms within the school estate during the evenings they will only be able to the use the rooms allocated to them and all rooms including toilets used will be fogged before the return of the students</li> <li>• The school has recommenced holding fixtures on site with parents invited to attend. Parents will take match tea in the outside classroom, and will be directed to use the visitor's toilets at the front of school which are signed. All visitor's toilets will be cleaned and fogged the evening after fixtures.</li> <li>• All parents attending match games on site will not be allowed in any school building other than to access the toilets/Reception and the outside classroom for match teas.</li> </ul>	<b>Y</b>	<b>Headteacher /SMT/Staff</b>		<b>M/L</b>
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Social distancing	H	<ul style="list-style-type: none"> <li>The Strategic Update on School Operation COVID 19 has been shared with all relevant members of the school community and adhered to as far as possible.</li> <li>Mixing and bubbles are no longer needed in the Autumn term however they may be need to be reinstated for a temporary period in local areas.</li> <li>Parents on Drop/Pick Up may leave their cars however they are no to cross the first line on the Netball court and they are also to social distance when waiting for their children.</li> <li>School assemblies can resume across the school in the Autumn term however we may need to reinstate bubbles for a temporary period if required. In these cases, we will work primarily through remote technologies (Zoom). Where pupils are in attendance in the Caudwell Hall or Community Room, numbers will be managed to ensure appropriate social distancing.</li> <li>Walkie Talkies will be available to staff assisting with Prep or Chill Out. Parents collecting will have to wait in their cars until the child can be brought or sent to them but again will be encouraged to come at a specified time. Any pupil in prep cannot be collected prior to 5:30pm</li> </ul>	Y	<p><b>Head teacher</b></p> <p><b>SLT/SMT/ Staff</b></p>		M/L
Mental health and wellbeing	H/M	<ul style="list-style-type: none"> <li>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. <ul style="list-style-type: none"> <li>Staff and volunteers notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable.</li> <li>Risk Assessments will be put in place for pregnant and /or staff in high-risk groups</li> </ul> </li> <li>Holme Grange School &amp; Pastoral Care management hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>			M/L

	<b>H/M</b>	<ul style="list-style-type: none"> <li>• The SLT/SMT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The Headteacher is responsible for ensuring that the school is adequately and safely staffed.</li> <li>• The SLT/SMT discusses the implications on staff and pupil workload supporting staff appropriately to minimize the risk of stress.</li> <li>• Pupils who are in key transition years, e.g. Year 3, Year 7, are provided with the appropriate support.</li> <li>• Appropriate liaison with external agencies via the DSL supports pupils for whom there are safeguarding concerns regarding mental well being.</li> <li>• The Headteacher and the DSL have identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to appropriate support when the school reopens.</li> <li>• Staff and pupil bereavement is managed in line with the School's Bereavement Policy and local advice / guidance (<a href="https://www.daisysdream.org.uk">https://www.daisysdream.org.uk</a>)</li> </ul>	Y Y Y Y  Y	<b>Head teacher SMT/ Staff/ SENCO/ Health and Wellbeing Nurse / Head of Pastoral Care</b>		<b>M/L</b>
Access to learning	<b>M</b>	<ul style="list-style-type: none"> <li>• Classroom based class sizes are no larger than 20 pupils to one teacher.</li> <li>• TAs supervise class groups under the direction of the class teacher where the class teacher is unable to teach in person.</li> <li>• Teachers are advised to continue to have seating plans in class, allocating desks and we should also continue to ask the students to wipe down their desks after each lesson.</li> <li>• The Headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure learning material is available to support appropriate academic progress, where required.</li> </ul>	Y	<b>SMT/Staff</b>		<b>L</b>

		<ul style="list-style-type: none"> <li>• The Headteacher and curriculum leaders have identified what provision can be provided for pupils with EHC plans.</li> <li>• The Headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are unable to attend school for reasons that are in line with government guidelines for self-isolation and/or shielding. The SLT /SMT and heads of department consider whether any lessons could be delivered outside.</li> <li>• Teachers deliver quality first teaching to support all pupils and particularly those who are disadvantaged and pupils with SEND.</li> <li>• The School will operate routine registration sessions, monitoring attendance, and reporting as required to external agencies (LA/DofE)</li> </ul>				
Extra-curricular activities	M	<ul style="list-style-type: none"> <li>• After School activities have been restricted due to the need to be able to keep students in School 'pods' with pupils further restricted to mixing with others from only their year group only wherever possible – any pupil attending an after-school club ran by a member of HG staff <b>MUST</b> be collected by 5:40pm <b>they can no longer go to join Prep and MUST remain with the staff member delivering the club until collected.</b> Any parent who repeatedly arrives late for collection this will be told they are unable to continue with the club and will instead be asked to attend Prep.</li> </ul>	Y	SMT/Staff		L
Safeguarding	M	<ul style="list-style-type: none"> <li>• The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns.</li> <li>• The Designated Safeguarding Lead (DSL) ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>• Review of risk associated with members of staff in vulnerable groups has taken place and, where appropriate and reasonable, individual</li> </ul>	Y	Headteacher /DSL		L

		risk assessments are in place, detailing any adjustment to working conditions.				
Communication	<b>M</b>	<ul style="list-style-type: none"> <li>• The Headteacher has regard for local and national guidance for operation of a school during Covid included in the reopening action plan, where required.</li> <li>• Parents / Staff have been informed via letter/email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements, with subsequent alterations to arrangements communicated via email (School Post)</li> <li>• Parents and their children have been encouraged, where possible, to walk or cycle to school, however due to the location of the school only a handful will be able to do this.</li> <li>• Staff and volunteers will continue to be, informed through routine and appropriate channels of communication about relevant information regarding school operation.</li> <li>• The September inset will include communication of relevant information to staff from this Risk Assessment.</li> <li>• Staff have been informed of who they can turn to for support during the induction afternoon: there are several avenues they can follow, e.g. line manager, other senior staff or colleagues</li> <li>• All staff, pupils and volunteers have been and will be made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms, on the induction afternoon</li> <li>• The Headteacher liaises with the governing body about changes to operational arrangements where necessary.</li> <li>• The Head of Estates / Head of Finance will communicate with suppliers and contractors regarding amended operational arrangements and reinstating or suspending the supply of any required goods or services.</li> </ul>	<b>Y</b>	<b>Head teacher / Head of Communications</b>		<b>L</b>

		<ul style="list-style-type: none"><li>• The Headteacher informs staff, volunteers and the governing body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li></ul>				
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**Annex A**

**Drop Off & Pick-Up Arrangements**

Siblings should be dropped off in the morning with the YOUNGEST child at their 'drop off' zone - Staff will ensure they are taken to their form

Siblings should be collected at the end of the day with the ELDEST child at their 'pick up' zone - Staff will ensure they are taken to their sibling

	Breakfast	Drop Off		Pick Up End of Day		If staying for Holding		If staying For club		Prep / chill out	
Little Grange	07:30	08:30	Little Grange Car Park	16:00	Little Grange Car Park	16:20	Little Grange Car Park			17:30 or 17:55	Little Grange Car Park
Reception	07:30	08:30	Car Park / Path Entrance	15:30	Car Park / Path Entrance	16:20	Car Park / Path Entrance			17:30 or 17:55	Car Park / Path Entrance
Year 1	07:30	08:15	Car Park / Path Entrance	15:45	Car Park - Path Entrance	16:20	Car Park / Front of School	17:30	Front of School	17:30 or 17:55	Front of School
Year 2	07:30	08:15	Front of School / Car Park	16:05	Front of School	16:20	Car Park / Front of School	17:30	Front of School	17:30 or 17:55	Front of School
Year 3	07:30	08:15	Front of School Car Park	16:20	Car Park / Playground			17:30 to 17:40	Front of School	17:30 or 17:55	Front of School
Year 4	07:30	08:15	Front of School / Car Park	16:20	Car Park / Playground			17:30 to 17:40	Front of School	17:30 or 17:55	Front of School
Year 5	07:30	08:15	Front of school / Car Park	16:20	Car Park / Playground			17:30 to 17:40	Rear Drive Pavillion	17:30 or 17:55	Caudwell Hall/Playground
Year 6	07:30	08:15	Rear Drive Pavillion	16:20	Car Park / Playground			17:30 to 17:40	Rear Drive Pavillion	17:30 or 17:55	Rear Drive Pavillion
Year 7	07:30	08:25	Rear Drive Eaton Grange layby	16:40	Rear Drive / Eaton Grange layby			17:30 to 17:40	Rear Drive / Eaton Grange layby	17:30 or 17:55	Rear Drive / Eaton Grange layby

Year 8	07:30	08:25	Rear Drive Eaton Grange layby	16:40	Rear Drive Eaton Grange layby		17:30 to 17:40	Rear Drive Eaton Grange layby	17:30 or 17:55	Rear Drive Eaton Grange layby
Year 9	07:30	08:25	Rear Drive Eaton Grange layby	16:40	Rear Drive Eaton Grange layby		17:30 to 17:40	Rear Drive Eaton Grange layby	17:30 or 17:55	Rear Drive Eaton Grange layby
Year 10	07:30	08:25	Rear Drive Eaton Grange layby	16:40	Rear Drive Eaton Grange layby		17:30 to 17:40	Rear Drive Eaton Grange layby	17:30 or 17:55	Rear Drive Eaton Grange layby
Year 11	07:30	08:25	Rear Drive Eaton Grange layby	16:40	Rear Drive Eaton Grange layby		17:30 to 17:40	Rear Drive Eaton Grange layby	17:30 or 17:55	Rear Drive Eaton Grange layby

In addition, siblings where the eldest is a pupil in Y8-11 (Eaton Grange) will be collected at the Sports Pavilion at both 4.40pm and 5.40pm.