

Parent/Guardian Information

Logistics for the Start of Term

September 2020



This information is intended to provide parents/guardians with further details of the logistics put in place at DCPS at the start of the new school year.

Daily Drop Off for pupils in Years 3 to 5

Parents should remain in their cars when dropping off children. Drop off for Years 3 to 5 may be at the following points:

1. Between 8.00am and 8.20am parents may drive up **Fortfield Drive** and pupils can be dropped off at the CPA. In common with last term, signs and staff will be in place to direct drivers. House parents will be present to assist parents and children.
2. **Sports Hall Drive.** Parents **must not** walk beyond the sports pavilion.
3. Through **Shelburne Road pedestrian gate**, but parents **must not** proceed beyond the Pre-Prep entrance to school.

Please note:

- All pupils need to be on site by 8.20am.
- Parents with children in different year groups should use the drop off point for their youngest child.
- Parents who drop off pupils **late** (after 8.20am) must drop off at the front of school.
- As many pupils as possible are urged to walk or cycle to school. Extra cycle racks have been provided and children walking or cycling to school may enter through the front entrance to school.
- The school bus (operated by Eagle Line) will operate as normal and details of this service will be published on Friday 28th August.

Daily Drop Off for pupils in Years 6 to 8

Parents should remain in their cars when dropping off children. Drop off for Years 6 to 8 may be at the following points:

1. Between 8.00am and 8.20am parents may drop off pupils at the **front of school**. Staff will be present to assist parents and children.
2. **Sports Hall Drive.** Parents **must not** walk beyond the sports pavilion.
3. Through **Shelburne Road pedestrian gate**, but parents **must not** proceed beyond the Pre-Prep entrance to school.

Please note:

- All pupils need to be on site by 8.20am
- Parents with children in different year groups should use the drop off point for their youngest child.
- As many pupils as possible are urged to walk or cycle to school. Extra cycle racks have been provided and children walking or cycling to school may enter through the front entrance to school.
- The school bus (operated by Eagle Line) will operate as normal and details of this service will be published on Friday 28th August

Daily Pick up times at the end of school day

Parents are asked to remain in their cars when collecting their children.

- These are staggered collection times, but **all from the front of school** unless otherwise arranged.

- Members of staff will be on duty at the front of school and will assist in bringing children to the front of school.
- Parents of day pupils requesting for their child to be supervised after 5.30pm must email the school office dcpsoffice@deanclose.org.uk. This provision ends at 6.00pm, Monday to Friday.
- In case of emergency or delay, please ring the Front Office on 01242 512217 from 8.00am - 5.00pm.

Pick up times

Monday to Thursday

Year 3 and 4 - collection times from 4.15 – **5.00pm**

Year 5 and 6 - collection times from 4.15 – **5.15pm**

Year 7 and 8 - collection times from 4.15 – **5.30pm**

Friday

Year 3 and 4 – collection times from 4.15 – **5.00pm**

Year 5 and 6 – collection times from 4.15 – **5.00pm**

Year 7 and 8 – collection times from 4.15 – **5.00pm**

Saturday

Year 6 (optional for day pupils)

Year 7 and 8 - collection times from 12.00 – 12.15pm

First Week Timings

Tuesday 8th September

8.00-8.20am line	Years 6 to 8 Day Pupils dropped off at the front of school. They should expect to line up prior to entering the building, if required.
8.00-8.20am	Years 3 to 5 Day Parents to use Fortfield Drive and pupils dropped off at the CPA.
4.15-5.00pm	Years 3 to 5 Pick Up at the front of school
4.45-5.15pm	Year 6 Pick Up at front of school
5.15-5.30pm	Years 7 to 8 Pick Up
5.30-6.00pm	After school supervision in Centenary Hall (by special arrangement only. Please contact the front office)

Wednesday 9th September

8.00-8.20am	Years 6 to 8 Day Pupils dropped off at the front of school
8.00-8.20am CPA	Years 3 to 5 Day Parents to use the Fortfield Drive and pupils dropped off at the CPA
4.15-5.00pm	Years 3 and 4 Pick Up at the front of school
4.15-5.15pm	Years 5 and 6 Pick Up at the front of school (Year 6, as no prep)

- 4.15-5.30pm Years 7 and 8 Pick Up at the front of school (Years 7 and 8, as no prep)
- 5.30-6.00pm After school supervision in Centenary Hall **(by special arrangement only. Please contact the front office)**

Thursday 10th September

- 8.00-8.20am Years 6 to 8 Day Pupils dropped off at the the front of school
- 8.00-8.20am Years 3 to 5 Day Parents to use the Fortfield Drive and pupils dropped off at the CPA
- 4.15-5.00pm Years 3 and 4 Pick Up at the front of school
- 4.15-5.15pm Years 5 and 6 Pick Up at the front of school (if not remaining for prep)
- 4.15-5.30pm Years 7 and 8 Pick Up at the front of school (if not remaining for prep)
- 5.00-5.15pm Years 6 to 8 Pick Up at front of school (if remaining for prep)
- 5.30-6.00pm After school supervision in Centenary Hall **(by special arrangement only. Please contact the front office)**

Friday 11th September

- 8.00-8.20am Years 6 to 8 Day Pupils dropped off at the front of school
- 8.00-8.20am Years 3 to 5 Day Parents to use the Fortfield Drive and pupils dropped off at the CPA
- 4.15-5.00pm Years 3 and 4 Pick Up at the front of school
- 4.15-5.00pm Years 5 and 6 Pick Up at the front of school. No Year 6 Prep
- 4.15-5.00pm Years 7 and 8 Pick Up at the front of school. No Year 7 and 8 Prep
- 5.00-6.00pm After school supervision in the Centenary Hall **(by special arrangement only. Please contact the front office)**

Saturday 12th September

- 8.00-8.20am Pupils in Years 7 and 8 and any Year 6 day pupils who are opting to attend morning activities dropped off at the front of school
- 12.00-12.15pm Pupils in Years 6 to 8 pick up at the front of school

Saturday Morning School

For pupils in Years 6, 7 and 8

8.00am to 12.00pm

Years 7 to 8 Pupils

All pupils in Years 7 and 8 should attend Saturday school as normal, where there will be a programme of two academic lessons until 10.15am, followed by physical activities. The school day will end at 12.00pm.

Year 6 Pupils

This year we are introducing optional Year 6 activities on Saturday mornings. Your child will be able to choose between not coming in until fixtures (when these restart) or coming in as usual to take part in new activities. These are designed to enable children to follow their own interests - or indeed, to develop new ones. They are split into three groups:

- A physical activity
- A philosophical or thoughtful activity
- A combined humanities-IT activity.

We know children may wish to attend on some Saturdays and not on others, so children will be able to dip in and out of them as they wish - or even do some additional work at home! We are, as ever, mindful of the COVID safety guidelines and social distancing will be maintained throughout. As the activities involve only Year 6, there are opportunities for pupils to mix with more children from their year group.

Calendar

Due to the need for continuing flexibility, there will be no printed calendar, only an online version. Please click [here](#) for direct access to the calendar and please click [here](#) to subscribe to the calendar. Please note that we have delayed the publication of term dates for 2021-2022 until the exam dates for Summer 2021 have been confirmed by the Department of Education