

Drop-off and Pick-up – Detailed Information

Dear Parents,

I am now writing with more detailed information regarding drop-offs and pick-ups. These will all be 'drive-through' in style and we will do our very best to manage this part of the school day efficiently but safely. Note that parents of new pupils have been sent special drop-off instructions for the first day, so this guidance will not apply on their first morning.

Morning drop-offs

Is my preferred drop-off slot confirmed?

- All drop-off requests can be accommodated.
- Pupils for the 7.55-8.15am drop are advised that this is the busiest choice; you are advised to drop earlier within this slot rather than later.

Where should I drop off?

- All drop-offs should enter the site via the usual Shrubbery Road entrance.
- Pupils for Breakfast Club and the early drop-off (7.30-7.50pm) should pull up next to the side of the JK Theatre where a member of staff will take temperatures and welcome the girls directly into the JK.
- Pupils for all subsequent drop-offs should continue past the JK up to the main car park in single file.
- A team of staff will be ready from 7.50am to take temperatures and guide the girls into school (girls will be using the path along the back of the JK Theatre and through 'the tunnel').

What if I am held up and am arriving after 8.35am (registration time)?

- You will need to contact Reception (01494 01494 529273) and meet a member of staff at the Reception door.

Afternoon pick-ups

Is my preferred pick-up slot confirmed?

- **Not necessarily:** the 4.10pm pick-up was heavily over-subscribed
- **4.10pm will now be a pick-up slot for parents of Lower School pupils only** (Form I, Form II and Lower Thirds). Older siblings may join the 4.10pm pick up with their Lower School sisters. The same will apply to lift shares but please email me with details of your lift share arrangements.
- **We applied for a 4.10pm pick-up but my daughter is in the Upper School - when do I pick up?** The first pick-up slot for Upper School pupils is now 4.30pm - **IMPORTANT** - Upper School parents please take note.
- **All other pick-up preferences can be accommodated.**

How will pick-up work?

After entering as usual from Shrubbery Road, please proceed to the coloured gazebos located on the top car park; please display the relevant 'car sticker' to help us guide you efficiently to the right gazebo (see attached printable car stickers).

- Staff will bring the girls to the year group pick up points at the relevant time
- For sibling pick-ups, on your arrival the older siblings will be called over to the younger sibling's pick-up point.
- If you are operating a car share, please let me know the composition of your car-share and confirm your pick-up times.
- If you are running late and you are going to miss your pick-up slot by more than 10 minutes, please call Main School Reception: 01494 529273.

Other questions:

- **We opted to walk - where do we drop-off and pick-up?** A pupil arriving on foot should arrive through the Shrubbery Road pedestrian gate and report to the member of Staff at the top corner of the JK Theatre for temperature taking; pick-up for pupils walking home will be from Reception where your daughter will be waiting in an allocated year group area.
- **We opted for one of the 'sibling-in-Lodge-pick-ups' at 4.25pm or 5.25pm: is this confirmed?** Yes, your daughter will be brought up to Lodge ready for these two pick up times.
- **We have a confirmed place on the school minibus - what should we do?** All minibus information has been communicated separately; any enquiries should be directed by email to Linda Wheeler at: lwheeler@igodstowe.org.
- **What if I need a quick chat with my daughter's Tutor at pick-up time?** Much as we would like to, the current arrangement will not suit the traditional catch up with a Tutor or member of the teaching staff; please email with any queries or requests - a meeting on Teams will be the next best alternative.

Amersham Road exit

At busy times it is hard to turn right (downhill) onto Amersham Road from our site exit: please use the alternative which is for drivers to turn left (up the hill) then take the second right turn (Terry Road/Pretoria Road) then right again onto Lucas Road to loop back down onto Amersham Hill towards the station.

Patience

These new arrangements are a complete departure from our normal practice, so please bear with us (and with each other) in the early stages. We would also ask you to consider local residents and not to block their driveways. There are bound to be teething problems. The experience of running the Year 6 bubbles in June suggests the new routines quite quickly become second nature.

That said, thank you in advance for your patience.

Kind regards,

Charles Whitworth

Deputy Head - Academic and Organisation

Godstowe School - car window stickers for beginning of Autumn Term 2020

- Please print, cut out and display the relevant car window sticker when you are picking up from school
- Please display the 'sticker' in one of the top corners of the front windscreen - this will help us to direct you and manage traffic flow
- If you are picking up siblings or have a car share arrangement, display the two (or more) relevant colours in your windscreen, **with the colour of the youngest sibling visibly highest in the windscreen**
- Thank you very much for your cooperation





