

Toftwood Infant School  
School Lane  
Toftwood  
Dereham  
Norfolk  
NR19 1LS

01362 692612

infantreception@toftwoodfederation.co.uk



Toftwood Junior School  
Westfield Road  
Toftwood  
Dereham  
Norfolk  
NR19 1JB

01362 694919

juniorreception@toftwoodfederation.co.uk

Website: [www.toftwood.norfolk.sch.uk](http://www.toftwood.norfolk.sch.uk)

Follow us on twitter - @ToftwoodFedera1

## Toftwood Infant and Junior School Federation Academic Year routines for arriving and leaving school 2023-2023

### Arrival at school

We have arrangements in place to promote a smooth and settled start for the day.

- Entrance gates at both schools will open at 8.40 and close promptly at 8.55. By giving this time frame for entering we can ensure a settled start to the day, with children greeted by staff as they come in. It also ensures we safeguard everyone as adults do not come onto the playground in the mornings. Added to that, it promotes independence in the children. **Children only** will be permitted to come into the grounds and will walk round to the external doors of their classrooms. At Juniors, SW4 enter through the playground door. **All children must be in by 8.55.**
- Junior children can walk through the infant playground gate and through to the Junior School in the mornings.
- Adults are **NOT** able to walk between the two schools using the adjoining path or enter the premises with children. This is for safeguarding reasons.
- Staff are always on hand to direct children to where they need to be.
- Once you have dropped your child/children, please leave promptly and do not gather around the gates or school sites. Please do this to ensure everyone can arrive and leave safely.
- If you have to drive, please also leave promptly to ensure that we do not cause unnecessary congestion around the schools.
- If you have a message for the office then please email this in before school or phone the office if possible. Staff on the gates are always happy to answer any queries if you would like to ask them.
- Please **DO NOT** use the spaces in front of any vehicle gates for turning as children will be using these when dropped off.
- Bikes and scooters with a Federation Permit may be brought to school and left in the school bike sheds.

Time	Group	Location	Notes
8.40 - 8.55	All Infant children	Infant school playground gate	Children should enter through the playground gate between 8.40 and 8.55. They will then go straight to their external classroom door and cloakroom areas.
8.40- 8.55	Year 3	Junior School 2 <sup>nd</sup> vehicle gate next to the playground gate.	Children will enter through this gate. No traffic will be using this gate. They will then be directed to their classroom doors via the Year 3 terrace area.
8.40 - 8.55	Year 4	Junior School 1 <sup>st</sup> playground gate next to the vehicle gate. (On the left as you look at it from the road)	Children will enter through this gate. They will then be directed to their classroom doors via the left hand side of the playground as they enter. SW4 enter the building through the playground door.
8.40 - 8.55	Year 5	Junior School 2 <sup>nd</sup> playground gate next to the vehicle gate. (On the right as you look at it from the road)	Children will enter through this gate. They will then be directed to their classroom doors via the right hand side of the playground.
8.40 - 8.55	Year 6	Junior school pedestrian gate to the office	Children will enter through this gate. They will then be directed to their classroom door via the paths round the back of the new hall and to the rear of the Year 6 block to their rear classroom doors. They must keep to the path.
8.40 - 8.55	Junior children who wish to walk through instead of around the path	Infant school playground gate	Junior children can walk across the Infant playground. If you do not wish your Junior child to walk across the path on the secure site, then you will need to walk round via the road/paths. If you choose this option, please ensure you leave sufficient time within the 8.40-8.55 window.

## Leaving school

We continue with our end of the day routines for safeguarding purposes and because it streamlines the process.

- Where possible, please limit to **one adult** per family to come to collect children.
- If you have younger siblings with you, then you **MUST** keep them with you. They are not permitted to run off and play or use the play equipment. Please supervise them carefully for everyone's safety.
- You queue in two straight lines per class on the clearly marked areas of the playground
- Please ensure you join your queue line immediately.
- You will have a designated queuing area/line to wait for your child. There is one for each class. Please wait in this line for your child, and children will be handed over in order of the adults in the queue. Please do not wait elsewhere and call a child across to you. We want to hand everyone over safely and also fairly.
- Please leave **promptly** as soon as your child/children have been handed over. Follow the exit walkway and leave via the given gate. (see diagram)
- You will not be permitted to cross from one school to the other; please use the external pathways once you have collected your children.
- **Do not arrive early.** The gates will be locked and you may cause congestion on the paths around the school.
- There is a queuing line for **EACH** class which you will need to join.
- Children with a Federation Permit for their bike can collect bikes from the bike sheds **after** children have been dismissed from their class lines.

### Collection overview

- For collection, we have designated collection areas for each year group and class within it.
- Each class has a queuing line. You need to queue in one/two lines per class, starting where the footprints are and the class name.
- There is a walkway on which you should leave when your child has been passed over.
- **Each year group from Reception to Year 5** has a queue line from which they will need to be collected and where those collecting will need to wait.
- Each class has a designated lining up space in that zone where parents queue in **straight lines** to collect them. Children will be dismissed in order of the line of adults.
- If you have **two children in one school**, collect the one that comes out first, then the other. If they both come out at the same time, go to the queue for the youngest child. Staff will look out for you once we know the children and parents.
- **Please collect your Infant child first and then walk round to collect your Junior child.** Children in Years 5 and 6 can walk home alone if you fill in the form to give your permission for this. This permission will be removed if their behaviour on walking home alone is not in line with our expectations.
- Please leave as soon as you have collected your children, leaving via the walkway in front of your queuing line and following the arrows to leave the playground. Do not cut across the playground or use another route. .

To make this work and be safe, everyone needs to be in the right place at the right time and follow the systems in place. We want to dismiss children as quickly as possible, so please be prompt and ensure your full focus is on the teacher and the class waiting to be dismissed.

Time	Group	Location	Notes
3.15 pm (3.10 for Reception)	All Infant children	Infant school playground	Gates will open at 3 pm Join the queue line near your child's gate for your child's class as soon as you enter, first person stands on the footprints on the line. Keep younger children with you. Children will be dismissed in order of the adults in the queue line. Leave immediately by exit walkway to the playground gate. If you have a child in another year group, please then join their queue line. <b>Please note we will start with Reception children leaving at 3.10 to alleviate congestion.</b>
3.20 pm	Children in Years 5 and 6 who walk home alone	Pedestrian gate at Juniors	Children who walk home alone will leave from 3.20 via the pedestrian gate. Please ensure you have filled in the <b>walking home survey</b> which was emailed previously to indicate if you wish your child to be allowed to walk home alone. Please contact the office if you wish to complete one. Please note, to avoid any confusion, if you give them permission, we will follow this <b>every day</b> . You may find it easier to arrange to meet your child in Year 5 or 6 in the park or at a given meeting point so you do not have to come into the premises, but this is your decision.
3.25	Children in Years 3, 4 and 5		Playground gates will open at 3.10pm Please enter via your child's year group gate and exit this way also. For a diagram detailing collection arrangements and where each class lines up to be handed over to collecting adults please see our <a href="#">Collection Diagram All Year Groups 23-24 document linked here</a> . (You may wish to give permission for your child to walk if in Year 5 and they could walk to meet you if you have siblings to collect)
3.25	Year 6 who are being collected	Rear of Year 6 classrooms	Parents to enter via the pedestrian gate and over the pedestrian crossing towards the office and round to the rear of the year 6 classrooms, entering no earlier than 3.15. Please start the <b>single queue line</b> outside your child's class, behind the path and on the area behind the path. Do not mix queue lines. Leave via the way you came in as soon as you have your child.