

# MAIN SCHOOL BUILDINGS

School playground

Pod 1 entrance (pre school ramp)

Pod 1

Foundation stage garden

Pod 2

Pod 2 entrance & exit

Main Gate

Playground Gate

Main Ramp - Pod 3 & 4 parents enter & exit down the main ramp for drop off & collection

Main Office

Pod 3

Mini Oaks Garden

Pod 4 entrance & exit

Pod 5

Little Acorns Garden

Pod 6

Pod 4

Covered outside area

Pod 3 entrance & exit to school

Pod 5 & 6 entrance

BIKE TRACK

Fire assembly point for all pods is in the foundation garden



## Traffic flow around Acorn from 1<sup>st</sup> June 2020

### Parents please note the following:

1. Parents are not permitted to enter the building at any time, unless they have prior agreement from Lorna.
2. **Acorn parents dropping at 9am and collecting at 3pm.** Please do NOT arrive before 9am – drop off is **only** between 9am – 9.15am. Please enter from the school gate closest to the Acorn building where you can access pods 1 and 2. Collection will be **between 2.45pm and 3pm.** These will work in tandem with school gates opening in order to help reduce the flow of traffic. If you are dropping or collecting at 12, please go to the main office and ring the outside doorbell. Please do not come into the reception.

**Pod 1** – Please drop off and collect children at the bottom of the pre-school ramp. A member of the pod will greet children outside the building. If there is a queue, please keep apart at a 2 metre distance. If you drop before 9am or collect after 3pm, please come to the main reception and use the doorbell. A team member will come out to meet you.

**Pod 2** – Parents enter and exit from the playground gate, walk round the playground, through the foundation garden to the Mini Oaks garden. A member of the pod will greet children at the bottom of the steps into pod 2.

**Pod 3** – OOSC – parents to drop and collect via the main ramp into Acorn. Please use the buzzer on the wall for access. Children will travel too and from school via the foundation garden.

**Pod 4** – Parents enter and exit via the main ramp. Please use the buzzer on the wall for access and drop children at the external door.

**Pod 5 & Pod 6** – Parents enter and exit via the Little Acorns garden to steps at the back of pod 6. A member of the pod will meet and greet them outside.

**NB: No parents to enter the nursery buildings unless previously agreed with Lorna or the office. Please can we ask that only one adult drops or collects children to limit the number of adults on site at any one time.**

## Fire Evacuation Procedure

1. Pod 6 leaves baby room via rear entrance/fire door and travels outside down the bike track to assembly point in foundation garden. Evacuation trolley is stored in the main cupboard between the two pods.
2. Pod 5 leaves baby room via rear entrance/fire door, and travels outside down the bike track to assembly point in foundation garden. Evacuation trolley is stored in the main cupboard between the two pods.
3. Pod 4 leaves toddler room via main grey external door, travels down steps to rear of the building to assembly point in the foundation garden.
4. Pod 3 leaves mini oaks room via main grey external door, travels down steps to rear of the building to assembly point in the foundation garden.
5. Pod 2 leaves via kitchen area fire door, down steps and walk across to the assembly point in the foundation garden.
6. Pod 1 leaves via the main external door, down the ramp and walks round to foundation garden assembly point.
7. Manager leaves from her office with pods 6,5, and 4. Manager closes all fire doors and sweeps building.
8. Office staff leave from office with pods 1,2 and 3. Office staff closes all fire doors and sweeps building.
9. ALL Pod leaders to ensure register is outside for roll call at assembly point.