

Our Ref:TK/CR

15<sup>th</sup> September 2020

Dear Parents/Guardians



### **Pupil drop off/collection arrangements**

**All pupils should be dropped off and collected at the 'Kiss and Drop'** (off of the Hook Norton road).

There are only two exceptions to this:

After prep pupils are to be collected from the Junior School car park, as detailed below. (As the evenings darken, we do not want pupils walking to the Kiss and Drop.)

If a pupil needs to be collected during the school day, for example, to attend a medical appointment, they should sign out at Reception before being collected from the main entrance, and upon return, 'sign' in at Reception to ensure we have an accurate record of pupils on site.

PLEASE NOTE: This Kiss and Drop is a busy area. Please drop your child off and move away as quickly as possible.

### **Prep/After School Clubs**

Pupils in Years 7-13 who remain for prep or an activity must remain in school until 5:45pm. Prep is not a drop in and out session. Pupils booked in must remain for the duration.

**Parents** arriving for collection should park in the Junior School Car Park, at the rear of the dining room, and collect pupils from the outside of the Dining Room at 5:45pm. Please do not enter the dining room.

Ordinarily, pupils in the Junior School, who have siblings in the Senior School, will be taken to the dining room to await collection by parents/guardians. However, at present, due to COVID-19 restrictions, the dining room is not open for non-boarders.

Junior School pupils should be collected from the gazebo by 5:30pm.

### **In an emergency**

If you have an emergency and are unable to arrive at 5.45pm, your son/daughter will be with boarding pupils. Please call the duty phone to establish where they are.

The senior school out of hours emergency telephone number is: 07432 518993

The junior school out of hours emergency telephone number is: 07432 521510

Fielding Boarding House – 01295 781240

Margaret Fell Boarding House – 01295 781255

Please note that these numbers are only to be used if absolutely necessary and cannot be used to pass on messages to pupils or staff.

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Sibford Ferris  
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**Telephone: 01295 781200**  
**Fax: 01295 781204**  
Email: [office@sibfordschool.co.uk](mailto:office@sibfordschool.co.uk)  
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