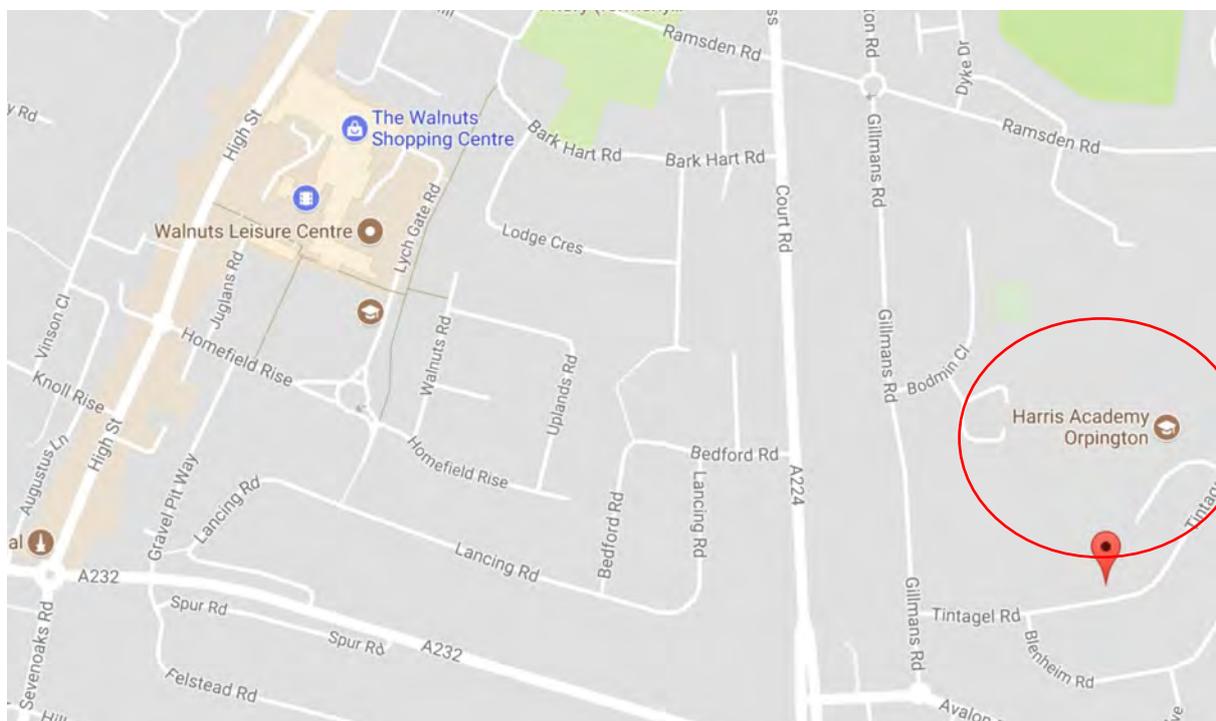


YOU MUST SHARE THIS DOCUMENT WITH THE PERSON WHO IS COLLECTING AND DROPPING THE CHILD TO THE TUITION.

<http://www.harrisorpington.org.uk/>



<https://www.google.co.uk/maps/place/BR5%204LG>



Do not turn left into the sport reception which is just before the shops on Tintagel Road.

Continue straight. The main entrance is just after the road bends left.



Entrance will now be through main car park gate and main reception. Only customers will be allowed past reception point.



If the car park is busy, you may have to park near the shops and walk. There is ample off-street parking.

In rare situations when there won't be anyone at reception, a member of staff will be available on site phone number – 07950 301 992

You may also call me Ash – 07921826207 but I may not pick phone after the class has started.

After passing the reception, you'll reach foyer (open area). That is the dropping/collection area.

Please don't wait there after the dropping/collection.



COLLECT/DROP RULES

1. Parent's co-operation is very important for us to run the classes smoothly. Please don't come too early to drop or late for collection.
2. Parent's co-operation is very important for us to run the classes smoothly. In the past, some parents drop their child in the car park and tell them to come on their own. **This is strictly not allowed.** Under no circumstances should you let your child come to the classroom on his/her own. You must walk with him/her on all occasions. Parents not adhering to this would have their tuition account closed.
3. You sign-in on the sheet upon dropping your child.
4. **You must be able to see the tutor at the time of dropping your child.**
5. If the tutor is inside (usually for Navy class), you drop the child at the second door of the classroom. It may also happen if you arrive late and the class has started.
6. If the tutor is outside in the foyer (for Magenta, Azure, Maroon class), you drop the child at the first door of the classroom.
7. Due to Health and safety guidelines, parents are not allowed to come inside the classroom. Our primary objective is that your child is dropped and collected safely. Therefore, no questions regarding progress, homework etc. would be answered at the time of collection and dropping. You must text your queries (if any) and we'll deal with the queries during weekdays.
8. The time-in and time-out are the timings you should target to arrive and for collection. These are usually +/- 10 mins of the class start /end time.

Class	Time -In	Time-out	Comments
Navy	8:50	10:55	This is the first session of the day. The tutor arrives at 8:45am. Sometimes the chair/tables inside the classroom needs to be re-arranged and the tutor needs 5-10 mins to set up the classroom. Please wait patiently in the foyer on such occasions. Kindly wait for the tutor to provide you the signing sheet. Follow point no. 4, 5 & 6 You must come to collect by 10:55am. Class finish at 11am. You must leave the foyer immediately after collecting your child as the next class parents have to come inside.
Magenta	11:05	13:10	The previous class leaves by 11:05am. You must let them go first before entering the foyer. Kindly don't come before 11:05 into the foyer or block the entrance. Kindly wait for the tutor to provide you the signing sheet. Follow point no. 4, 5 & 6
Azure	13:50	15:55	The previous class leaves by 13:20hrs Lunch time 13:20-13:45 Kindly don't come before 13:50 into the foyer or block the entrance. Kindly wait for the tutor to provide you the signing sheet. Follow point no. 4, 5 & 6
Maroon	16:20	18:20	Kindly don't come before 16:20 into the foyer or block the entrance. Kindly wait for the tutor to provide you the signing sheet. Follow point no. 4, 5 & 6 This is the last class for the day. You must arrive at 18:20 to collect your child. Parents not coming to collect on time would have their tuition account closed. Class finish at 18:30hrs. You collect your child at 18:30hrs. Building is closed at 18:45 hrs.

DIRECTIONS TO CLASSROOM



PUBLIC TRANSPORT

Navigation interface showing start and end points:

- Start: Orpington Village Hall, 311 High St, Orpington
- End: BR5 4LG, Tintagel Rd, Orpington
- Buttons: Leave now, OPTIONS

Send directions to your phone

- via Spur Rd/A232** **3 min**
Fastest route, lighter traffic than usual 0.8 mile
[DETAILS](#)
- 11:54 AM–12:02 PM** **8 min**
R9
- via Spur Rd/A232** **18 min**
0.8 mile

