

Start of day

Who	Where	When
Years 3, 4, 5	Will line up to be collected from KS2 playground Year 3 and 4KW will walk up the back stairs Year 5 and 4JM will use main stairs	8.40am
Year 6	Teachers to open fire exit stairs' door and see children in and up the stairs	8.40am
KS1	Children to come in through classroom door – a one-way system will run from the alleyway toward Avenue Road 2HF to come in through front archway door 2KH to come in through Big A door	8.45am
EYFS	Children to come in through classroom door	8.45

End of day

Who	Where	When
Years 3, 4, 5	Teacher to walk children down Year 3 and 4KW will walk down the back stairs Year 5 and 4JM will use main stairs	3.15pm Friday – 1.35pm
Year 6	Teachers to walk children down the fire exit stairs to see them out	3.15pm Friday – 1.35pm
KS1	Children to be seen out through classroom door and handed over to parent 2HF to come in through front archway door 2KH to come in through Big A door	3.10pm Friday – 1.30pm
EYFS	Children to be seen out through classroom door and handed over to parent	3.10pm Friday – 1.30pm