

### Start of day

Who	Where	When
Years 3, 4, 5	Children will line up to be collected from KS2 playground by staff: Year 3 and 4KW will walk up the back stairs Year 5 and 4JM will use main stairs	8.40am
Year 6	Y6 to line up on the KS2 playground to be collected by teachers and will use the main stairs	8.40am
KS1	Y1 children to come in through classroom door 2NS 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 to KS2 playground: 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: 2NS to exit through front archway door 2KH to exit 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