

| Group | Drop-off time | Point to be used for drop-off and collection | Break time                      | Lunchtime<br>Eat at designated time (E)<br>Play half hour later (P) | Afternoon Outdoor Area         | Collection time | Toilets                 |
|-------|---------------|--|---------------------------------|---|--------------------------------|-----------------|-------------------------|
| Rec A | 8.40          | Reception Gate                               | 10.00<br>(Reception)            | 11.45(E)<br>12.15 (P)   | Reception Area                 | 2.10            | Rec 1 & 2               |
| Rec B | 9.10          | Reception Gate                               | 10.20<br>(Reception)            | 12.15 (E)<br>12.45 (P)  | Reception Area                 | 2.40            | Rec 5 & 6               |
| Y1 A  | 8.30          | Hall Gate                                    | 10.00<br>(1/2 back yard)        | 11.45 (E)<br>12.15 (P)  | (1/2 back yard)                | 2.00            | Girls' by HT Office     |
| Y1 B  | 9.00          | Hall Gate                                    | 10.30<br>(1/2 back yard)        | 12.15 (E)<br>12.45 (P)  | (1/2 back yard)                | 2.30            | Girls' by HT Office     |
| Y2    | 8.50          | Forest Gate                                  | 10.30<br>(Eco Garden)           | 12.00 (E)<br>12.30 (P)  | Eco Garden                     | 2.20            | Boys' by HT Office      |
| Y3A   | 9.20          | Forest Gate                                  | 10.45<br>(Back yard ftball end) | 12.00 (E)<br>12.30 (P)  | (1/2 front yard)<br>In by 1.45 | 2.50            | ½ present KS2           |
| Y3/4  | 9.30          | Hall Gate                                    | 10.45<br>(1/2 front yard)       | 12.00 (E)<br>12.30 (P)  | (1/2 front yard)<br>In by 1.45 | 3.00            | Foyer accessible toilet |
| Y5    | 9.50          | Hall Gate                                    | 11.20<br>(Field)                | 12.30 (E)<br>1.00 (P)<br>Front yard                                 | (1/3 field)                    | 3.20            | Staff toilet on stairs  |
| Y6 A  | 9.40          | Forest Gate                                  | 11.00<br>(Field)                | 12.30 (E)<br>1.00 (P)<br>(Back yard fball end)                      | (1/3 field)                    | 3.10            | ½ present KS2           |
| Y6 B  | 10.00         | Forest Gate                                  | 11.45<br>(Field)                | 12.30 (E)<br>1.00 (P)<br>(Eco Garden)                               | (1/3 field)                    | 3.30            | ½ present KS2           |

| Group | Classroom (present...) | Drop-off and collection point | Staffing<br>1 teacher, 1 TA plus additional TA where required |
|-------|------------------------|-------------------------------|---|
| Rec A | RU                     | Reception Gate                | Mrs Long, Mrs Bond  |
| Rec B | RR                     | Reception Gate                | Mrs Wolfenden, Ms Norman                                      |
| Y1 A  | 1R                     | Hall Gate                     | Mrs Morris, Mrs Moody, Miss Thompson                          |
| Y1 B  | 1U                     | Hall Gate                     | Mrs Bryce, Mrs Smith, Mrs Snaylam                             |
| Y2    | 2R                     | Forest Gate                   | Miss Standaloft, Mrs Garcia, Mrs Turner                       |
| Y3/4  | 3R                     | Hall Gate                     | Mr Lowry, Mrs Walmsley, Mrs McGill,                           |
| Y3A   | 4R                     | Forest Gate                   | Miss Coyne, Mrs Schanze, Mrs McEvoy, Miss Coleman             |
| Y5    | 5R                     | Hall Gate                     | Miss Watts, Ms Parsons, Ms McCobb, Mrs Bolger                 |
| Y6 A  | 6R                     | Forest Gate                   | Miss Jones, Mrs Wright  |
| Y6 B  | 6U                     | Forest Gate                   | Miss Kelly, Ms Banks, Mrs McDougal                            |