

<u>Year Group</u>	<u>Drop off/collection point</u>	<u>Timings for drop off and collection</u>	<u>Morning break</u>	<u>Lunchtime</u>	<u>Staff to cover breaks</u>	<u>Afternoon break KS1 only</u>
Butterflies	Usual entrance/Main Gates	Am- 8.30am-11.30am Pm- 12.15pm-3.15pm	Organised within the daily timetable (1 family group at a time)	11.30- EAT Once finished eating PLAY until 12.25pm (Butterflies playground)	CJ/TB	Organised within the daily timetable
RD	Door to RD classroom, through the gate to the left of the main entrance.	8.30-8.55am Drop off 3.15pm collection	Organised within the daily timetable (Rec class' separate)	11.30-11.55pm PLAY 11.55-12.15pm EAT (Reception playground)	NH	Organised within the daily timetable (Rec class' separate)
RR			Organised within the daily timetable (Rec class' separate)	11.30-11.55pm PLAY 11.55-12.15pm EAT (KS1 playground)	SB	Organised within the daily timetable (Rec class' separate)
1E	Entrance opposite 1E classroom	8.30-8.55am Drop off 3.20pm collection	10.15-10.30am (KS1 playground)	11.30-11.55pm PLAY 11.55-12.15pm EAT (KS2 playground)	LP	2-2.15pm (KS1 playground)
1H			10.15-10.30am (KS2 playground)	11.30-11.55pm PLAY 11.55-12.15pm EAT (MUGA/base level)	AW	2-2.15pm (KS2 playground)
2C	Y2 cloak room entrance/KS2 Playground	8.30-8.55am Drop off 3.20pm collection	10.15-10.30am (MUGA/base level)	12-12.25pm PLAY 12.25-12.45 EAT (KS1 playground)	EH	2.15-2.30pm (KS1 Playground)
2D			10.30-10.45am (KS1 Playground)	12-12.25pm PLAY 12.25-12.45 EAT (KS2 playground)	LA	2.15-2.30pm (KS2 Playground)
3H	Y3 Fire Exit in corridor leading to 3B/KS1 Playground	8.30-8.55am Drop off 3.20pm collection	10.45-11am (MUGA/base level)	12.45-1pm EAT 1-1.30pm PLAY (KS1 playground)	TB	
3B			11-11.15am (KS1 playground)	12.45-1pm EAT 1-1.30pm PLAY (KS2 playground)	ZB	

4H	Year 3/4 cloakroom/KS2 Playground	8.30-8.55am Drop off 3.30pm collection	10.45-11am (KS1 playground)	12.30pm EAT 12.30-1pm PLAY (KS2 playground)	HJ	
4T			10.45-11am (KS2 playground)	12.15-12.30pm EAT 12.30-1pm PLAY (MUGA/base level)	JC	
5B	Year 5/6 cloakroom/KS1 playground	8.30-8.55am Drop off 3.30pm collection	10.30-10.45am (KS2 playground)	12-12.30pm PLAY 12.30-12.45 EAT (MUGA/base level)	MM	
5C			10.30-10.45am (MUGA/base level)	12.15-12.30pm EAT 12.30-1pm PLAY (KS1 playground)	AH	
6W	Main Office Entrance	8.30-8.55am Drop off 3.30pm collection	11-11.15am (KS2 playground)	12.45-1pm EAT 1-1.30pm PLAY (MUGA/base level)	CJ	
6Wa			11-11.15am (MUGA/base level)	12.45-1pm EAT 1-1.30pm PLAY (School field)**	VT	

*We may need to change timings if the field is too wet to use.