

### Whole School Opening / September Timings

	Time for Twos	AM PRE-SCHOOL	PM PRE-SCHOOL	Reception Mrs Price	Reception Miss Judd	1M Mrs Marsh	1/2C Miss Careless	2M Ms Masters & Mrs Exall	3P Mr Pitts	3/4S Miss Skirving	4H Miss Hughes	5K Mrs Keys	5/6F Mrs Foster	6PB Mrs Pickett & Mrs Brannon
Arrival	9:05am	9:05am	12:30pm	8:45am	8:45am	8:50am	8:50am	8:50am	8:55am	8:55am	8:55am	8:55am	8:55am	8:55am
Drop off & Collection Location	Side Gate	Pre-School Gate	Pre-School Gate	Middle play ground	Middle play ground	1M back classroom doors (by field)	1/2C back classroom doors (by field)	2M back classroom door (by field)	3P back classroom door (by field) or main classroom door - see below	3/4S classroom back door.	4H classroom back / fire door.	5K back classroom door.	5/6F Fire door.	6PB back classroom door.
How to get to drop off locations	Walk up School Drive	Walk up School Drive	Walk up School Drive	If coming from top gate, walk down the slope, and wait by the cones on middle playground.  If coming from the School Drive entrance go through the side gate (on the left of the school building) walk around the Key Stage 1 building and wait by the cones on the playground.		If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building and wait on the field.  If coming from the School Drive entrance, go straight up toward the KS1 block and wait on the field.			3P back class door (by field) if using the School Drive entrance.  Via the library entrance (off middle play ground) if coming from top gate and through the main classroom door.	Via side door if coming from School Drive entrance and into the classroom back door.  Via the library entrance (off the middle play ground) if coming from top gate.	Via back / fire door if coming from School Drive entrance.  Via the library entrance (off the middle play ground) if coming from top gate.	If coming from the School Drive entrance, go straight into classroom back door.  If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building towards the field and head towards the classroom back door.	Via Pre-School gate if coming from School Drive entrance.  If coming from top gate, down the slope, on to the middle playground keep left and head towards the Reception's steps into Pre school outdoor area and in through 5/6F fire door.	If coming from the School Drive entrance, go straight into classroom back door.  If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building towards the field and head towards the classroom back door.
Breakfast Club School Hall 7:30 am onwards				Mrs Brooks to collect Reception at 8:45am		Mrs Owen to collect KS1 children			Mrs Culter to take Y3 & 4 to classrooms			Mrs Pardoe to send 5K and 6PB children to classrooms & take 5/6F to classroom across car park		
Play time							10 - 10:15			10 - 10:15			10:20 - 10:35	
Location							Middle playground			Top playground			Middle playground	
Lunch time				11:30 - 12:45	11:45am - 1pm	12pm - 1pm	12pm - 1pm Y1 12:05 - 1pm Yr2	12:10 - 1pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm
Eating location				Hall 11:30 - 12:15	Hall 11:45 - 12:30	Hall 12pm - 12:40	Hall Y1 12:05 - 12:40 Y2 12:10 - 12:40	Hall 12:10 - 12:40	Hall 12:45 - 1:05	Hall 12:45 - 1:05	Hall 12:45 - 1:05		Sandwiches to be eaten in 5/6F & Intervention room 12:20 - 12:40 Tables to be cleaned in classrooms by staff before eating Hot dinners to be collected from hall and eaten in 6PB and 5K	
Lunch play				12:15 - 12:45	12:30 - 1pm	12:45 - 1pm	12:45 - 1pm	12:45 - 1pm	12:20 - 12:40	12:20 - 12:40	12:20 - 12:40	12:40 - 1:05	12:40 - 1:05	12:40 - 1:05
Location				EFYS playground	EFYS playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Top playground	Top playground	Top playground
Dismissal	12pm	11:35am	3pm	3:00pm (For parents with no siblings)  3:05pm (if have other siblings to collect)	3:00pm (For parents with no siblings)  3:05pm (if have other siblings to collect)	3:10pm	3:10pm	3:10pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm
How to get to collection locations	Walk up School Drive	Walk up School Drive	Walk up School Drive	If coming from top gate, walk down the slope, and wait by the cones on middle playground.  If coming from the School Drive entrance go through the side gate (on the left of the school building) walk around the Key Stage 1 building and wait by the cones on the playground.		If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building and wait on the field.  If coming from the School Drive entrance, go straight up toward the KS1 block and wait on the field.			3P back class door (by field) if using the School Drive Entrance.  Wait on the middle playground if using the top gate.	3/4S side door (by field) if using the School Drive Entrance.  Wait on the middle playground if using the top gate.	4H back classroom door (by field) if using the School Drive Entrance.  Wait on the middle playground if using the top gate.	Children will be dismissed through 5K back classroom door.  Children will then either walk down on to School Drive or Walk past KS1 building up the steps towards the top gate.	Via Pre-School gate if leaving on to School Drive. or The children will be taken to the middle playground to be collected and then leave through the top gate.	Children will be dismissed through 6PB back classroom door.  Children will then either walk down on to School Drive or Walk past KS1 building up the steps towards the top gate.
After School Club				Mandy to collect Reception from classrooms		Karen to collect KS1 from classrooms			Tracey to collect Year 3 & 4 from classrooms.			Send straight to hall	Mrs Hyde to take 5/6F to hall	Send straight to hall

**PLEASE NOTE:**

It is vital that parents drop and collect promptly at the arranged times.

Adults are requested NOT to gather on the school grounds.

If you have siblings to drop or collect, please drop or collect your child with the earliest time first and then make your way to their sibling's collection / drop off point.

KS2 – there will be no tuck for sale. Children will need to bring a healthy snack to eat at playtime.

Please remember that children need to come to school wearing their PE Kit on the days they have PE.



Whole School Opening / September Lunch Time Rota

Hours Mandy & Dona 11:30 - 1pm Karen 11:30 - 1:15pm Rhona, Angela & Annie 12 - 1:15pm			1M Mrs Marsh	1/2C Miss Careless	2M Ms Masters	3P Mr Pitts	3/4S Miss Skirving	4H Miss Hughes	5K Mrs Keys	5/6F Mrs Foster	6PB Mrs Pickett & Mrs Brannon
Lunch time Start - Finish	11:30 - 12:45	11:45am - 1pm	12pm - 1pm	12:05 - 1pm Y1 12:10 - 1pm Yr2	12:10 - 1pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm
Location	Hall 11:30 - 12:15	Hall 11:45 - 12:30	Hall 12pm - 12:40	Hall Y1 12:05 - 12:40 Y2 12:10 - 12:40	Hall 12:10 - 12:40	Hall 12:40 - 1:05	Hall 12:40 - 1:05	Hall 12:40 - 1:05	Sandwiches to be eaten in 5/6F & Intervention room Tables to be cleaned in classrooms by staff before eating Hot dinners to be collected from hall and eaten in 6PB and 5K 12:20 - 12:40pm		
Lunch duty	11:30 - 12:15 M - Mandy & Dnona T - Mandy & Donna W - Mandy & Donna Th - Mandy & Donna F - Mandy & Donna  Mandy & Donna to take the majority of children to the EYFS playground	12:15 - 12:30 M - Ann H T - Alex W - Ann H Th - Vikki F - Vikki  Staff to supervise the last remaining children and then take them to Mandy and Donna on the EYFS playground	KEY STAGE 1 M - Jane, Jodie & Sharon O ( 12-12:30pm) T - Jane, Gill, Jodie & Marie W - Jane, Marie, Ann W ( 12-12:30pm) Th - Jane, Marie & Deb R (12-12:30pm) F - Marie, Deb G & Mary (12-12:30pm)			YEAR 3 & 4 M - Jane, Laura & Lisa ( 12:45 - 1:05pm) T - Jane, Marie & Deb G W - Jane, Marie & Sharon H (12:45 - 1:05pm) Th - Jane, Marie & Gill F - Marie, Deb G & Najma (12:45 - 1:05pm)			Annie Hot dinners	Rhona Sandwiches	Annie Hot dinners
Lunch play	12:15 - 12:45	12:30 - 1pm	12:45 - 1pm	12:45 - 1pm	12:45 - 1pm	12:20 - 12:40	12:20 - 12:40	12:20 - 12:40	12:40 - 1:05	12:40 - 1:05	12:40 - 1:05
Location	EFYS Playground	EFYS Playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Top Playground	Top Playground	Top Playground
Lunch Play Duty	Mandy (First Aider) & Donna (First Aider) Hours 11:30 - 1pm First Aid Box taken onto the playground		Karen (First Aider) & Angela First Aid Box taken onto the playground			Karen (First Aider) & Angela First Aid Box taken onto the playground			Annie & Rhona (First Aider) First Aid Box taken onto the playground		
NOTES	Karen available in hall to support Reception and dinner registers for Reception and Year 1 & 2		KS1 will leave the hall altogether at 12:40 and walk up through the corridor to collect their coats / toilet accompanied by a member of SLT. At 12:45 all of KS1 will leave through the KS1 Playground door, walk up the steps and on to the playground.			As soon as KS1 children are in the KS1 corridor, a member of SLT will speak to Karen via the Walkie Talkie and Karen will take the dinner registers outside and will then walk the Year 3& 4 children down to the hall and then return to the middle playground. (Angela will wait on the middle playground)			Children will put their lunch boxes in the class plastic box upon arrival in the morning. This will be taken by a member of staff to 5/6F for lunchtime. After lunch, the children will place their lunch boxes back in the correct class plastic box and it will be returned to the correct class during the afternoon.  No children will leave the room until everyone has finished eating. Rhona will escort the sandwich children, through the school corridor, Out through the door by 3/4S across KS1 and up the steps on to the Top Playground. Annie will supervise one room at a time, taking their plates back into the hall. The children will then return to the room where they ate lunch and line up by the back door. Anie will take the children from both classrooms, across past KS1 and up the steps on to the top playground.		
WET LUNCH TIMES (Class teachers to leave a film on the whiteboard for the children)  All dinner ladies to have a walkie talkie.	Donna to leave at 12:20pm to supervise 3/4S & 4H. Children to eat sandwiches and dinners in the Hall as normal  Mandy & and Member of staff from Reception to escort the children back to the classrooms and then Mandy will supervise whilst watching a film.		Annie to supervise 1M & 1/2C Sandwiches in the classroom. Hot dinners as usual time. Then children back to classrooms where children can watch a film.			Karen to supervise 2M & 3P (These children are to stay in separate classrooms and not mix) Sandwiches in the classroom. Hot dinners as usual time. Then children back to classrooms where children can watch a film.		Donna to supervise 3/4S & 4H Sandwiches in the classroom. Hot dinners as usual time. Then children back to classrooms where children can watch a film.		Angela to supervise sandwiches from Year 5 & 6 in 5/6F & intervention room.  Rhona to supervise children having hot dinners to collect and eat in 6PB and 5K ( if there is room children may be able to eat in the hall). Then children back to classrooms where children can watch a film.	

**1st week - Thursday 3rd September and Friday 4th September - just sandwiches**

**No Reception**

**No Year 1**

Year 2 - sandwiches in hall

from 12 - 12:30

Year 2 Middle playground 12:30 - 1pm

Karen and Angela

Donna & Mandy in the hall supervising and cleaning

Year 3 & 4 sandwiches in hall

from 12:45 - 1:10pm

Year 3 & 4 Middle Playground 12:20- 12:45

Karen and Angela

Year 5 & 6 sandwiches in own classrooms

12:20 - 12:40

Annie supervise 6PB & 5K

Rhona supervise 5/6F

Year 5 & 6 Top Playground

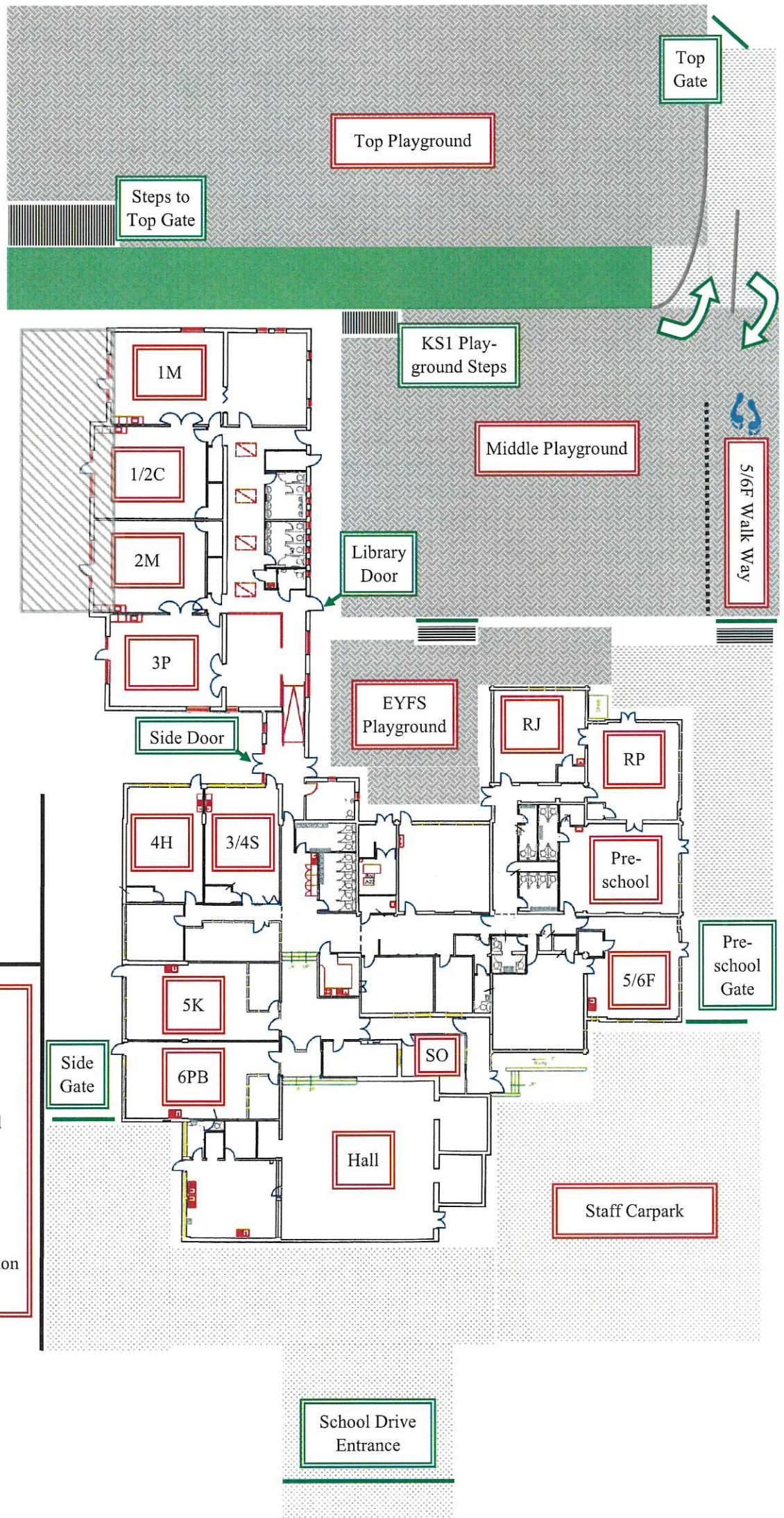
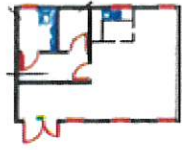
12:40 - 1:10pm

Rhona & Annie

Rhona to escort 5/6F children through the corridor and out through the door by 3/4S and across the back of KS1 and up the steps onto the Top Playground  
Annie will escort both 5K and 6PB through their classroom fire exits across the back of KS1 and up the steps on to the top playground

**Week 2 - Donna & Mandy supporting in the hall and where necessary**





### Key

RJ - Miss Judd  
 RP - Mrs Price  
 1M - Mrs Marsh  
 1/2C - Miss Careless  
 2M - Miss Masters & Mrs Exall  
 3P - Mr Pitts  
 3/4S - Miss Skirving  
 4H - Miss Hughes  
 5K - Mrs Keys  
 5/6F - Mrs Foster  
 6PB - Mrs Pickett & Mrs Brannon  
 SO - School Office