

Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

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Dear Parents/Carers

We are writing to you to explain the entry and exit routines into the school, for your children from September. We are also giving you the information on where each class will be located in terms of classrooms next year. Please be assured that there will be several members of staff located at the gates to point you and your children in the right direction on the first day back. Additionally, teachers will meet their new classes outside on the first morning they are in school. During the transition day, the new class teacher will be with the children in their new classroom and will also show children how they will be entering and exiting the building.

### Gates at the beginning and end of the day

**Reception** – Children will enter and exit through gates 2 and 3, which lead directly onto the Reception playground, from which they will be dismissed at the end of the day.

**Year 1** - Children will enter and exit through gates 2 and 3, which lead directly onto the Reception playground, from which they will be dismissed at the end of the day. *Please note:* 1H will exit through the back of the KS1 hall.

**Year 2** – Children will enter and exit from gate 6 or 7 (through onto the canteen playground). They will enter the school building through the doors by the boys toilets.

**Year 3**– Children will enter and exit from gate 4 and enter the school through the door linking the old KS1 building and the new build (where the current 2D and 2B currently enter).

**Year 4 (except 4W)**– Children will enter and exit from gate 4 and straight into their classrooms

**Year 5 and 4W** – Children will enter and exit from gate 6 or 7 (through onto the canteen playground). They will enter the school building through the doors by the boys toilets.

**Year 6** – Children will enter and exit from gate 4 and straight into their classrooms.

### Classroom Allocations

**Rabbits** – Located in the first classroom on the left as you look at the building.

**Hedgehogs** – Located in the middle classroom of Reception.

**Squirrels** – Located in the classroom adjoining the main KS1 corridor.

**1H** – Will be located in the current 1W classroom, third classroom along the corridor, closest to the new build.

**1T** – Will be located in the current 1T classroom, middle classroom along the main corridor.



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National Teaching School  
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Teaching & Leadership

**1N** – Will be located in the current 1L classroom, first classroom along the main corridor, nearest to the Reception classes.

**2F** – Located in the lower corridor of the old KS2 building, nearest classroom to the right of the school office.

**2M** – Located in the current music room on the top floor (which is being converted to a classroom this Summer).

**2B** – Located in the current 4C classroom, on the top floor of the old KS2 building, next to the current music room.

**3G** – Will be located on the top floor of the new building, in the classroom nearest to the old KS2 building.

**3J** - Will be located on the top floor of the new building, in the middle classroom.

**3B** – Will be located on the top floor of the new building, in the classroom nearest to the old KS1 building, next to the staffroom.

**4C** – Will be located on the ground floor of the new build in the second classroom from the office.

**4W** – Will be located on the top floor of the old KS2 building, in the current 5C classroom.

**4D** – Will be located on the ground floor of the new build in the first classroom from the office.

**5C** – Will be located on the top floor of the old KS2 building, in the current 4H classroom, next to the finance office.

**5M** – Will be located on the top floor of the old KS2 building, in the current cooking room (which will be converted into a classroom in the Summer), next to the finance office.

**5P** – Will be located on the top floor of the old KS2 building, in the current 4F classroom (next to the Digiverse).

**6S** – Will be located on the ground floor of the new build in the fourth classroom from the office, nearest to the old KS1 building.

**6J** – Will be located on the ground floor of the new build in the third classroom from the office.

Thank you again for all your support this year and we do hope you have a lovely Summer.

Yours sincerely

Martin Roughley

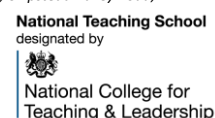


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