

Times of the school Day

Pupils should not arrive at on site before 8.45 am, when staff come on duty. The doors will be closed at 8.55 a.m. when the school day starts. Children who are late are required to come to the main entrance and report to the school office so that they can be properly registered at the start of the day. Please be aware that our registers are open until 9.25am and pupils who arrive after this time are recorded as an Unauthorised Absence however, we will monitor any children who regularly arrive after the start of the school day and may need to refer to the Education Welfare Officer for further support.

Dropping off

The school day runs from 8.55am to 3.15pm although for our Reception children we offer a 'flexible finish' between 3pm to 3.15pm which allows parents/carers to collect the children at any point within this 15-minute period which is particularly helpful if families have to collect siblings from the playground at 3.15pm.

Reception children enter (and leave) school via their classroom pencil gate where a member of Red Class team will be on duty. As children move to Year 1 they will enter the school via the 'morning entrance' adjacent to the Reception entrance. For our Reception children we support the children in using this entrance towards the end of the summer term to build confidence and familiarity with the routine ready for the September term.

Picking up

Children in Reception class should be collected from their classroom gate between 3pm and 3.15pm. Years 1 -6 are collected from the lower playground. Children are supervised by their class teacher during the dismissal procedure to ensure children are safely reunited with parents. When children get to Year 6 they are permitted to walk home alone with parent consent. If parents are delayed for any reason we would appreciate a phone call to the school office where possible. Any children not collected are taken to wait inside the school reception area supervised by the office staff until parents arrive.

