

OUR SCHOOL DAY

8.45 am	A member of staff will be on duty from 8.45 am. Children can be left on the playground from that time. Parents can wait with their children outside the classrooms. The bell will be rung at 8.55 am.
8.55 am	School begins. Children who arrive after 9 am will be registered as late and must be signed into the 'late book', which is held in the school office, by an adult. Any arrival after 9.05 am will have an unauthorised late recorded except in exceptional circumstances.
10.30 am – 10.45 am	There is one break of 15 minutes for all children in the morning
12.00 noon	Lunchtime
1.00 pm	Afternoon School Begins
2.15 pm	Afternoon break of 10 minutes for Foundation Stage and KS1 children.
3.20 pm	<p>End of the School day. Parents should wait outside the classrooms for the children to be dismissed.</p> <p>Children must be collected by an adult known to the staff. Please inform the Office Manager if a different adult is collecting your child on a particular day.</p> <p>If you have a regular arrangement for another adult i.e. child minder, grandparent to collect your child please ask the Office Manager for a child collection form.</p>

