

THE SCHOOL DAY

8.30am or 8.40am if wet	The school gates are opened by a member of staff – usually the headteacher. Children and parents / carers are able to come into the playground.
8.45am	The same member of staff will tell the children that they may go up the slope to their classrooms. If it is wet, the children go straight to their classrooms on entering the playground. Once all parents / carers have left the playground, the gates are locked. There will be activities for the children to settle to on arrival in the classroom. Parents should only go in to talk to the teacher if it is absolutely essential. It is better to make an appointment to see the teacher later in the day – this can be done through the school office or headteacher.
8.55am	School officially starts and the register is taken. Children who arrive after the gates have been locked at 8.50am must report to the school office and parents will be asked to sign them in to ensure that they are registered.
10.10am	Assembly
10.30-10.45am	Playtime
12.15pm	Lunchtime
1.15pm	Afternoon school begins
3.20pm	The children are taken out to the playground by their teachers and wait in class lines until the teacher sees the adult that each child is going home with. Please ensure that information about who is collecting children from school is up to date and that if any changes are made, a note is given to the teacher in the morning. In case of last minute changes, please phone the school office with details. The teachers will not let children go with any adult other than the one specified by the parents.