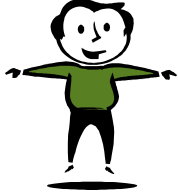
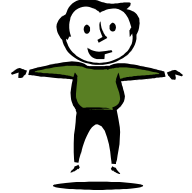




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# *Morning Arrangement Years 3-6*



The parent's drop off point for children in these Year groups is the wooden gate that leads onto the school playground.

To ensure children's safety, we would kindly ask that parents do not come onto the playground

At 8:40 am the doors are opened for children to enter the school. A teacher is present at this gate to ensure that no child can exit the gate.

At 8:45 am the bell sounds for the official start of school. The doors will be closed shortly after this time. Any children arriving after this must enter through the school main entrance

Registration begins at 8:55am and ends at 9:00am. Any child coming into school after this time is marked as late.

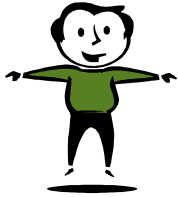
## **What if I urgently need to speak to my child's class teacher before school?**

We appreciate that on occasion you will need to inform the teacher about something that will affect the way a child will be able to work or will behave that day (for example a family crisis).

Should this happen please come into the school office and ask to speak to the class teacher **before** 8:30am. After this time teachers are unavailable as they are preparing for the day. However if you inform the school office, a message can be forwarded onto the correct person.

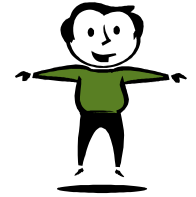


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# *Morning Arrangement*

## *Reception, Year 1&2*



The parent's drop off point for children in these Year groups is the class room door.  
At 8:40 am the doors to these classrooms are opened and children enter the class and take their belongings to the cloakroom.

Registration begins at 8:55am and ends at 9:00am. Any child coming into school after this time is marked as late.

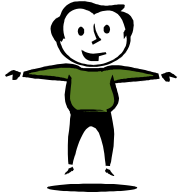
### **What if I urgently need to speak to my child's class teacher before school?**

We appreciate that on occasion you will need to inform the teacher about something that will affect the way a child will be able to work or will behave that day (for example a family crisis).

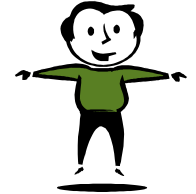
Should this happen please come into the school office and ask to speak to the class teacher **before** 8:30am. After this time teachers are unavailable as they are preparing for the day. However if you inform the school office, a message can be forwarded onto the correct person.



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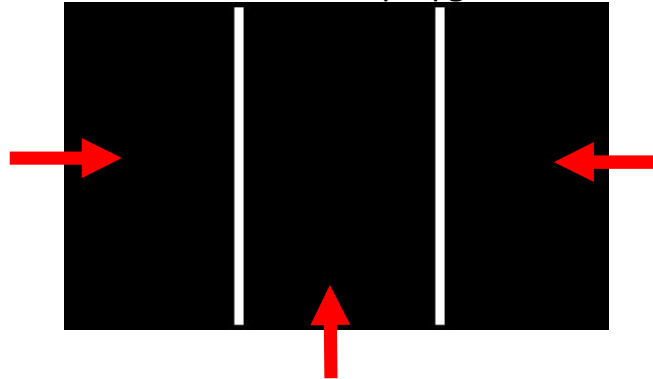


# *End of School Arrangements*



The collection point for children after school is the playground. The playground is split into 3 areas

1. An area where classes wait for parents



2. An area for parents to wait for children

3. A 'no mans land' area between

We ask that no parent enters this area to ensure the safety of our pupils during the handover period

## **KEY STAGE 1 (INFANTS)**

At 3:10 pm school ends for Key Stage 1. Teachers will bring children onto the playground and will wait with their class on the white line. When the teacher sees a child's parent they will allow the child to cross the 'no mans land' area to their parent.

Any child that is not collected at this time is taken back into school and waits in the school office until a parent can collect them.

## **KEY STAGE 2 (JUNIORS).**

At 3:15 pm school ends for Key Stage 2 (Juniors). Teachers will bring children to the white line. Children cross the 'no mans land' area to their parent or walk home.

Any child that is not collected at this time is taken back into school and waits in the school office until a parent can collect them.