

## **THE SCHOOL DAY**

**Breakfast Club:** a School breakfast is available every morning, in the school hall, between 8.00 and 8.45 am. It is open to children from Reception to Year 6 at a cost of £2 a day; bookings are made on a Friday for the following week and payment should be made through Parentpay. Registration forms are available from the School Office.

### **Nursery**

Morning Session: 8.45 am - 11.45 am

Afternoon Session: 12.30pm - 3.30 pm

Children may be collected between 11.30 and 11.45am and between 3.15 and 3.30pm. Nursery offers a part time place, currently 5 morning sessions or 5 afternoon sessions.

### **Reception Class**

Day begins: 8.55 am and ends at 3.00 p.m.

The Reception door is open at 8.50 am; the school day starts at 8.55 am Reception Class children enter and leave the building by their own door.

### **Key Stage 1: Year 1 and Year 2**

Morning session: 8.55am – 10.25 am BREAK 10.25 am -11.40 am.

Afternoon session: 1 pm – 2 pm BREAK 2.15 pm - 3.05 pm

### **Key Stage 2 – Year 3-Year 6**

Morning session: 8.55am- 10.30am

10.30am-10.45am BREAK

10.45am-11.40am: BREAK (5 mins exercise / brain break)

11.45am-12.15pm: Basic skills session

Afternoon Session: 1.00pm – 3.10pm

**At the start of the school day, 8.45am staff 'on duty' go onto the playground.**

**8.50am** the whistle is blown on the playground and the children line up. All teachers are required to meet their classes and bring them into school, **8.55am** the school day begins.

**At the end of the school day, all teachers take their class out to meet their parents/carers as required by the school safeguarding procedures. It is a parent's responsibility to notify school staff in advance of any changes to childcare arrangements.**

### **PUNCTUALITY**



**Good timekeeping is important to school life and is encouraged and promoted throughout school.** Children should arrive at school in time to join their class on the playground but no earlier than 8.45am when a member of staff is on duty. The children's doors are secured at 8.55am and all late-comers will need to come to the School Office. The registers are closed at 9.15 am and should be returned to the School Office at this time. Persistent lateness is seen as a cause for concern and is followed up with the Local Authority Family Support Officer.

**Children should not be in school for more than ten minutes before the beginning of the morning session or end of the afternoon session, except in exceptional circumstances, when written arrangements have been agreed with the school, as the Governors cannot accept responsibility for their safety or supervision outside of these times.**

Children who need to leave school for any reason during the school day must be signed out from the School Office and given a slip that explains their absence from school.