



School Day Procedures

This statement seeks to clarify the school's current procedures for the school day, including timings and specific arrangements. Children are required to attend school for 190 days in a school year. The Trust will determine the school's term dates and holiday dates in advance and will publish these on the school's website and notify parents and carers via our regular school newsletter.

Timings of our school day are determined by the school and may be subject to change. This document outlines our current school day and explains some of the procedures for parents and carers around this. Through our day planning, we aim to ensure that children are in school for at least 32.5 hours per week.

Nursery

The Nursery operates for a three-hour session per day for those children accessing the 15 hour offer, and for six hours per day for those accessing the 30 hour offer.

15 hours offer: 8.45 to 11.45

30 hours offer: 8.45 to 2.45

Parents and carers bring their children to the main door of the Nursery building for the start of sessions. Children who arrive late to Nursery should be brought in via the main office (O'Leary Street). At home time , parents/ carers are asked to wait in an orderly queue at the same door as the children enter through. Nursery staff will supervise the children carefully inside the building and dismiss them one at a time to an appropriate adult. Our staff will only release children to the care of known adults who are identified on the child's contact list. Please be advised that there may be a delay if we need to check the identity of an adult. Changes to the list of names on your child's contact list can be made in person at the school office, or in writing.

Reception

Start: 8.50 End: 3.20

Children are taken to the Reception gate and collected from the same point.

Year 1 and Year 2

Start: 8.40 End: 3.15

Children line up on the playground near to the conservatory door once the teaching staff arrive outside to collect them. They are collected from the MUGA (Multi Use Games Area) on the main playground.

Years 3 and 4

Start: 8.45 End: 3.20

Children line up on the MUGA when the teachers arrive to it in the morning; and they are collected from the same space.

Years 5 and 6

Start: 8.50 End: 3.25

Children line up on the main playground once the teachers arrive outside in the morning. They will be dismissed from the same place.

Some children in Years 5 and 6 are allowed to walk home alone. Parents and carers are asked to send written permission to the school office for this to happen (can be via email). Children will not be released to walk home alone without this.

All year groups:

No child in a year group below Year 5 should ever be left unaccompanied on the playground before school, and those in Years 5 or 6 only if parents/ carers are satisfied that they can take responsible actions when on their own. Our staff will raise concerns about any child known to have been left on their own, which may result in seeking further advice from external agencies.

Children should be appropriately supervised at all times whilst on the school playground, and should not be allowed to play on the school's equipment.

All children should be collected by an adult named on their contact list – this is the list of contacts the primary carers provided to the office. This can be amended by visiting the school office in person. We do understand that parents and carers can get delayed from time to time, and ask that you communicate with the office if you know this may happen. In the event that alternative arrangements need to be made for collection, this should be by another adult, or young person over the age of 16 as a minimum.

Parents and carers are asked to pass any messages to the staff on duty who are there to collect messages, or to the main office (in person, via telephone or email). This is to avoid distractions for our teaching staff.

The timings of the school day are determined by the school's Local Governing Committee. It is not possible to change these temporarily or permanently for individual children for any purpose.