

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.

K Morris, Headteacher