

| Main School | |
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| 7.45 – 8.45 | Breakfast Club upstairs in the Children’s Centre. The children are then supervised to join the others on the playground at 8.50 |
| 8.45 - 8.55 | <p>KS1 and KS2 Children come onto school premises and wait in an orderly way, on the main playground.KS1 children must be accompanied by their parents.</p> <p>Foundation 2 children are taken straight to their classrooms. A staff member will be on duty in the playground. Parents of KS2 children take responsibility for knowing if their child is safe to be left without them at this time.</p> <p>At 8.55 the whistle is blown by the staff member in charge and children line-up with their class and teacher. Parents may pass on quick urgent messages at this time if needed, however if something needs to be discussed at length, an appointment will need to be made through the office. Parents can also write notes which will be read daily in the home/school link books.</p> |
| 8.55 – 9.05 | Registration and dinner arrangements. |
| 9.00 – 9.05 | Registers are sent to the main office (any children arriving after 9.05 am will receive a late mark and should report to the school office). |
| 9.15 | <p>Children arriving after this time will be marked absent for the morning session. To ensure that this is recorded as an authorised absence, parents should contact the school giving the reason for the absence or lateness. All children who arrive late for school, or who are being collected from school, must report to the office to be signed in or out. This is so that we have an accurate record of the number of children on the premises. Any children arriving after 9.15 will not be able to gain access via the back of the school because the gates will be locked. If your child is going to be absent from school, please contact us before 10 am of the morning of their absence to let us know why; there is a telephone messaging facility set up which allows you to do this. In the event that you do not contact us, we will contact you after ten o clock on the first day and each day subsequently.</p> |
| Mon-Thurs 9.10-9.25 | Assembly/Collective Worship |
| 10.20 - 10.30 | KS1 Playtime |
| 10.45 - 11.00 | KS2 Playtime |

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| 11.45 - 1.00 12.00 -1.00 12.30 - 1.30 2.15 - 3.15 | Early Years Lunch KS1 Lunch KS2 Lunch KS1 Playtime |
| Fridays only 9.10-9.30 10.20 - 10.30 10.30 -10.45 11.45 - 1.00 12.00 -1.00 12.30 - 1.30 2.15 - 2.30 | Celebration Assembly KS1 Playtime KS2 Playtime Early Years Lunch KS1 Lunch KS2 Lunch KS1 Playtime |
| 3.15 | School ends. Unless the parent requests otherwise, KS2 may leave unaccompanied by an adult. KS1 children must be handed over to an adult or a child over 14. In the event that a different person is picking up a child the school should be informed and a password agreed. |
| Mon - Fri 3.15 – 5.30 | After-school Club in Children’s Centre |