

THE SCHOOL DAY

Breakfast Club: a School breakfast is available every morning, in the school hall, between 7.45 am and 8.45 am. It is open to children from Reception to Year 6 at a cost of £2.50 a day; bookings are made on a Friday for the following week and payment should be made through MCAS. 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: 8.50 am and ends at 3.00 p.m.

The Reception door is open at 8.35 am and closes at 8.45am. The school day starts at 8.50 am Reception Class children enter and leave the building by their own door.

Key Stage 1: Year 1 and Year 2

Morning session: 8.50am – 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: 8.50am- 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, 8.35am staff 'on duty' open the school gates. Children enter school via the gates and go straight to their classroom where they are greeted by their teacher.

8.45am the school gates are closed. By this time children should be seated at their desk ready to start their school day at **8.50am**

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 but no earlier than 8.35am when a member of staff is on duty. The school doors and gates are secured at 8.45am and all late-comers will need to come to the School Office and will receive a late mark. 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 may be asked to provide evidence of their absence from school.