



School Hours

Our school hours are from 7.45am to 2.45pm. All pupils are expected to be in school by 7.45 am. Gates will open at 7.30am for pupils. Pupils will not be allowed to enter school grounds prior to 7.30am as there will be no supervision available. In the afternoon, gates will open for parents collecting their children at 2.45pm. Pupils using the bus service will depart from school no later than 3.00pm

Arrival and Departure Procedures

Parents dropping off and picking up their children must use the following gates:

Foundation Stage: Gate 3

At 8.00am, all gates will close except for Gate 3. From 8.00am till 8.20am, all late pupils must enter through Gate 3. At 8.20am, all gates will close and pupils will not be allowed to enter the school unless the school has been notified. This rule will be strictly enforced and the school expects the full cooperation of parents.

Pupils will be allowed to enter after 8.20am only in case of emergencies and ONLY if parents have informed the school of the emergency. Oversleeping, etc is not considered an emergency!

Important Procedures

- Parents must collect their children PROMPTLY at 2.45pm.
- Anyone collecting a pupil must be in possession of the Pupil ID which will be provided to parents at the beginning of the school year
- Starting 3.15pm, pupils who have not been collected will be supervised by Security.

Early Departure:

- Parents must inform the **Reception** directly.
- **The Reception** must be informed by 12.30pm of changes in collection procedures.
- Pupils will not be able to leave without proper notification
- Parents must collect their child directly from the Reception, and a pass to leave school early will be issued.

- Children are not allowed to wait at the school gate.
- The school may contact parents to collect their child early if it is deemed necessary