

TAKEN FROM THE SCHOOL PROSPECTUS

SCHOOL HOURS:

There is no supervision in the playground prior to the beginning of the school day and until children are admitted into the building responsibility for them rests with the parents. Children should arrive at **8.50am** for registration. Lessons start at 9.00am.

Parents are asked to wait in the playground when collecting their children at **3.00pm** when school finishes.

NURSERY TIMES:

There is a choice of available sessions; these are

Monday – Friday Morning sessions only: 8.45 – 11.45am

Monday – Friday Afternoon sessions only: 12.15 - 3.15pm

Monday – Wednesday Full time sessions: 8.45 – 3.15pm (11.45am finish on Wednesday)

Wednesday – Friday Full time session: 8.45 – 3.15pm (12.15pm start on Wednesday)

All nursery children must be brought and taken home by a responsible adult and not by a school child.

ATTENDANCE AND PUNCTUALITY:

All pupils are expected to attend regularly and punctually. School follows the DfES guidance on attendance and good attendance is encouraged.

It is important that your child attends school regularly and punctually because this not only develops good habits for future life and work, but also enables pupils to benefit from the education being offered. Each and every lesson is important and any lesson missed cannot be repeated.

Registers are marked at the beginning of the morning and afternoon sessions. The registers are kept open until 9.30 am and 1.30 pm. A child arriving after the register has been marked but before the end of these periods will have their absence mark cancelled and replaced by a late mark. Children arriving after the prescribed 30 minutes are legally absent and this could be counted as an unauthorised absence.

Registers are sent to the office and external classrooms doors are closed at 9.00am, so late arrivals need to sign in at the main office after 9.00am. Pupils will not be admitted to the classrooms via the individual cloakrooms after 9.00am. Although lateness is a poor start to your child's school day, we would prefer to have a child arrive late rather than not at all!

If you collect your child for an appointment or return your child after an appointment please sign them in or out at the school office.

APPOINTMENTS

Medical and Dental appointments should be made out of school hours. If this is not possible, parents should seek permission before the day of the appointment by showing the appointment card or sending a letter. If prior permission is not sought the absence is unauthorised. If the child is kept out of school for longer than necessary, e.g. all day for an afternoon appointment, then the additional absence will be counted as unauthorised. Exceptions will be made in the case of an emergency, providing the school is informed as soon as possible.