

## Procedures for the beginning of the school day

(From September 2018 - whilst building work is in progress)

Parents/carers and children should use the pedestrian path to enter and exit the school grounds. For health and safety reasons the driveway should not be used by pedestrians.

Parents/carers and children should wait at the front of the building for the handover to school staff. Staff will open the atrium door at 8.45 for children to enter school. Children remain the responsibility of parents/carers until this time.

Parents are encouraged to allow children to enter school independently unless there is a specific reason for parents to come into school to speak to staff. If possible, please use the main blue door at Reception to speak to Mrs Paskin in the office.

Once in school, children put away their bags and make their way outside onto the playground where staff are waiting on duty. (In the case of bad weather children will remain in their classrooms with their class teacher.)

The bell will ring at 8.55 and the children will line up and make their way into school with their class teacher.

Any child arriving at school after the atrium door is closed at 8.55 will need to use the main blue front door to be let into school. If arrival is after 9.00 the parent will need to complete a Punctuality notice from the office.

If your child will not be in school, please ring before 9.30 giving the reason for absence.