

Procedures

SCHOOL HOURS

Reception and Key Stage 1 Children	8.55 a.m. – 12.00 p.m. (including 15 minutes break) 1.00 p.m. – 3.05 p.m. (including 10 minutes break)
Key Stage 2 Children	8.55 a.m. – 12.00 p.m. (including 15 minutes break) 1.00 p.m. – 3.15 p.m.

The length of each teaching week, excluding the statutory daily act of worship, registration and break times, is 21.75 hours for Key Stage 1 and 23.75 hours for Key Stage 2 pupils.

Children should not arrive at school before 8.45 a.m. The playground is supervised from 8.45 a.m. onwards. Teachers collect their classes from the playground at 8.55 a.m. When the weather is wet children will be permitted to proceed quietly to the classroom (after 8.45 a.m.) where an adult will supervise them.

Parents should ensure that children arrive on time. Lateness causes disruption to lessons and embarrassment for the child. It is a legal requirement that a child's attendance is both regular and punctual.

Children must be collected punctually at the end of the day. Parents should wait in the playground. If children are not collected on time, they must report back to the classteacher. Parents should inform the school of changes made to collection arrangements. No child will be allowed to leave with a stranger.

The school has a Travel Plan which encourages children to walk or cycle to school (where possible) as a more healthy option to car travel. Bike racks are provided for those cycling to school.

The school encourages road and safety awareness through the Footsteps Training for younger pupils, visits / talks from the Police and Cycling Proficiency Training for the Year 6 pupils.



ABSENCE FROM SCHOOL

It is essential that children attend school regularly if they are to receive full coverage of the National Curriculum and make good progress. Parents must inform the school (by telephone, letter or a visit to the school) of the reason for any absence from school. In the case of illness, contact should be made by telephone before 9.30 a.m. on the first day of absence. This is to ensure that all children are safe and have not had an accident or mishap on the way to school. All absences and accompanying reasons are recorded in the class register. Unaccounted absences are treated as unauthorised. Unexplained or frequent absences and continual lateness will be reported to the Educational Welfare Officer.

Parents are encouraged not to take family holidays during school terms. However, if work commitments do not make this possible, then a holiday form (available from the school office) must be completed. Schools are only able to authorise a maximum of two weeks holiday a year.

If parents need to take their child out of school during the school day for any reason, they must inform the school office. The staff will bring the child to the school office ready for collection. For security, children may not be collected from the playground or the classroom.

