

# School Hours and Late Collection of Pupils

## Start and End of Day Times

It is a challenge to squeeze the timetabled lessons into the school week. Therefore Registration takes place promptly 10 minutes after the doors are open in the morning (see times below) with teaching commencing immediately afterwards (members of the Senior Leadership Team walk the corridors during registration time to ensure that all pupils are in class and not wasting time by the coat pegs).

	<b>Doors open</b>	<b>Registers taken and lessons start</b>
<b>Nursery</b>	<b>8.50am - 8.59am</b>	<b>9am</b>
<b>Reception</b>	<b>8.45am - 8.54am</b>	<b>8.55am</b>
<b>Years 1-6</b>	<b>8.35am - 8.44am</b>	<b>8.45am</b>

To allow children time to settle into school in the morning, sort out their belongings and pass messages onto their class teacher we open the doors 10 minutes earlier than registration time. Please endeavour to drop your child off when the doors are opened in the morning. Children who arrive at school after their door is closed and before 9.20am will have to enter school via the main office to sign in. They will be recorded as present but late. Any child arriving after 9.20am will be issued an ultra-late mark which is classified as an unauthorised absence.

We stagger the finish times at the end of the day to try and alleviate the difficulties you face with parking (we would however, encourage you to walk by engaging in our Walk Once a Week scheme). The end of day times for the different age groups across the school are as follows:

	<b>Collect Children</b>
<b>Nursery &amp; Reception</b>	<b>3.05pm</b>
<b>Years 1 &amp; 2</b>	<b>3.12pm</b>
<b>Years 3, 4, 5 &amp; 6</b>	<b>3.15pm</b>

In an exceptional case should you find yourself struggling to collect your child on time, please can you contact the school office (01782 233280) and inform them of who will be picking your child up or if there is no-one available to do this, then ask a member of the office staff to inform the class teacher.

At times, we have been left supervising uncollected children for a significant period of time at the end of the school day. This can be a safeguarding issue and we therefore have an 'Uncollected Child Policy'.

If your child is not collected within 15 minutes after the end of their school day, the following steps should be taken:

- A check should be made for information about changes to the normal collection routines
- Reasonable attempts should be made to contact:
  - Parents or carers at home or at work
  - Other adults authorised to collect the child from the setting
- The child should not leave the premises with anyone other than the parents or nominated carers. If no-one can be contacted to collect the child after one hour, the relevant Children's Social Care Area Team or Police should be contacted.

**It is therefore essential that your contact details are kept up to date. If you change any contact details, please inform the school office immediately.**

