SCHOOL TIMES

School starts at 8.45am for all children. Pupils should be in class by 8.45 and ready to start their day.

School ends for all pupils at 3.15pm.

THE START OF THE SCHOOL DAY.

Parents can drop children in all year groups off from cars using the roundabout drop off area at the front of the school. The DROP OFF starts from 8.30am until just before 8.45am.

Children are able to walk around onto the playground, either with their parents/carers or independently between 8.30am and 8.45am, where they will be supervised by school staff as they enter the school building. (Children will no longer gather on the school playground before school but will go straight into class)

No pupils should arrive at school before 8.30am as staff are not on duty to supervise.

To keep the drop off running smoothly, in our dedicated "drop off zone" we ask that parents not leave their vehicle and that children are on the pavement side of the car. There will be members of staff from school or Treehouse on duty outside the school and/or playground to ensure:

- *Drivers drive safely and do not stay parked in the drop off zone*
- *Children walk through the internal gate and onto the playground*
- *Children do not leave the premises*

Children will receive support from staff on how to stay safe and where to go once they are dropped off.

If the footpath gate is closed the child must report to the office.

ARRIVAL ARRANGEMENTS FOR EVERGREEN

Evergreen is located at the far end of the school car park. Staff will liaise with parents and transport companies to ensure smooth drop off and collection.

Access to this provision will happen between **9.00am and 9.15am**.

Departure for Evergreen children will normally take place **between 2.30pm and 3pm.**

THE END OF THE SCHOOL DAY

No vehicles will be allowed on site at the end of the school day. (With the exception of Blue Badge holders and those with a prior agreement with the Head Teacher or School Site Manager) to access the car park.

All pupils can be collected from their classroom doors at 3.15pm. Parents will be able to access the playground from 3.10pm onwards, when the gate will be opened. Children should only be collected before this time by prior agreement with the headteacher or deputy head.

A FEW OTHER ITEMS / HEALTH AND SAFETY

Christopher Way is a private road and is not managed by the local authority. Please do not turn or park on this road.

Arrival time should not be before 8.30am, unless specifically instructed. Staff supervision of children is only in place for Breakfast Club from 7.30am and 8.30am and does not start on the main site until 8.30am.

Security of cycles and scooters remains **the owner's responsibility** and the school cannot accept responsibility for any loss or damage for items left on site. Please lock your bikes and scooters if keeping on site for the day.

For on-site Health & Safety reasons:

- No Dogs (except assistance dogs and our school dog)
- No Smoking or vaping
- Do not carry out any aggressive or anti-social behaviour, including swearing
- Do not play any ball games before or after school on site
- Do not climbing on or use of any play equipment
- Do not ride bikes and scooters on the school site (this includes electric scooters which are not allowed at all on the site)