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.

Dropping off on foot:

Pupils can begin to arrive from 8.30am onwards. Parents (from all year groups) are welcome to walk pupils round to the playground and wait with them until the bell.

Alternatively, pupils from can walk to the playground to be supervised by school staff if they wish. *Although we do allow pupils in reception and year 1 to be dropped off in this way, we discourage this in the early weeks and months of school until they are settled and comfortable with the routines.*

Dropping off by car:

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 8.30 until just before 8.45am.

Although we do allow pupils in reception and year 1 to be dropped off in this way, we discourage this in the early weeks and months of school until they are settled and comfortable with the routines.

To keep the drop off running smoothy we ask that parents do 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 gates.

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

BREAKFAST CLUBS

Treehouse provide the before school Breakfast Club. Access to Treehouse is at the front of the school, next to the school office.

Parents will be able to drop off children from 7.30 am. Parents pay Treehouse for this childcare and should make arrangements to book sessions with Treehouse directly.

The school operates an early drop off club to support pupils who find the transition in the morning difficult. **This club is by invitation only and must be discussed with school staff in advance.**

THE END OF THE SCHOOL DAY

No vehicles will be allowed into the school grounds 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). Please do not park on yellow markings. Please do not obstruct the access of others.

All pupils can be collected from their classroom doors at 3.15. Parents will be able to access the playground from 3.10 onwards, when the gate will be opened. Pupils in year 5 and 6 are given the opportunty to walk home with written consent from their parents.

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 and adjust arrangements slightly to ensure pupils feel safe.

Access to this provision will happen between **8.45 and 9.00 am**.

Departure for Evergreen children will normally take place **at 3pm.**

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 into this road.

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

Please be aware that the 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.

For Health & Safety reasons, we do not allow the following on the premises:

- Dogs (except assistance dogs and our school dog)
- Smoking or vaping
- Aggressive or anti-social behavior
- Ball games before or after school
- Climbing on or use of any play equipment (as this is unsupervised and may not be safe).
- **Riding of** bikes and scooters on the school site (this includes e scooters)

The school has a process to consider reasonable adjustments to site access during drop off and pick up times. Please contact the school office for more information.