



## Key stage 2 start and end of the day routines

School doors open at 8.45am / close at 8.55am

Registers taken at 8.55am (after this time your child is classed as late)

End of the school day arrangements

	3.05pm	3.10pm
Hall door	Year 4	Year 6
Playground door	Year 3	Year 5

### “Do’s and Don’ts” of pick up time – with our thanks 😊

#### Please ....do

- ✓ arrive on time
- ✓ stand back from the door so staff can see who is collecting each child
- ✓ wait until the class have been dismissed to approach your child’s teacher if you need to speak to them
- ✓ make sure you are supervising your child at all times
- ✓ make sure your child stays off any school equipment / outdoor resources
- ✓ phone ahead if you are going to be late
- ✓ have high expectations of your child’s behaviour

#### Please ....don’t

- ❖ crowd near the door – this makes it very difficult for staff to see
- ❖ send anyone to collect your child who is not on their safeguarding list
- ❖ distract the staff from watching who is collecting the children
- ❖ allow your children to climb on / use or damage school equipment
- ❖ bring dogs onto the yard, even on a lead (unless they are assistance dogs)
- ❖ ride electric bikes or children’s electric scooters onto the yard