

The Teaching Day

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| Morning session: | 8.45am – 12noon |
| Morning Playtime: | 10.40am - 10.55am |
| Lunchtime: | 12pm – 12.55pm |
| Afternoon session: | 1.00 - 3.00pm |

Total weekly teaching sessions - 23 $\frac{3}{4}$ hours
(This excludes playtimes and assembly times)

Parents are asked to ensure that children arrive at **8.45am** from which time they will be supervised until the start of the school day. All visitors are required to sign in at the front office. Register is taken at 9am, after which time pupils will be marked as 'late'.

We would ask parents to make every endeavour to collect children promptly from school and the end of the school day at 3pm or shortly thereafter. If for any reason you are unavoidably delayed, do please try to **contact the school, so that we can warn the children before home-time**, to avoid them being unnecessarily upset or confused. We require parents to send in "permission going home" slips if anyone other than a parent is to collect their child – this is a necessary safeguarding procedure.

In the interests of safeguarding, it is **essential** that parents inform the school office in advance if there are **any changes** to the **normal** way a child travels home.