

The School Day



The daily timetable runs as follows:-

- 8.45am Children arrive at school
- 9.00am Registration and first teaching session
- 10.30-10.45am Morning break
- 10.45-12.00 Second teaching session
- 12.00-1.00pm Lunch
- 1.00-2.15pm Third teaching session
- 2.15-2.30pm Afternoon break
- 2.45-3.30pm Fourth teaching session. End of school day.

School's Timetabled Weekly Hours

Official Start of the school day	End of the school day	Session Times	Total hours per day	Total hours per week	Hours per week (decimal)
8.45am	3.30pm	8.45-3.30	6 hours and 45 minutes	33 hours and 45 minutes	33.75

Mornings

School starts at 9.00am and finishes at 3.30pm. Punctuality is important as children who arrive late feel very unsettled. Children should enter the school from **8.45am** to ensure a prompt start at 9.00am. The teachers will be in class at this time to receive the children. The playground is not supervised by staff prior to the start of school. Parents must only enter the school via the front entrance.

If children arrive late they will receive a late mark in the register, please sign them in at the office and let them enter through the front entrance. As a parent, you will also have to write down the reason for the lateness on an individual record sheet. There is no entrance for parents/visitors through the side doors which are locked as a security measure.

All visitors to school must sign in and out at the front desk. Visitors are asked to familiarise themselves with the school's Child Protection Guidelines and Health and Safety documents that are available at the front desk.

Leaving for Appointments

For security reasons, any child needing to leave school for an appointment or through illness should be signed out at the front desk. Advance notice of appointments should be given via the medical advice note available at the school office and on the website (under Parents, Standard forms).

Absence

If your child will be absent from school through illness please telephone the school office first thing in the morning on 01420 562117. You can leave a message on the absence line anytime. Please provide your child's name, class and reason for absence in the message. The school office is manned from 8:30am-5:00pm (4:30pm on Fridays) if you would like to speak to someone.

Please note if your child has sickness or diarrhoea, they should be kept off school until at least 48 hours after their symptoms have gone. If we feel your child has come back to school too early, we will contact you.

Parking

Parking is limited around the school as you can imagine. The school was never built with the idea of so many travelling by car.

Parents may park along the perimeter of the large upper playground at both morning and afternoon drop-off times. The parking area immediately outside the hall is reserved for staff until after 9.00am. Please be aware that the school requires the use of the upper playground once the school day has started.

Parents are asked to exercise the utmost caution in the car park, reverse parking slowly into a space to minimise the risk of accidents.

Children should walk around the field edge of the car park and not cross the playground. Please supervise your children at all times in the car parking area – including younger siblings who may accompany you.

Severe Weather/ School Closure

In extremes of weather (snow) and the unlikely event of school closure, information will be broadcast on www.hants.gov.uk and as well as our own school website and email. Parents should check before coming into school. A text messaging service is available to inform parents in the event of emergency school closure. Parents should ensure the office has up to date contact details.
