**Lower Meadow Start of Day Procedure**

Gates Open at **8.35am** and Close at **8.55am** – a member of staff will be visible during these times. Please ensure your children arrive at school to enter their classrooms for 8.45am registration.

**NO PARENTS** are allowed into school during these times unless you have entered through the office and signed in. Please do not ask to go through classrooms, this will not be allowed. If you need to speak to your child’s teacher either pass on a message or make an appointment for the end of the day. The teachers must be focussed on your children and starting the day without disruptions.

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| **F1 Nursery Children**  **AM – 8.45am – 8.55am**  **PM – 12.30pm – 12.40pm** | Enter as normal through the nursery gate where a member of staff, usually Mrs Kaczmarcyzk is present to welcome the children. Parents can assist their child to take off coats and bags and then leave via the same door and gate. |
| **F2 Foundation Children** | Enter as normal through the foundation gate where a member of staff, usually Miss Billam is present to welcome the children. Parents can assist their child to take off coats and bags and then leave via the same door and gate. This may change towards the end of Spring as we prepare children for going into Year 1. |
| **Year 1 and 2 Children** | Members of staff, usually Mrs O’Reilly, Mrs Parkinson and Mrs Pilcher will be waiting at the entrance to the shutter areas to welcome your child. The **children only** will go straight into their classroom where their class teacher will be waiting for them. |
| **Year 3 and 4 Children** | On hearing the whistle at 8.45am classroom doors will open and **children only** can enter the classrooms. Children will be welcomed at the door by their teacher. |
| **Year 5 and 6 Children** | On hearing the whistle at 8.45am **children only** can enter the classrooms via the Sunshine corner doors. A member of the year 5/6 team will be visible to welcome the children. |

**This new procedure will begin on Monday 29th January 2018**

**Lower Meadow End of Day Procedure**

Gates Open at **3.10pm** and Close at **3.30pm** – a member of staff will be visible during these times. Please ensure you arrive in plenty of time to collect your children and also if in the event your child is going home with another responsible adult, you MUST inform the school office in all circumstances beforehand. Staff will not let children go with adults unknown to them.

**NO PARENTS** are allowed into school during these times. Please do not ask to go through classrooms, this will not be allowed. If you need to speak to the teacher or the teacher wants to speak to you, please wait a few minutes until all the children have been safely sent home. Please be patient when staff are handing over children, our aim is to keep your children safe at all times.

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| **F1 Nursery Children**  **Collection times:**  **AM – 11.30pm -11.40pm**  **PM – 3.15pm – 3.25pm** | Children will be ready and waiting on their carpet area. Parents should wait outside the nursery door and makes themselves visible to the nursery staff. They will match the child to the adult and hand them over one at a time. |
| **F2 Foundation Children** | Children will be ready and waiting on their carpet area. Parents should wait outside the foundation door and makes themselves visible to the foundation staff. They will match the child to the adult and hand them over one at a time. |
| **Year 1 and 2 Children** | All parents should wait outside the shutter areas. The class teachers will come to the entrance of the shutter area, whilst another member of staff waits with the children. The teacher will call your child to come outside and be handed over to you. |
| **Year 3 and 4 Children** | Parents should make themselves visible to Class teachers and children will be sent out of the classroom door to go home. |
| **Year 5 and 6 Children** | All 3 classes will line up inside school and at 3.15pm be led out to the playground by staff via the Sunshine corner. Parents should wait near the basketball hoop.  **PLEASE NOTE ANY Y5/6 CHILD WHO WALKS HOME ALONE MUST HAVE A SIGNED PERMISSION TO DO SO.** If this is not returned your child must be collected. |

**This new procedure will begin on Monday 29th January 2018**