



# Wallisdean Infant School



## Our School Day - 8.50am-3.10pm

- 8.45am Side gates to back playground are opened
- 8.50 am **Back Entrance Door opened. Children are taken to their classroom by their class teacher and the back door will be closed.** If you arrive after 8.50am you must take your child into the front entrance foyer and register them with the Admin Team.  
*Prior to this time all children (Infant School children & their siblings) on the School's grounds are under their parents' /nominated adults' supervision.*
- 8.55 am - 12.15 pm School day officially starts 8.55 am. The morning session finishes at 12.15 pm for Year 1 & Year 2 children. Year R finish at 12.00pm.
- 11.00 am -11.15 am Morning break - an opportunity to play and to eat a fruit snack provided by the school through the Government's Free Fruit for Schools Scheme and milk (if pre-ordered through the Cool Milk system).
- 12.15 pm Lunchtime (12.00 pm start for Year R only). All Infant School pupils are entitled to a free school lunch (UFSM). Families pre-order their child's lunch on-line through Apens website (**lunch order must be placed before 9.30am**)
- 1.15 pm Start of the afternoon session.  
Optional afternoon break (depending on classroom activities).
- 3.10 pm End of the day.

For their own personal development and promotion of self-worth, independence and life skills, it is important that your child **arrives at and is collected from school on time each day**. Frequent or prolonged lateness and patterns of absence will be investigated by the Executive Head Teacher and Parent Support Attendance Officer and may be referred to the Attendance Board.

If you do arrive at school after the start of the day (ie after 8.50 am) please bring your child to the school office so that they may be signed in by staff. **It is very important, for health and safety reasons, such as in the event of an emergency evacuation, that your child's arrival at school has been properly recorded.**

**Please inform the school as early as possible when your child is absent – please telephone the school office by 9.25 am and leave a message on the answer phone.**

Please let us know in advance if you will be collecting your child during the day for an appointment, eg doctor, dentist, hospital etc. Come to the school office and staff will bring your child to you and sign them off the premises. We encourage medical appointments to be towards the end of the day please as this causes less disruption to your child's learning.

**We will only allow children to leave the premises with an authorised adult (ie over 18 years old).** If your child is to go home with an adult other than yourself (or their regular collector) please inform the school office.

If it is likely that you will be late collecting your child at the end of the afternoon, please telephone the school so that we can arrange supervision for your child until you arrive (01329 280827).