The School Day

Breakfast Club	From 7.30 am until 9.00 am (last breakfast served at 8.30)
The school day starts for all children at	9.00 am (School open for quiet activities from 8.50)
School finishes at	3.15 pm
Lunch time is from:	12.00 until 12.55 pm
Late Stay Club is open from:	3.30 until 6.00 pm

School Procedures: Absence, Appointments, Holidays.

If your child needs to be absent from school then it is very important that you let us know by telephone before 9.00am.

Please use Option 1 on our Phone system.

If School has not had a message, we will phone you at home to ensure that your child is safely with you.

Absence from school for any reason other than illness is classed as unauthorised and is recorded as such on the school register.

If your child arrives at school after 9.10am then they will be given a late mark, if they arrive after 9.30am then they will be marked as unauthorised absence for that session but will still need to go to the office with a parent, to let Mrs Redmayne know that they are in school.

If your child has an appointment unavoidably within the school day, parents are asked to 'Sign-in' 'Sign-out' at the school office.

Holidays are *not to be taken* within school time.

Governor approval is necessary if you intend to take your child out of school in special and exceptional circumstances. The attendance sub-committee will meet each half term to discuss any holiday requests. If the request is denied but the absence still takes place your child's records will show an unauthorised absence and the School Governors reserve the right to implement County approved fines procedures for parents who keep their child from school during term time.

It is interesting to note that if you keep your child away from school for a two week annual holiday, more than a full term's education will be missed during Primary School.