



# Our School Day

**Our schedule for each day is recorded on the white board in the staff room. Please check this board for daily events/assembly times.**

**Please note that a bell is not rung to signify the start/finish of lessons and break times so please ensure you maintain good timekeeping.**

If you are staying for a whole day, you are welcome to order a school dinner from our caterers – just let the school office know before 9.30am. Payment must be made in advance.

<u>Time</u>	<u>Event</u>	<u>Notes</u>
8.35am – 8.50am	EYFS & KS1 Children Arrive  KS2 Children Arrive	Children enter via the playground gate and make their way to class. They will have time to greet their peers, discuss any issues with their class teacher and prepare/settle for the day. Please collect the communications folder from the school office.
8.50am	Registration and lunch ordering	Please register the children onto SIMS and also record their lunch choice onto the paper meal register contained in your register folder. There is a menu in each classroom detailing the choices each day. Please ensure you save your SIMS entries so that the office can access the data. If a child is not present in class please use code O so that the office can then ascertain their whereabouts. Please do not assume a child is ill – always use an O coding if they are not present and their entry is denoted with an ‘-’ symbol.
8.55am	Registers Closed	Children arriving after this time are classed as late. They should now arrive via the school office entrance and their lunch choice recorded. Please check that the late child has entered via the school office entrance and have been marked in the late book. If they have not please call the school office..
Various times	Whole School or Key Stage Assembly	Pupils are walked in line to the hall for assemblies.
10.15-10.30am	Morning Break	Children go out to play. Please help yourself to refreshments in the staff room. If the teacher that you are covering is due to carry out playground duty you may be asked to do this. You must wear a high vis vest when carrying out break supervision and take your accident reporting clipboard, first aid kit and class walkie talkie outside.
11.30am-12.30pm for EYFS And KS1  12.30pm- 1.30pm	Lunchtime and play EYFS/KS1  Lunchtime and play KS2	Lunch times are staggered, starting with Reception and KS1. Please check with your TA regarding your class lunch slot that day. Before children leave the class ensure children having school dinner are given the correct colour coded wristband that they wear down to the Dining Hall. If you are playground duty please remember your high vis jacket, accident reporting clipboard, first aid kit and class walkie talkie.
12.30pm for EYFS & KS1  1.15pm for KS2	Afternoon Register	Children line up in the playground and are brought into class by the teacher. Please ensure you check your communications folder for any messages/letters. Please register the children onto SIMS and ensure you save it. Please return the communications folder to the office if you have taken it to class.
3pm (3.15pm Wednesday)  3pm  3.10pm  3.15pm	End of School Day for Nursery  End of School Day for Owls  EYFS & KS1  End of School Day for KS2	Children are either dismissed to the parent/guardian to go home <b>OR</b> taken to their activity club

**Fire Alarm:** Should the fire alarm sound, please line the children up quickly & calmly and leave the building through the nearest exit, in silence. Please lead your class to the playground. A member of the office team will give you a paper class register to ensure all children are accounted for. Once completed please raise your hand and an office staff member will collect your register.