

## **START OF DAY PROCEDURES FROM JANUARY 2018**

### **EARLY YEARS (Nursery & Reception)**

**Early Years parents/carers will need to use the main school entrance to access the school (there will be no access to the Reception/Nursery area from Westmoreland Place Gate)**

Early Years entrance gate will be open to parents/carers of Reception and Nursery pupils at 8.30 am with a member of staff on duty. **Parents will be asked to wait in the playground with their child/ren.**

Nursery pupils will go into class from 8.30 am.

Reception pupils will go into class from 8.40 am.

Parents will not be permitted to access classrooms and are requested to leave the playground promptly once their child/ren are in class. All children must stand with their parents (including younger siblings) and should not be permitted to play with the resources which will have been prepared for learning activities.

Teachers will not be available to speak to parents before school. Urgent messages should be communicated by note. **The children's safety is our first priority.**

The Early Years gate will be locked at 9am and pupils arriving after this time, will need to report as 'late arrival' at the School Office.

### **KEY STAGE 1 (Years 1 & 2)**

KS1 pupils (who arrive at the main school entrance) will no longer use the Early Years playground route into school in the morning.

They will take the KS2 route to access their classrooms.

The gate will be opened at 8.40 am with a member of staff on duty (including Fridays).

Parents are not permitted to access the school site.

During the first week back, extra staff will be on duty to familiarize KS1 pupils with their new route to class.

KS1/KS2 pupils will continue to have access to their classrooms via the Westmoreland Place Gate (change solely affects Early Years ).

### **KEY STAGE 2 (Years 3-6)**

No changes

**There will be no change to end of day procedures.**