

The School Day

8:00am	Gates open for Breakfast Club (Breakfast club is in Ilanot on top floor)
8:45am	Gates open for soft start to the school day: children enter school as they arrive until 9:00am
9:00am	School doors closed and registration
9:10am	Gates and registers closed – please go to the school office to sign your child in
10:35-10:50am	Morning break Years 1-4
12:00-1:15pm	Lunch and playtime (2 sittings)
3:15pm	Gates open for pick up
3:25pm	End of school day – Reception
3:30pm	End of school day – Year 1 & 2
3:45pm	End of school day –Year 3 & 4

*School finishes early on Fridays during the winter months. Please see Term Dates information and weekly newsletters for this information.

Breakfast Club

Breakfast Club starts at 8:00am Pupils must arrive by 8:40am, otherwise they will need to wait in the playground until the start of school with their carers. It takes place in the **Ilanot** classroom on the top floor and children should be brought to the door of this classroom on the top decking at the back of the school. Places need to be booked and paid for a term in advance in order for us to plan and ensure sufficient staffing and food. If parents require a session on an emergency basis, they may talk to Andrea and we will try to be accommodating if there is room on that particular day.

Reception children may start Breakfast Club after the Staggered Start and once they are able to separate from their carers and stay with our Breakfast Club staff happily and comfortably.

Starting the School Day

A thoughtfully planned morning routine and arrival at school is important for every child and can have a significant impact on their experience at school each day. Teachers will work in partnership with parents and carers, paying attention to each child's needs and routines, to ensure that the day begins happily for the children.

At Eden Primary we have introduced a Soft Start to our school day. This is:

- To facilitate a smoother, calmer and more settled start to the school day
- To improve the crowding situation entering classrooms in the mornings

- To allow parents to have adequate time to take more than one child to classrooms during the arrivals period if they would like.

The school gate will open at 8:40am. For reasons of security please do not gather outside the school gates before or after dropping off your children.

Children and their families can start entering the school through the main family entrance and go straight to the classrooms at 8:45am or at any time before 9:00am.

From 8:45-9:00am there is a soft and staggered start: at any point during this time parents can take children to their classrooms to settle and start the day. There is special early morning work for children to start. This work includes quiet activities such as basic skills consolidation, spelling work, corrections to previous work, completing previous work, reading, etc. Parents are invited to stay for a couple of minutes to settle the children. This is a quiet time in the classrooms.

This arrangement is adapted and flexible for the first couple of months in Reception.

Responsible Year 3 and Year 4 children may go upstairs from the family entrance by themselves but parents are also encouraged and welcome to take them to the classroom every day or to pop in and check they are settled before 9:00 am.

All children must be settled and working in their classrooms by 9:00am. At 9:00am a register will be taken and children will start their day soon after on the carpet with their teachers.

There will be no waiting or playing in the playground during this period. We understand that parents enjoy meeting up at drop off and parents are of course welcome to remain on the school premises after they have dropped their children in their classrooms. We imagine that most parents will have left the school premises by 9:10am. Adults may then leave through the garden entrance or may use the stairs inside the building and leave via the Main Entrance and Reception Area downstairs.

Anyone arriving after 9:00am will need to enter through the Main Entrance at the front of the school and register their child as late, before taking them to their classroom.

The gates to the garden will close at 9:10am giving parents time to leave the school.

For reasons of Health and Safety, we are unable to accommodate prams or pushchairs inside the school building. They must be left in the garden or communal area at arrival and dismissal times or during school events. Older and younger siblings, who are not Eden Pupils, must be supervised at all times whilst on school premises, inside and out.

Ending the School Day

School ends at 3:25 pm for Reception children, 3:30 for children in Key Stage 1/Years 1 and 2 and 3:45 for Year 3 and Year 4 (except for before certain festivals and Fridays in winter – see separately circulated information for these dates). The gates to The Garden will open 10 minutes before the end of school and children in Years Reception - 2 should be collected from the external classroom doors onto the garden by named carers. Year 3 will be collected from the main family entrance and Year 4 children will be collected from the bottom of the stairs up to the decking.

If your plans change and your child will be picked up by anyone other than the individuals named on your pick-up form, we must have notification from you in writing or by email (to andrea@edenprimary.org.uk) by 2pm at the latest on the relevant day. Please note that for the safety of your child we will not release him/her to anyone not listed on the pick-up form without express written permission. Older siblings must be aged 14 or older to collect children.

If your child is not collected by 15 minutes after the dismissal time they will be accompanied to the office where they will await your arrival. At this point you and subsequent emergency contacts will be contacted by phone to ensure that someone is coming to pick up your child.

Remaining on the Premises After School Hours

Families may stay in the school garden after school to play for a while. Health and Safety can be a concern at this time. The children are no longer the responsibility of the school staff once they are dismissed from the classrooms. **Parents and carers have full responsibility for the children at this time and must supervise the children very closely** especially when they are allowed by their parents to use the climbing equipment. Children and parents may not take equipment out of the school cupboard or use any other school equipment at this time. Children may not come into the school at this time to use the toilets or for any other purpose unless they are accompanied by an adult.

Mobile phones

We ask that parents do not use their mobile phones in the school during the school day or at arrival and dismissal times. Phone conversations can be noisy and disruptive and can be distracting at significant moments when attention should be focused on the children. Teachers do not use mobile phones in the presence of the children unless in an emergency.