

Newland House School



TIMINGS OF THE SCHOOL DAY AND LATE COLLECTION POLICY

**This Policy applies to all sections of the school including the Early
Years Foundation Stage.**

Updated:	October 2021
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Reviewed each academic year.	

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1. Timings for the Nursery

Wraparound care before school in Prep part of the school	07:30 – 08:20
School Starts at 08:45	
Registration	08:20 – 08:40 (drop off)
Children are welcomed into school by a member of staff.	08:40 – 09:00
Snack time (provided by the parents)	10:00 – 10:25
Outside area time	10:30 – 11:00
Late morning session	11:00– 11:40
Lunchtime	11:50 – 12:15
Morning session collection	12:30
Afternoon session	13:00 – 15:20
Including fruit time (provided by the school)	
School Ends at 15:15	
Wraparound care after school in the Prep building	Up to 18:00

2. Collection arrangements for the Nursery

- 2.1 Children are dismissed by their teacher at either 12.30 or 3.20p.m. They are collected from either the classroom door (Bumblebees) or glass door (Ladybirds).

3. Late collection arrangements for the Nursery

- 3.1 If children are not collected by 3.30 p.m. and there has been no communication with parents by this stage, the parent/carers is called. Children will be taken over to the afterschool Wraparound care in the Prep and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

4. Timings for the Pre-Prep

Wraparound care before school in Prep part of the school	07:30 – 08:25
School Starts at 08:25	
Registration Children arrive and are welcomed into school by a member of staff.	08.25 – 08.45
Assembly	
Monday – Singing	08:50 – 09:10
Tuesday –No assembly	
Wednesday - Awards	
Thursday – no assembly	
Friday – HOY - Citizenship	
Break time Children have their snack (provided by parents) in their classroom before break time.	10:20 – 10:45 (Reception) 10:50 – 11:10 (Years 1) 11.15-11.30 (Year 2)
Late morning lessons Children return to their classrooms after break time and lessons continue	10:45– 11:50 (Reception) 11:15/11.30 – 12:30 (Year 1 and 2)
Lunchtime	12:00 – 13:00 (Reception) 12:30 – 13:30 (Years 1 and 2)
Afternoon lessons	13:00 – 15:30 (Reception) 13:30 – 15:30 (Years 1 and 2)
School Ends at 15:30	
After-school clubs & extra-curricular activities	15:30 – 16:15 (timings may vary depending on clubs attended)
Wraparound care after school in the Prep building	Up to 18:00

5. Collection arrangements for Pre-Prep

- 5.1 Each class has a designated door from which the teachers will dismiss them at the end of the day. All children are expected to say 'Good Afternoon' to the teacher before they go to the person collecting them.
- 5.2 Parents who also have older children at the Prep are welcome to add their child to the Sibling after school care register. KS1 siblings are taken to a KS1 classroom (on rotation) and Reception siblings, a Reception classroom, where they watch some children's tv until they are dismissed from either the side gate of the Pre-Prep (Reception) at 3.50pm or the library gate (KS1) at 3.50pm.
- 5.3 If someone new is collecting a child, the school should be informed. Parents/carers can e-mail the class teacher, telephone the office or inform the Receptionist.

6. Late collection arrangements for the Pre-Prep

- 6.1 If children are not collected by 3.45 p.m. and there has been no communication with parents or sign up for a club by this stage, the parent/carer is called. Children will be taken over to the Wraparound care provision in the Prep and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

7. Timings for the Prep

Wraparound care before school in Prep	07:30 – 08:20
School Starts at 08:25	
Registration	08.20– 08.40
Whole School Assembly on <i>Monday and Friday</i> <i>Year Group Assemblies Tuesday and Thursday</i> <i>Years 3&4 on Tuesday</i> <i>Years 5&6 alternating weeks on Thursday</i> <i>Years 7&8 Thursday</i> <i>Hymn Practice Wednesday</i> <i>or</i> Form Time	08:40 – 8.55
First Lesson	8.55 – 9.45
Second Lesson	09:45 – 10:35
Break	10.35 - 10.55
Third Lesson	10.55 - 11.45
Fourth Lesson	11.45 - 12.35
Lunchtime Clubs and extracurricular activities	12.35 - 13.35
Registration	13.35 - 13.40
Fifth Lesson	13.40 - 14.30
Sixth Lesson	14.30 - 15.20
Seventh Lesson	15.20 - 15.50
Form room and dismissal	15:50
School Ends at 15:50	

After-school clubs & extra-curricular activities (times may vary depending on the activity)	15:50 – 17:00
Wraparound care after school in the Prep building	Up to 18:00

8. Collection arrangements for Prep

- 7.1 All parents wait for their children at the end of the school day in the Prep School playground. Children are dismissed by their Form Teacher from a designated place in the playground each day. Once children have been handed over to their parents, the children become the responsibility of the parents. Parents should access the school at collection via the entrance on Teddington Park Road, or via the Minibus gates. Children going to Clubs or After School Club will be dismissed from the classroom by their Form Teacher.
- 7.2 As the children get older, we understand that they may want to start making their own way home and gain some independence. Pupils in Years 6-8 will be allowed to make their own way home and accompany their siblings home as long as we have written permission from their parents to do so. The children will be dismissed from the classroom by their Form Teacher. We do not advise for younger children to make their own way home without a responsible adult or older sibling.
- 7.3 If someone new is collecting a child, the school should be informed, and parents/carers can do this by e-mailing the class teacher or telephoning Reception. If they wish for their child to make their own way home once they have finished Wraparound care, parents need to make this clear on the sign-up form.

9. Late collection arrangements for the Prep

- 9.1 If children are not collected by 4.00 p.m. and there has been no communication with parents by this stage, the parent/carer is called. Children will be taken over to the Wraparound care in the Prep and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

10. Wraparound care

- 10.1 Wraparound care can be booked a week in advance via the dedicated section on of Firefly: <https://newlandhouse.fireflycloud.net/wrap-around-care/wrap-around-care-morning->

[and-afternoon.](#) Bookings must be made by noon on the Friday before the place is required to ensure that we have sufficient staffing to supervise pupils safely.

11. Further information

- 10.1 This policy will be reviewed every academic year unless there is a change required earlier. Parents will be consulted on any major changes to the school day and notified a term in advance.