

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:	September 2020
Updated by:	Deputy Head (Prep) Deputy Head (Pre-Prep) Nursery Manager
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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 – 08:25
School Starts at 08:45	
Registration	08:25 – 08:45 (drop off)
Children arrive and are welcomed into school by a member of staff.	08:45 – 09:00
Snack time (provided by the parents)	10:15 – 10:30
Outside area time	10:30 – 11:00
Late morning session	11:00– 11:50
Lunchtime	11:50 – 12:30
Morning session collection	12:30
Afternoon session	13:00 – 15:15
Including fruit time (provided by the school)	
School Ends at 15:15	
Wraparound care after school in the Prep building	Up to 18:00

Collection arrangements for the Nursery

- 2.1 Children leaving at 12.30 p.m. are collected from the classroom door onto the playground. They will be dismissed by a teacher and must be signed out on the register sheet by the adult collecting them.
- 2.2 Children leaving at 3.15 p.m. are collected from the glass door at the front of the building. They will be dismissed by a teacher and must be signed out on the register sheet by the adult collecting them.

2. Late collection arrangements for the Nursery

- 2.1 If children are not collected by 3.30 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 afterschool wraparound care in the Prep part of the school and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

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 – 08.50
Assembly	
Monday – Celebration	08:50 – 09:10
Tuesday - Awards	
Wednesday - Citizenship	
Thursday – no assembly	
Friday - Diversity	
Break time Children have their snack (provided by parents) in their classroom before break time.	10:20 – 10:45 (Reception) 10:50 – 11:15 (Years 1 and 2)
Late morning lessons Children return to their classrooms after break time and lessons continue	10:45– 12:00 (Reception) 11:15 – 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
Wraparound care after school in the Prep building	Up to 18:00

3. 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 shake the teacher's hand and say 'Good Afternoon' before they go to the person collecting them.
- 5.2 Parents who also have older children at the Prep are welcome to wait in the Pre-Prep playground/hall until 3.45 p.m. A child cannot be released into the playground if not supervised by the parent/carer between 3.30 p.m. and 3.45 p.m. A member of staff will supervise a child until 3.45 p.m.
- 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.

4. Late collection arrangements for the Pre-Prep

- 4.1 If children are not collected by 3.45 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 afterschool wraparound care in the Prep part of the school and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

5. Timings for the Prep School

Wraparound care before school in Prep part of the school	07:30 – 08:25
School Starts at 08:25	
Registration	08.25 – 08.40
Assembly (<i>Monday, Tuesday, Wednesday, Friday</i>) <i>or</i> Form Time (<i>Thursday</i>)	08:40 – 09:00
First Lesson	09:00 – 09:40
Second Lesson	09:40 – 10:15
Third Lesson	10:15 – 10:50
Break	10.50 – 11.10
Fourth Lesson	11:10 – 11:45
Fifth Lesson	11:45 – 12:20
Sixth Lesson	12.20 – 12:55
Lunch Lunchtime clubs & extra-curricular activities	12:55 – 13:55
Seventh Lesson	13:55 – 14:30
Eighth Lesson	14:30 – 15:05
Ninth Lesson	15:05 – 15:40
Form room and dismissal	15:40 – 15:45
School Ends at 15:45	
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

6. Collection arrangements for Prep school

- 8.1 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.
- 8.2 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 and then will be required to sign out in Reception. We do not advise for younger children to make their own way home without a responsible adult or older sibling.
- 8.3 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 after school wraparound care, parents need to make this clear on the sign-up form.

7. Late collection arrangements for the Prep School

- 7.1 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 afterschool wraparound care in the Prep part of the school and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

8. Wraparound care

- 8.1 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>

9. Changes to the arrangements for Autumn Term 2020

Due to the COVID-19 situation, the drop off and pick-up arrangements will be different as follows. In addition, in the Prep part of the school, a five-minute period will be added between lessons, to allow for teachers to get from one room to another and set up their lessons:

Before school

Drop Off 1: 8:20 - 8:30am

Nursery into Nursery side gate (Bumblebee) or main door (Ladybird)

Year 1 via Pre-Prep main gates to right side

Year 3 via Prep minibus gates

Year 5 via Prep Reception door

Drop Off 2: 8:30 - 8:40am

Reception via Pre-Prep main gates to right side

Year 2 via Library door

Year 4 via Prep minibus gates

Year 6 via Prep Reception door

Years 7 and 8 via Teddington Park gates

After school

All Nursery pupils attending morning only session collected at 12.30pm from Pre-Prep main gates to right side.

Collection Time 1: 3:30-3:40pm

Afternoon Nursery from Nursery side gate

Year 1 via Pre-Prep main gates to right

Collection Time 2: 3:40-3:50pm

Reception via Pre-Prep main gates to right

Year 2 via Library door

Collection Time 3: 3:50-4:00pm

Year 3 via Prep minibus gates

Year 5 via Prep Reception door

Collection Time 4: 4:00-4:10pm

Year 4 via Prep minibus gates

Year 6 via Prep Reception door

Years 7 and 8 via Teddington Park gates

Arrangements for Pre-Prep/Nursery Pupils with Prep Siblings

Pupils in the Pre-Prep and Nursery who have an older sibling in the Prep will be supervised within their year group and can be collected as follows:

- Nursery: at 3.45pm from the Nursery side gate
- Reception: at 3.50pm from the Pre-Prep side gate
- Year 1: at 3.50pm from the Pre-Prep main entrance door
- Year 2: at 3.50pm from the Library door

This arrangement does not impact the collection times for any other children. Prep pupils who only have a sibling(s) in the Prep and Pre-Prep pupils who only have a sibling(s) in the Pre-Prep or Nursery must continue to be collected at their designated year group time and collection point. In the mornings, parents who have siblings across the school are asked to continue to adhere closely to the morning drop off arrangements and timings.

10. 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.