

## Morning Routines for Great Wood Pupils and Parents

### Morning Parking:

- Parking on roads away from school and walking the last part is encouraged.
- The bus stop layby in front of the building is for drop off only, do not leave your car.
- Only cars driving on the left towards Broadway use the layby so cars are not crossing traffic.

### Foundation Stage Drop Off:

- Outdoor area double gates open at **8:45am**.
- Send children into school with book bags and water bottle.
- School meals are provided free of charge. Any lunchboxes in the coat stand. Ice packs are advisable to keep packed lunches cool and fresh.
- It is not necessary for parents to enter the classroom.
- Gates close at **8:55am**.

### Year One Drop Off:

- **8:45am** doors open and children enter classes.
- Children hang up coats and leave lunchboxes in cubbies.
- School meals are provided free of charge. Ice packs are advisable to keep packed lunches cool and fresh.
- Children go into class with book bags and water bottles.
- Teacher locks door at **8.55am**.

### Year Two Drop Off

- **8:45am** Link door opened, children enter classrooms via corridor – otherwise, same as Year 1.

### Junior Drop Off

- Junior playground supervised by one staff member from **8:45am**.
- Timber Trail is out of bounds.
- **8:54am** Children enter school:
  - o First whistle, pupils stand still;
  - o Second whistle, the classes closest to the front of school enter the four corridors from the rear – walking;
  - o Third whistle, the classes at the rear of the school enter the four corridors from the rear, walking.
- Coats and bags hung in corridors. Lunchboxes on shelf outside classrooms. Ice packs are advisable to keep packed lunches cool and fresh.
- Doors at rear are locked when both classes have entered.
- **8.55am** Playground gates closed

### Late Pupils

- Pupils arriving at school after **8:55am** are late.
- Late pupils enter school at the main entrance and report to the School Office.

### Parents wanting to get a message / speak to teachers in the morning:

- Written messages can be put in the Reading Record or given to children or the School Office.
- Infant parents have the opportunity to see teachers for quick messages first thing.
- Visit the School Office where staff will ring through to the teacher to make an appointment or see if the teacher is available.
- Please appreciate; a meeting at short notice is difficult for teachers who are setting up for the day.

## **End of Day Routines for Great Wood Parents and Pupils**

### **Parking**

- Parking on roads away from school and walking the last part is encouraged.
- The bus stop layby in front of the building is not for parking, stay with your car.
- Only cars driving on the left towards Broadway use the layby so cars are not crossing traffic.

### **Foundation Stage Pick Up:**

- Outdoor area double gates open at **3:10pm**.
- Parents stand back away from the covered area in order that teachers have a good view of everyone.
- When teacher identifies a parent is outside, a child is sent outside with bookbag and water bottle.
- Gates closed at approximately **3:20pm**.

### **Year One Pick Up:**

- Parents wait outside Y1 classes away from the building so the teacher has a good view and other parents and pupils can pass.
- **3:15pm** doors open and children are released to parents who are outside.
- Teacher closes door at approximately **3:20pm**.

### **Year Two Pick Up**

- Parents wait outside the link corridor, away from the door so the teachers have a clear view.
- **3:15pm** children are released to parents

### **Junior Release**

- Junior children are released from their classrooms at **3:20pm**
- Parents remain on the junior playground, not beyond the staff room and not around the rear of school.

### **Parents wanting with to meet teachers after school:**

- Visit the School office and staff will ring through to the teacher to make an appointment or see if the teacher is available.
- Please appreciate; a meeting at short notice can be difficult for teachers who may have arranged a meeting with another parent, a colleague or are attending training
- Children are told that if they can't see their adult, they should not leave the premises. They should go to the School Office.
- Parents who want older children to walk home alone, should give written permission to the School Office/Teacher to be filed in the School Office.