



SHEERNESS WEST FEDERATION

Isle of Sheppey, Kent



Executive Head Teacher: Steve Davies
Email: S.Davies@swfed.co.uk



Head of Schools: Hazel Brewer
Schools' Business Manager: Diane Jones



INFORMATION NOTICE FOR PARENTS/CARERS & GUARDIANS

19 May 2017

To ensure a smooth running and effective school environment for our pupils, routines are an essential part of school life. If a child arrives late it can be very distressing for them walking into a settled activity disrupting the rest of the class and leaving early at the end of the day during learning time.

This is challenging at the end of the day when children have not been picked up on time, it can be very upsetting for a child to be the only one left. This is why we need to be sure that each child is reunited with the correct adult.

Please ensure that the office/class teacher are aware if there is a different adult collecting. They will also need to be named on each child's individual contact list, please complete the change of details form available from the office. (Please note that a responsible adult is over the age of 16).

Times of the school day are listed below;

Start		Finish
8.30am	Morning Nursery Session	11.30am
7.45am	School Breakfast Club	8.25am
8.35am	Reception Breakfast Club	9.00am
8.35am - 8.45am	Reception	3.10pm
8.35am - 8.45am	Rest of School	3.15pm
12.20pm	Afternoon Nursery Session	3.20pm
Please note that the gate to the main playground is now opened at 8.30am and closed at 8.45am At the end of the day the gate is opened at 3.10pm.		

Arriving Late

If a child arrives late to Nursery/School they will need to be escorted to the main school office where they will need to be signed in. The office will ensure that all children are registered correctly and go to their classroom. They will receive a small slip to hand to the class teacher explaining to them that they have been registered, this is vitally important for fire reasons. As well as arriving late it is essential that all children remain in school until 3.15pm. The occasional exception for a dental/medical appointment is acceptable.

Minutes missing per day arriving late or leaving early	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

If you are experiencing difficulties in ensuring your child attends school regularly and punctually please arrange a time to discuss this with Mrs Roberts through the office.

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