

# Rocklands Community Primary School

74 The Street, Rocklands All Saints  
Attleborough, Norfolk  
NR17 1TP



## SCHOOL DAY ARRANGEMENTS

**8.30am** The main red gates are opened for children to wait on the lower playground. The children will not be supervised at this time and will be expected to wait quietly, e.g. no racing around or playing on the equipment.

**8.40am** A member of staff will come outside and supervise the children on the lower playground, enabling parents to leave.

If you feel your child is responsible enough to be left unsupervised on the playground before 8:40am, will you please let the office know that this will be your usual arrangement.

*The Morning Table is stocked with absence forms, message forms for teachers and dinner order forms and will be placed near the red gates each morning.*

**8.45am** The bell will ring for the children to line up and walk with their teachers to their classes.

*If it is raining, the supervising teacher will bring the children in from the playground at 8:40am to wait in the school hall.*

**8.55am** The red gate is locked. Any children arriving later than this will need to ring the bell on the school office door.

**School begins at 8:55am.** The children have a mid-morning break, followed by a daily aerobic session.

**12.15-1.15pm** Lunch time.

**3:15pm** **School finishes.** Staff ensure that Class 1 and 2 children are met by their designated responsible adult. All children know that if their adult is not there, they must inform a member of staff.

If there are any changes in the arrangements for collecting children from school, please inform us. There is a Child Collection Book and Pupil Collection Forms available on the Morning Table for parents to give the school authority to release children to named adults.



Executive Headteacher:

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