



## FAIRLANDS PRIMARY SCHOOL & NURSERY

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Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

15<sup>th</sup> May 2009

Dear Parents / Carers

I notice that a large number of children have been arriving at school after 8.50am this term.

Assembly is a very important time where the whole school, or key stages, can come together to think about issues and share experiences. **All assemblies start at 9.00am in the morning and are something that children are expected to attend by law on a daily basis, which makes it even more important that your child is in school on time and ready to line up at 8.50am.**

Overleaf you will find a copy of our Start of Day Procedures. Please ensure that your child is on the playground by 8.50am daily, ready to be collected by their teacher, and do not hesitate to contact me if there is a problem with arriving at school on time in the mornings.

Yours sincerely

Robert Staples  
HEADTEACER

# START OF DAY PROCEDURES

- Children and parents arrive at school between 8.35am and 8.50am.
- The school is responsible for the children from 8.50am. Up to this point, parents are responsible for the safety and behaviour of their children.
- All external doors to the school will be locked and secure.
- Children and parents in Foundation Stage and KS1 enter the school via the Lower Building gate off the public footpath. They wait on Lower Playground 1 until the teachers come out, at 8.45am. A bell will then be rung at 8.50am. When the bell is rung, children line up in their classes, in register order, and are escorted to their classrooms by their class teachers. Once the children have cleared the playground, parents may make their way to the exits.
- Children and parents in KS2 enter the school via the Upper Building gate off the public footpath, and the external gate in Greydells Rd. They wait on Upper Playground 1 until the teachers come out, at 8.45am. A bell will then be rung at 8.50am. When the bell is rung, children line up in their classes, in register order, and are escorted to their classrooms by their class teachers. Once the children have cleared the playground, parents may make their way to the exits.
- In extremely wet weather, all children and parents go to the same playgrounds as described above, where they will be met immediately by teaching assistants who will escort children directly to the classrooms, where their teachers will be waiting to receive them.
- The headteacher will be on one of the playgrounds at 8.45am, so there is a daily opportunity for parents to meet and speak to him briefly if they wish to.
- If parents wish to speak to their class teacher, they may do so briefly before the bell is rung, or it may be wiser to make an appointment to see the member of staff after school.
- If parents wish to speak to Mrs Sandover or Mrs Dunthorne in the School Office, they can come in through the 'Main Entrance' as usual.
- Parents and children must not enter the school by the 'Visitors' Entrance', off the staff car park.

## LATES

- **KS1 children who arrive after 8.50am** must go to the Late Patrol in Year 1/2. This is in the entrance to the Lower Hall. They will be recorded as late and taken discreetly into assembly.
- **KS2 children who arrive after 8.50am** must go enter the school by the 'Main Entrance' and go to the Late Patrol, in the School Office. They will be recorded as late and will either go to assembly in the Upper Hall, or will be walked down to the Lower Building and taken discreetly into assembly in the Lower Hall.
- **Late Patrol finishes at 9.10am.** If any KS1 or KS2 children are later than 9.10am, they must enter the school by the 'Main Entrance' and go to the school office to sign in. They will be taken to class by a member of staff or their parent.