

## The Academy Day

<b>7.45am – 8.45am</b>	Breakfast Club for registered children only.
<b>8.30am</b>	The office is open Monday – Thursday. It is closed on Friday mornings.
<b>8.40am Reception 8.45am– 8.55am KS1am</b>	Doors open for children to enter the building. Registration complete.
<b>8.50am Reception 8.55am KS1/2</b>	Start of day.
<b>8.56am onwards</b>	Late children will enter school via the main reception entrance, where their parents will sign them in. The Admin Team will address persistent lateness.
<b>10.10am -10.25am</b>	KS1 Break-time.
<b>10.30am</b>	Assembly (Whole school Monday and Wednesday, in class Tuesday and Thursday, KS1 or KS2 celebration Friday)
<b>10.45am-11.05am</b>	KS2 Break time.
<b>Lunchtime</b>	Reception 11.50am-12.50am, Year 1 and Year 2 12 -1.00pm, 12.05pm – 1pm KS2.
<b>1pm</b>	Afternoon registration.
<b>Optional</b>	KS1 may have an optional afternoon break at the discretion of the class teacher.
<b>3pm 2.55pm for Reception 3.05pm for Year 5/6</b>	End of the school day. <ul style="list-style-type: none"> <li>• All children from Reception to Year 4 to be handed directly to their parent/carer or known adult.</li> <li>• Year 5 and 6 children can depart from the classroom independently but are reminded to come back into the Academy if the expected adult they are due to meet isn't on the playground or in the agreed meeting place.</li> <li>• Some Year 5 and 6 children may have permission to walk home which will be communicated to the class teacher by the office staff.</li> <li>• Any child not collected after 10 minutes at the end of the Academy day should be taken to the office. An administrator needs to be informed that the child has not been collected. The parents/carers will be contacted so that pick up can be arranged.</li> </ul>
<b>3pm - 4pm or 3pm - 4.15pm</b>	Extra-curricular clubs. <ul style="list-style-type: none"> <li>• Run by teachers, TAs or external club providers.</li> </ul>
<b>3pm - 6pm</b>	After school club for registered children only. <ul style="list-style-type: none"> <li>• 3pm-4pm children are in the Annexe building.</li> <li>• 4pm-6pm children move to the hall.</li> </ul>