

## **HARTING SCHOOL DAY**

### **MORNING DROP OFF**

8.30am – Classrooms open, access via the outside classroom door.

8.45am – Classes start and registration is taken.

### **ARRIVING AFTER 8.45AM**

Children arriving late for school really does disrupt the classroom and therefore parents who persistently drop off their children late for class will incur unauthorised absences which may result in the issue of a fixed penalty notice. (See the section on 'Absences' about fixed penalty notices.)

### **END OF THE DAY**

3.05pm – School finishes. Please collect your child from the outside classroom door. The teacher will release your child from there.

### **ARRIVING LATE FOR PICK UP**

If, in an emergency you find you are going to be late or someone else is collecting your child, please advise the school office at your earliest convenience.

3.15pm – Your child will be asked to wait in the front hall for collection and you will be asked to sign the 'Late Book'.

### **AFTER SCHOOL CLUBS**

Children attending after school clubs should be collected from the front hall (indoor activities) or playing field (outdoor sports) when the club finishes.