

The School Day

Children will have individual pick up and drop off locations based on their Year Group and inclusion timetable, this will be agreed with parents at the start of each half term.

All children arriving by transport will enter and leave school through the main entrance on school Road. All Rainbow Centre children must be escorted to and from school by a responsible adult.

- **The school gates open at 8:45am and close at 9am for drop off.**
- **The school gates open at 3:15pm and close at 3:25pm for collection.**

Term Dates. Please refer to the School website.

Late Arrivals. If your child is late arriving at School please take your child to the main School Office where they will be registered. Please inform School if you are running late at the end of the day, we will keep your child with us in class until 3.25 but after that time they will be taken to the main School Office.

Collection of Your Child. Please inform us if another adult is collecting your child, providing their name to the class staff, failure to follow this procedure will mean that we will not release your child until you have notified us.

Absence. All absence should be reported to the main School Office each day of the absence.

Term Time Leave. Any requests for term time leave must be agreed with the Headteacher.

Playground. We encourage you to arrive in good time to allow your child to be settled for the day and to socialise with their peers, however we ask that you don't allow your child to play on the equipment before or after school.

Contact Details. It is essential your details are kept up to date, including phone numbers and addresses. These can be amended at the School Office.