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# The School Day

## Your child will be in 2 Mint Class

**Mint timings:** 8.55 – 3.10

### **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 office where they will be registered. Please inform the school if you are running late at the end of the session.

### **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. Your child's day is exciting to them and we wish you to give them your full attention on collection which means greeting them with a smile and not being distracted on your mobile phone.

### **Absence**

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

### **Term Time Leave**

Unless agreed with the Headteacher this is not usually allowed.

### **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.

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## The School Day

### Your child will be in 2 Clover Class

**Clover timings:** 9.00 – 3.15

#### **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 office where they will be registered. Please inform the school if you are running late at the end of the session.

#### **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. Your child's day is exciting to them and we wish you to give them your full attention on collection which means greeting them with a smile and not being distracted on your mobile phone.

#### **Absence**

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

#### **Term Time Leave**

Unless agreed with the Headteacher this is not usually allowed.

#### **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.