



First day of school arrangements

School starts at 7.45am however the gates will open at 7.30am.

All returning parents and students please use the usual entrances for entry into school. New parents please use the main entrance at the main reception on the first day; we will then show you the gate you should be using to enter the school from day 2 onwards.

Students in early years and primary

- Students in **Nursery (FS1), FS2 and Year 1** may go straight to their classrooms. New parents will be shown where that is from a member of our support team who will be waiting at the front of school to assist you. Students in these year groups may also be collected from their classrooms at the end of the day. Please note for health and safety reasons we would prefer it if prams and buggy's were not brought into the school building.
- **Returning students in Years 2-6** must line up outside in the usual manner. After flag raising and national anthem your teacher will take you to your classroom.
- **New families of children in Years 2 and 3**, you will be taken to the canteen where Ms Hayes our Head of Primary will be waiting with some of our team to then take you to your room.
- **New families in Years 4-6**, you will wait in the main hall where Mrs Ahmed our Deputy Head of Primary will support by taking you to your classroom. This will be once the returning students enter the building after flag raising outside.
- **All students in Years 2-6** must be collected from the outside shaded basketball court at the end of the day. If you are new and not sure where this is, please make sure you ask us and we will show you the way.

Students in secondary school

- **Returning students** are to go straight to forms please using the correct secondary entrance, not the main reception. If you haven't checked your form room the lists are displayed at the top of the stairs just before the entrance to the secondary wing.
- **New secondary students** need to go to the main hall. Your Head of Year will collect you and take you to your form teacher.



- End of day secondary students with primary siblings should go to the shaded basketball court, all others should leave the building via the secondary entrance and meet their parents there (this is the entrance to the left of the main gate). Staff will be on duty to ensure you are dismissed safely.

A reminder that tea and coffee will be available in the canteen after drop of between 8 and 9.30 am. This is a good opportunity to mix with other parents , members of the leadership team will pop down and join you after ensuring all students are in the correct place.

Inevitably the first few days of school are daunting and arrangements sometimes do not always run to plan but we are here to support and work with you to ensure we get routines settled and established as quickly as possible.

Key Dates to remember

September 7th, 8am: welcome back coffee morning

Monday 15th September, 6pm: Early years and primary school meet and greet and information evening

Wednesday 17th September, 6pm: Secondary school meet and greet and information evening