

## Entry routines

Time	Children	Parents
08:00-08:15	All children wait in the Glasshouse	All parents wait in the Glasshouse or leave the school premises
08:15 – 08:25	<p><b>Reception and Year 1</b> children go to class if they have a parent to accompany them.</p> <p><b>Reception and Year 1</b> children go to the Early Years playground if they do not have parents accompanying them.</p> <p>All <b>Year 2-6</b> children play outside</p> <p><i>Note: no children should be waiting in the Glasshouse</i></p>	<p><b>Reception and Year 1</b> Parents accompany their children into the class and spend time reading</p> <p>Parents have dropped children off or have left before 08:15</p> <p><b>Year 2-6</b> Parents join children outside or have left the school premises</p> <p><i>Note: no parents should be waiting in the Glasshouse</i></p>
08:25 – 08:30	All children move to their individual classrooms	Parents leave the school building

## Dismissal routines

Time	Children	Parents
Up to 15:00		All parents wait outside
15:00-15:15	<p><b>Reception and Year 1</b> children will wait in their classrooms to be picked up by their parents</p> <p><b>Year 2 – 6</b> Children come down and go to their designated areas</p>	<p><b>Reception and Year 1</b> pick up their children in the classroom</p> <p><b>Year 2 – 6</b> Parents collect children from outside area and leave or help the children to their after school activity.</p>
15:15 – 15:25	<i>Note: no children should be waiting in the Glasshouse after this time – please wait in The Hungry Mind</i>	<i>Note: no parents should be waiting in the Glasshouse after this time – please wait in The Hungry Mind</i>