

Welcome to Hadley Wood School



7.55	Breakfast Club opens. Children and parents enter through front gate. (8.30 gate closes and no more children are admitted to the club after that time.)
8.45	Doors open Children will come straight to the classrooms to begin early work. All staff should be in the classrooms ready to greet the children.
9.00	Assembly People on duty can take their break at this time, as long as an adult is free to supervise the class in assembly. Please make sure that the children enter and leave the school hall in silence and quickly.
10.20 - 10.35	Morning break Please collect KS1 children from the playground at the end of break. KS2 children will come straight to the classrooms to begin work. All staff should be in the classrooms ready to greet the children.
10.45 – 12.00	Second teaching session Please take the children to the hall for lunch break.
12.00 – 1.00	Lunch break KS2 children will come straight to the classrooms to begin work. All staff should be in the classrooms ready to greet the children. KS1 children are collected from the playground at the end of lunch.
1.00 – 3.15	Reception and KS1 afternoon session (15 minute afternoon break as needed) Children to be taken to the playground at the end of the day. Children can be released when they have seen the adult who is to collect them.
1.00 – 3.20	KS2 afternoon session Children to be taken to the playground at the end of the day. Children remain with staff until they see the adult who it to collect them. Some children have permission to walk home alone – they will identify themselves.
3.30	Any children who have not been collected should be brought to the office.

After school clubs – most clubs run from 3.20 until 4.30

Children will come to the club when they are released from their class. At the end of the club, the children should be dismissed and handed to their parents at the front gate.

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