

Welcome to Hadley Wood School



7.30	<p>Breakfast Club opens.</p> <p>Children and parents enter through front gate. (8.30 gate closes and no more children are admitted to the club after that time.)</p>
8.45	<p>Doors open</p> <p>Children will come straight to the classrooms to begin early work. All staff should be in the classrooms ready to greet the children.</p>
9.00	<p>Assembly</p> <p>Staff take and collect the class to ensure that the children enter and leave the school hall in silence and quickly.</p>
Staggered between 10.20 - 10.50	<p>Morning break</p> <p>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.</p>
From 10.30 – 12.00	<p>Second teaching session</p> <p>Please take the children to the hall for lunch break.</p>
Staggered between 11.45 13.15	<p>Lunch break</p> <p>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.</p>
12.45 – 15.10	<p>Reception and KS1 afternoon session</p> <p>Reception children released as parents arrive in outside area. KS1 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.</p>
13.00 – 15.20	<p>Year 3 afternoon session</p> <p>Children to be dismissed from the side gate next to the front Reception.</p>
13.15 – 15.20	<p>Years 4, 5 and 6 afternoon session</p> <p>Children to be taken to the playground at the end of the day. Children remain with staff until they see the adult who is to collect them. Some children have permission to walk home alone – they will identify themselves.</p>
3.30	<p>Any children who have not been collected should be brought to the office.</p>

After school clubs – most clubs run from 3.20 until 4.20

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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