

SLADEFIELD INFANT SCHOOL

School Session Times

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Reviewed and Approved by Governors on 1st October 2025

Next Review Date: October 2026

School Session Times – Usual Provision

January 2025

Breakfast Club

Breakfast Club is available for all children to access before school.

Children can access the Breakfast Club facility from 7.50am until 8.15am – children should be dropped off by their parents at the Main Office where they are registered by a member of staff, using the side entrance from Bamville Road to access the school site.

Children are then sent to their classrooms from the main school hall at 8.30am when the bell for the beginning of the 'drop-in' period is rung.

Start of the School Day

Before the doors are opened to invite the children into the school at the start of the day, all children should remain with their parents/carers.

Reception children can enter the school via the doors attached to the Reception Unit. All children can also access the school via the Front Conservatory or Back Conservatory entrance.

All doors are opened at 8.30am and remain open until 8.50am. Each door is manned by staff so that any messages that need to be shared with class teachers or other members of staff from parents/carers can be shared. The children have this 20-minute period to enter the school on a free-flow basis and make their way to the classroom.

At 8.50am, the doors are closed. Any children arriving after this time must enter via the Main Office and children need to be signed in on the school's Inventory System. This will lead to them being registered as 'late'.

School Times (Monday to Thursday)

8:50am	Registration
9:00am	Start of lessons
10:05am – 10:20am	Year 1 Break
10:40am – 10:55am	Year 2 Break
11:45am – 12:45pm	Reception Dinner Time
12:00pm – 12:45pm	Key Stage 1 Dinner Time
3:15pm	Reception End of School Day
3:20pm	Year 1 End of School Day
3:25pm	Year 2 End of School Day

School Times (Fridays)

8:50am	Registration
9:00am	Start of lessons
10:05am – 10:20am	Year 1 Break
10:40am – 10:55am	Year 2 Break
12:00pm	Afternoon Registration
12:30pm	End of School Day for Reception
12:35pm	End of School Day for Year 1 pupils
12:40pm	End of School Day for Year 2 pupils

A wrap-around service is provided, on request, for some children. These children have their lunch in the school from 12.30pm until 1.30pm, monitored by Lunchtime Supervisors. At 1.30pm, members of staff provide creative or sporting activities for the children to participate in. These children are collected at, or before, 3.15pm.

Parents/Carers need to have proof that all parents/carers (either both parents/carers or single parent/carer) are unable to collect their child at 12.30pm due to work or study commitments. At the discretion of the Head Teacher, other parents/carers who might have another reason to be unable to collect their child at 12.30pm may also be allocated a slot for their child at this provision. All parents/carers who request this wrap-around provision are requested to pay a fee of £20 per term, or £3 per session.

End of the School Day

Each class has been allocated a specific door to exit at the end of the day, as follows:

Front Conservatory	–	1HH & 2LL + Clever Cookies children
Back Conservatory	–	1SS & 2TD
1JC's Door	–	1JC
RLB's Door	–	RLB & 2HU
RRA's Door	–	RRA
RLA's Door	–	RLA

Parents/Carers are expected to be waiting at the allocated door so that they can collect their child at the correct time. If parents/carers cannot collect their child themselves, they should make arrangements for another known, responsible adult to collect their child. It would be expected that the parent/carer would inform the Office staff about who will be collecting their child so that this information can be relayed to the staff member dismissing their child.

If a child under the age of 16 is regularly going to collect a child from Sladefield, parents/carers will have had to have signed a 'Home/School Agreement' that outlines the expectations of this child, and also explains that they are passing guardianship responsibility to someone who is under the age of 16. Class teachers will have been made aware of this arrangement in advance of them dismissing the Sladefield child to another child under the age of 16.

Children are expected to let the staff member(s) dismissing their class know that they have seen a known, responsible adult before they are dismissed.

If the staff member(s) dismissing a child does not know the adult collecting the child, or thinks that the person collecting the child is below the age of 16 and that this has not previously been agreed, they should not dismiss the child but instead request that the person coming to collect the child makes their way to the Front Conservatory and wait for a member of the SLT to make relevant checks before allowing the child to go with the person who came to collect them.

Staff have the right to refuse to dismiss a child to an adult if they are not convinced that this is a known adult to the child, or else will not safeguard the child appropriately. If this is the case, the child will remain in the school and the parents/carers will be telephoned and asked to collect their child.

When children have not been collected by 3.30pm, all of the exit doors are closed and any remaining children are brought to the Front Conservatory to be collected. From 3.30pm onwards, Office staff will contact the parents/carers of those children still remaining in school to come and collect their child.

After School Clubs

All after-school clubs finish between 4.20pm and 4.30pm. All children who have stayed at a club are collected from the Front Conservatory where the same dismissal procedures are followed, as outlined above.