



## PRIMARY SECTION SCHOOL TIMINGS WITH EFFECT FROM SUNDAY, 30<sup>TH</sup> SEPTEMBER 2018

### **START OF DAY**

**GATES OPEN** for Student / Parent Access: 7.00 a.m. (No pupils on school site before 7.00 a.m.)

**School Buses:** Arrive from 7.00 a.m. to 7.40 a.m.

Support for students with School bags on the stairs (Grades 4- 6): 7.15 a.m. to 7.50 a.m.

**GATES CLOSE** at 8.00 a.m. Parents are respectfully requested to leave site by this time.

**Any parent attending a meeting which lasts after 8.00 a.m. will be provided with a signed exit slip (signed, dated and timed) to hand to the security guard to gain exit from Gate 2.**

### **Access for parents during the school day**

**PRIMARY SECTION ADMINISTRATION (Black Gate):** This is the only access for parents to the school site during the school day. (All emergencies will have access on application to the security guard at the Inner Door. Only pupils needing emergency collection will be brought to this area for collection).

### **Inner Door Access for non-emergency issues:**

Opening hours: 8.00 a.m. to 1.30 p.m.

**The Administration area is for parent inquiries and for appointments with staff only. There is no access to the school site for the general collection of pupils from this gate. Please do not arrange to collect your children from this area.**

KG parents are respectfully requested to collect their children from GATE 2, 12.45 - 1.30 p.m.

(The gate does not open until 12.45 p.m. so that we can ensure Grades 3, 4, 5 and 6 have vacated the outdoor areas following their break, prior to allowing entrance by parents).

(A shaded waiting area has been provided at GATE 2 for parents who arrive early and for those who arrive after 1.30 p.m. and need to wait till the gate opens at 2.00 p.m.)

### **End of Day**

### **GATE OPENING TIMES:**

**GATE 2:** 12.45 - 1.30 p.m. - KG 1 & 2 collections only

**GATES 1-4:** 2.00 p.m. for bus pupils.

Parents, we politely request that you allow the bus pupils to exit the gate before you access.

Parent access at 2.05 p.m.

**WAITING FACILITIES:** (Provided by School after hours / Supervised).

KG: Waiting Area: 1.00-2.00 p.m. Music Room: 2.00-3.00 p.m.

Grades 1 & 2: Waiting with Class Teacher up to 2.30 p.m. / Waiting Room 2.30-3.00 p.m. in G2Y.

Grade 3: Waiting with Class Teacher up to 2.30 p.m.

Waiting Room available for Grades 3, 4, 5, 6 opposite 3Y classroom - 2.15-3.00 p.m. (Urdu Classroom).

Grades 4, 5, 6 - can use waiting room/ or open area near gate which has teacher on duty till 3.00 p.m.

**The security of the school site is of utmost importance to enable us to keep your children safe every day.**

**Please help us by abiding by the times above.**

Your Cooperation is very much appreciated.

THE SCHOOL ADMINISTRATION