



ESSENTIAL INFORMATION

www.carrwoodprimaryschool.co.uk

01274 664864 or 07949899113

SCHOOL TIMES

School starts at **8.45am** for morning registration. Nursery (am) starts at **8.45am** Petals (am) starts at **8.30am**

Afternoon sessions start at these times:

Nursery (pm): **12.00pm** Petals (pm) : **12.15pm**

Children should be in class by these times each day.

THE BEGINNING OF THE SCHOOL DAY

The school doors open at **8.45am** and children should be in class by **8.55am** when the register is taken. Late marks are given to children arriving after the register closes at **9.00am**. For children arriving **8.55am** onwards they must enter school via the main office and sign in via the Inventory system to ensure they get their mark.

Dinner monies **MUST** be clearly marked with a name and class in a brown envelope and posted into a silver post box, either at the school office, Year 5/6 entrance or Year 3/4 entrance.

Reading folders, uniform items and pump bags etc. can be purchased at the school office.

THE END OF THE SCHOOL DAY

School lessons finish at 3.00pm and it will be 2 or 3 minutes later when your child is ready to leave school. Children should be collected outside the school building at the end of the school day. Should you wish to collect your child early for an appointment or change arrangements about who is collecting your child please inform the school office no later than 2pm.

SCHOOL GROUNDS

To ensure the safety of everyone all outside pathways must be used to get to the various parts of school. Please refrain from walking on the grass banking to avoid slipping. May we also remind you that dogs and smoking including the use of e-cigarettes are not permitted on school grounds.

SECURITY & SAFEGUARDING

Should you come to school during the school day you will only be able to gain access via the main office. All visitors to school must sign in at the school office. We need to be aware of everyone on our premises for the safety of the children. For security reasons all doors except the front entrance are fire doors. Only people on school business are allowed to be in the school during the day. It is important that we do this to safeguard your children.

CONTACT DETAILS, ADDRESSES & TELEPHONE NUMBERS

Please ensure you give us your up to date address and telephone number, it is really important that we have some means of contacting you during the day in case something happens. It also helps us to deal sensitively with your child if you inform us of any change of circumstances or problems etc. that your child may be having.

ILLNESS IN SCHOOL

We need to have up to date contact numbers in case your child is ill in school. If your child is ill a member of the office staff will contact you to make arrangements for collection.

FRIDAY MORNING ACHIEVEMENT/CELEBRATION ASSEMBLY

Each Friday we hold an assembly to congratulate those children, who have worked well and behaved well over the week. You are welcome to attend these assemblies at 9.00am, please wait by the Year 5/6 entrance. Often we introduce new ideas to the children about working and behaviour for them to discuss in the classroom later.