

Shebbear Community School
Times of the School Day & Home Time Arrangements Policy
June 2016

The Government has set out the total number of hours which children are to be taught in a week. This teaching time **does not include registration time** (when registers are called at 9.00 a.m. and 1.00 p.m.), **assemblies or break and lunch times**.

The required teaching time for Key Stage 1 is 21 hours, while for Key Stage 2 it is 23.5 hours per week.

The taught time in Shebbear Community School is:

Key Stage 1	21 hours 40 minutes
Key Stage 2	23.5 hours

This is broken down as follows:

Key Stage 1

Morning session	9.00 a.m. to 12 noon less:	10 minutes registration time 20 minutes break time 20 minutes assembly time (can be am or pm)
		Therefore 2 hours 10 minutes per day, 10 hours 50 minutes per week

Afternoon session	1.00 p.m. to 3.30 p.m. less	5 minutes registration time 15 minutes break time
		Therefore 2 hours and 10 minutes per day, 10 hours 50 minutes per week.

Total per week: 21 hours 40 minutes

Key Stage 2

Morning session	9.00 a.m. to 12 noon less:	10 minutes registration time 15 minutes break time 20 minutes assembly time (can be am or pm)
		Therefore 2 hours 15 minutes per day, 11 hours 15 minutes per week

Afternoon session	1.00 p.m. to 3.30 p.m. less:	3 minutes registration time
		Therefore 2 hours and 27 minutes per day, 12 hours and 15 minutes per week

Total per week: 23 hours and 30 minutes

Children should not be on the school premises before 8.45 a.m., since before that time staff cannot assume responsibility for them. From 8.45 a.m. they will be supervised in the playground. The school bell rings at 9.00am when the children line up and come into school.

In inclement weather the headteacher will decide if this first session is 'wet play' and will bring the children inside.

If for any reason your child has to come to school before 8.45 a.m., a prior arrangement should be made with the Head Teacher, or a nominated senior member of staff.

During the lunch time, Meal Time Assistants are employed to supervise the children in the dining hall and playgrounds, or classrooms if the weather is bad. The Head Teacher, or a nominated senior member of staff, is also available throughout the lunch time if required.

At home time the arrangements for each class are as follows:

- Teddy Class** - parents/carers/other authorised adults to collect the children from the covered area.
- Panda Class** - children leave the class via the fire exit. Parents/carers/other authorised adults to collect them from the school playground
- Koala Class** - children leave the class via the fire exit only, observed by a member of staff, and parents/carers/other authorised adults to collect them from the school playground or by the Village Hall school gate.
- After School Clubs** - children to be released from class at the end of the school day to go straight to the After School Club. Parents/carers/other authorised adults to collect children directly from the relevant After School Club.
- Bus Children** - to be collected by a staff member from the corridor and taken to the front gate to board the school bus.

Some children have permission from their parent(s) to walk or cycle from school to home and a list is kept in the school office and with the register. Unless we have received written permission to that effect then no child will be allowed to leave by themselves.

We regularly remind pupils of the dangers which strangers present to children and for this reason we make two requests of parents:

1. Please let us know if you are going to be late meeting your child;
2. Please let us know if you have made arrangements with someone else to pick up your child.

Adopted by the Resources Committee at their meeting on 20th June 2016.

Signed: Jason Quance
Chair of Resources Committee