



Newland House School

Timings of the day and late collection Policy

Updated	September 2024
Updated by	Deputy Head Pre-Prep Deputy Head Prep
Authorised by	Head

This Policy applies to all sections of the school, including the Early Years Foundation Stage

Contents

1. Timings for the Nursery	1
2. Collection arrangements for the Nursery	1
3. Late collection arrangements from the Nursery.....	1
4. Timings for the Pre-Prep	2
5. Collection arrangements for Pre-Prep	2
6. Late collection arrangements for the Pre-Prep	3
7. Timings for the Prep.....	4
8. Collection arrangements for Prep.....	5
9. Late collection arrangements for the Prep.....	5
10. Wraparound care (WAC)	5
11. Further information.....	5

1. Timings for the Nursery

Wraparound care (WAC) before school in Prep part of the school	07:30 – 08:20
School starts at 08:45	
Registration Children are welcomed into school by a member of staff.	08:20 – 08:40 (drop off) 08:40 – 09:00
Snack time (provided by the parents)	10:00 – 10:25
Outside area time	10:30 – 11:00
Late morning session	11:00– 11:40
Lunchtime	11:50 – 12:15
Morning session collection	12:30
Afternoon session Including fruit time (provided by the school)	13:00 – 15:20
School ends at 15:15	
WAC after school in Pre-Prep building	Up to 18:00

2. Collection arrangements for the Nursery

- 2.1 Children are dismissed by their teacher at either 12:30 or 3:0pm. They are collected from the door outside Rainbow class, leading out into the Pre-Prep playground.

3. Late collection arrangements from the Nursery

- 3.1 If children are not collected by 3:30pm and there has been no communication with parents by this stage, the parent / carer is called. Children will be taken to wraparound care (WAC) and staff will continue to try to contact the child's parents / carers. A charge will be applied for this service.

4. Timings for the Pre-Prep

Wraparound care (WAC) before school in Prep part of the school	07:30 – 08:25
School starts at 08:25	
Registration Children arrive and are welcomed into school by a member of staff	08:25 – 08:45
Assembly	
Monday – singing	
Tuesday – no assembly	
Wednesday – awards	
Thursday – no assembly	
Friday – HOY citizenship	
Break time Children have their snack (provided by their parents) in their classroom before break time	10:20 – 10:45 (Reception) 10:50 – 11:10 (Year 1) 11:15 – 11:30 (Year 2)
Late morning lessons Children return to their classrooms after break time and lessons continue	10:45 – 11:50 (Reception) 11:10 – 12:30 (Year 1) 11:30 – 12:30 (Year 2)
Lunchtime	12:00 – 13:00 (Reception) 12:30 – 13:30 (Years 1 & 2)
Afternoon lessons	13:00 – 15:30 (Reception) 13:30 – 15:30 (Years 1 & 2)
School ends at 15:15	
After school clubs & extra-curricular activities	15:30 – 16:15* * Timings may vary depending on clubs attending
WAC after school in the Pre-Prep building	Up to 18:00

5. Collection arrangements for Pre-Prep

- 5.1 Each class has a designated door from which the teachers will dismiss them at the end of the day. All children are expected to say 'Good Afternoon' to the teacher before they go to the person collecting them.
- 5.2 Parents who also have older children at the Prep are welcome to add their child to the Sibling after school care register. KS1 siblings are taken to a KS1 classroom (on rotation) and Reception siblings, a Reception classroom, where they watch some children's tv until they are dismissed from either the side gate of the Pre-Prep (Reception) at 3.50pm or the library gate (KS1) at 3.50pm.

5.3 If someone new is collecting a child, the school should be informed. Parents/carers can e-mail the class teacher, telephone the office or inform the Receptionist.

6. Late collection arrangements for the Pre-Prep

6.1 If children are not collected by 3.45 p.m. and there has been no communication with parents or sign up for a club by this stage, the parent/carer is called. Children will be taken to WAC and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

7. Timings for the Prep

Wrap around care (WAC) before school in Prep	07:30 – 08:20
School starts at 08:25	
Registration	08:25 – 08:40
Assembly	08:40 – 08:55
Monday – whole school	
Tuesday – Years 3 & 4	
Wednesday – Form time	
Thursday – Years 5 & 6 alternate with Years 7 & 8	
Friday – Celebration assembly alternates with singing practice	
Lesson 1	08:55 – 09:45
Lesson 2	09:45 – 10:35
Break	10:35 – 10:55
Lesson 3	10:55 – 11:45
Lesson 4	11:45 – 12:35
Lunch time and extra-curricular activities	12:35 – 13:45
Registration	13:35 – 13:40
Lesson 5	13:40 – 14:30
Lesson 6	14:30 – 15:20
Lesson 7	15:20 – 15:40
Form room & dismissal	15:40 – 15:50
School ends	15:50
After school clubs & extra-curricular activities	15:50 – 17:00
WAC after school in the Prep building	Up to 18:00

8. Collection arrangements for Prep

- 8.1 All parents wait for their children at the end of the school day in the Prep School playground. Children are dismissed by their Form Teacher from a designated place in the playground each day. Once children have been handed over to their parents, the children become the responsibility of the parents. Parents should access the school at collection via the entrance on Teddington Park Road, or via the Minibus gates. Children going to Clubs or WAC will be dismissed from the classroom by their Form Teacher.
- 8.2 As the children get older, we understand that they may want to start making their own way home and gain some independence. Pupils in Years 6-8 will be allowed to make their own way home and accompany their siblings home as long as we have written permission from their parents to do so. The children will be dismissed from the classroom by their Form Teacher. We do not advise for younger children to make their own way home without a responsible adult or older sibling.
- 8.3 If someone new is collecting a child, the school should be informed, and parents/carers can do this by e-mailing the class teacher or telephoning Reception. If they wish for their child to make their own way home once they have finished WAC. Parents need to make this clear on the sign-up form.

9. Late collection arrangements for the Prep

- 9.1 If children are not collected by 4.00 p.m. and there has been no communication with parents by this stage, the parent/carer is called. Children will be taken over to WAC in the Prep and the school will continue to try to contact the child's parents/carers. A charge will be applied for this service.

10. Wraparound care (WAC)

- 10.1 WAC can be booked a week in advance via the dedicated section on of Firefly: <https://newlandhouse.fireflycloud.net/wrap-around-care/wrap-around-care-morning-and-afternoon>. Bookings must be made by noon on the Friday before the place is required to ensure that we have sufficient staffing to supervise pupils safely.

11. Further information

- 11.1 This policy will be reviewed every academic year unless there is a change required earlier. Parents will be consulted on any major changes to the school day and notified a term in advance.