

CAR/WH

17 March 2011

Dear Parent/Carer,

Before and After School Routines.

As you are aware , school starts for students at 8.50 am each day with tutor time (except for Wednesday). In tutor time students receive their attendance mark for the morning and if they are missing from school parents are contacted via our automated system. On Wednesdays we run a thorough programme of staff training and school starts for students at 9.10am when they are registered in lesson 1 by their subject teachers.

Many students arrive on site before 8.50am each day and can access a breakfast in the dining area from 8.15am or take part in a small number of supervised before – school activities.

Before 8.15am we cannot accept responsibility for the welfare and safety of your child as at this early time of the day we do not have staff supervision. Between 8.15 am and 8.30 am supervision is limited to the dining area and any specific activities being run by staff and as a result access to the school is limited to the ground floor reception and dining area only. Students should not be at the rear of the school in the courtyard areas or on year 7 playground.

We are unable to accept responsibility for students who arrive earlier than 8.15 am or who do not remain on the ground floor in the areas indicated and would be grateful if you could reinforce this with your daughter or son. On Wednesday mornings student should not arrive in school until 8.30 am at the earliest and as with other days of the week should remain in the designated areas on the ground floor.

School ends at 3.00pm for the majority of students though many are involved in after school activities and clubs which are supervised by staff. Students should only remain on site if they are involved in supervised extra tuition, clubs or sporting activities. We are unable to accept responsibility for student safety and welfare unless they are involved in a properly supervised event.

Your child's welfare is of paramount importance to us and as such we want you to be aware of the extent to which we can and cannot look after them at the start and end of the day .If you have any specific needs which this information does not cover please contact your child's head of house who will be only too pleased to discuss the matter with you.

Yours sincerely



Mrs J Carver
Vice Principal