

Timings of the School Day

Year Group	Classrooms Opening Time	End of School Day Time
Nursery fulltime	8.45	3.15
Nursery half day	8.45 or 12.10	11.45 or 3.15
Reception	8.45	3.15
Year 1	8.45	3.20
Year 2	8.45	3.20
Year 3	8.45	3.25
Year 4	8.45	3.25
Year 5	8.45	3.25
Year 6	8.45	3.25

ATTENDANCE MATTERS Thank you for ensuring that your child arrives on time and attends school each day.

We have the highest aspirations for all children, and we are committed to enabling them to achieve and sustain the highest level of attendance, believing that every lesson counts.

We kindly ask that you refer to the school's attendance policy and procedures on our website.

The school day begins at 8.50am – however, classrooms are open from 8.45am. Between 8.45am and 9.00am there will be specific tasks to complete for children who are in school which will in turn support their learning. **We call this SODA (start of day activities).** Children are then settled and ready to start their learning. If your child arrives after 9.00am he/she will be marked late. It is important that your child registers at the school office if they are late to ensure they receive their mark and that their dinner choice is recorded.

As a school we have set a target of 97% attendance for this year. We are confident that all children can hit this target and we look forward to working with all families to achieve this.

The main school gates close at 8.59am. Class Registers close at 9.00am.

Therefore, if your child arrives to school after these times, they will need to be accompanied by an adult into school via the school office where they will need to be signed in.

Where persistent lateness gives cause for concern, further action will be taken. We will require you to attend a meeting to discuss how best to support you. Unfortunately, if this continues Hertfordshire can issue a fixed penalty notice if a child is late, after the registers close, for 10 sessions or more over two consecutive half terms.