



NORTH LANCING PRIMARY SCHOOL



Mill Road, Lancing, West Sussex BN15 0PT
(entrance in Browning Road)

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Web Site: www.northlancing.w-sussex.sch.uk

Headteacher: Mrs Brown - Deputy Headteacher: Mr J Todd

Expectations for before and after school – Yr 3 – Yr 6

Arrival arrangements

For their own safety it is important that children do not arrive before 8.35am. Often they inaccurately calculate the time needed to get to school or left at the wrong time. Therefore could you please remind them of the school timings and give them some prompts to help them manage their time keeping more effectively.

The school building is open from 8.35am (when the gates open) so that the children can come straight into school. There will be no need for them to wait on the playground at all.

Dropping off

We expect pupils from Year 3 upwards to come into the classroom independently. If you need to speak to your child's teacher, please ensure you arrive a little earlier so that you can catch them before the teaching day starts.

Scooters

Pupils are welcome to scoot to school. There are storage facilities for scooters outside the front reception office. If your child chooses to scoot they must first complete a scooter contract (available at the office). Scooters should not be ridden anywhere on the school premises. The privilege to ride a scooter will be removed from anyone not following the safety guidelines set out in the contract.

Lateness

We would also appreciate your support in ensuring that your child is in school before lessons commence. Coming into school late can affect the education of both your child and those in their class. Missing the introduction to lessons can be stressful for your child and explaining activities again disrupts lesson flow for other students. Lessons start at 8.45am in Years 3, 4, 5 and 6. Therefore your child needs to be in and settled before this time.

If your child arrives after 8.45am (Yr 3-6)) they must enter school through the main reception office to be signed in. This is extremely important as it ensures all children are marked in accurately.



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Absence

If your child is absent for any reason, wherever possible, please notify the school via the 'Studybugs App' which can be downloaded from the App store, Google Play or at www.studybugs.org. If for any reason you are unable to do this, then please telephone the school office on 01903 752301. *For the safety of your child it is very important we know where they are.* If you know in advance that your child will be absent please notify the main reception office; it will then be recorded directly into the register. You can remind the class teacher of absence but only in addition to notifying the office. Teachers often do not have immediate register access to record absence and it can therefore lead to an absence reason being missed.

Collection arrangements

At the end of the school day pupils from Year 3 and upwards are allowed to make their own way home if you wish. However, they must understand any pickup arrangements you make with them and always return to the main reception office if arrangements are not as they expected. School finishes at 3.05pm for Years 3 to 6. The Twitten gate will be open from 2.50pm.

Play equipment and learning areas

For safety and insurance reasons, pupils and any younger siblings must not use any of the playground equipment, or play in the Early Years, Year 1 or Year 2 areas before or after school.

I hope this letter helps to clarify arrangements. Thank you for your understanding and support.

EJBrown.

Emma Brown
Headteacher



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