

Drop off & collection

- The Reception school day is from **8.40am to 3.10pm.**
- The gate in the playground is open from 8.30am.
- Please try to say goodbye at the classroom door. This helps the children to settle quicker and become independent in putting their belongings away.
- Collect your child at the classroom door at 3.10pm. We will send them to their grownups one at a time. This can take a while initially while get to know all the parents.
- If you need to chat to us at the end of the day, please wait until we have dismissed the children. It makes it easier for us to focus on what you are saying!
- If your child is going home with anyone different from the usual adult, please let us know.
- Contact the office with any messages about your child's attendance - illness, absence, appointments, early pick-up etc. You can either drop in and speak to one of the office team or contact them by email or phone.

Email - office@holymeadprimary.co.uk

Phone – 0117 3772381