



Collection Timings – After School

Please see the below information on ‘how to collect your child’ at different times after school.

Reception & Key Stage 1

- **3:30 – 3:45pm**
‘Straight Away’ Collection: Children to be collected from the new play area.
- **3:45 – 4:00pm**
Please find a staff member on the tennis court — they will radio for your child to be brought outside.
- **4:00 – 4:25pm**
All children will be playing outside on the terrace (new play area).
- **4:30 – 5:00pm**
Tea Time – Please avoid collecting during this time.
If urgent, speak to a staff member on the tennis court who will radio for your child.
- **From 5:00pm onwards**
Collection is from the front door.

Key Stage 2 Collection

- **3:45 – 4:00pm**
Children signed out from the tennis court.
- **4:00 – 4:25pm**
Go to the playground are on the terrace and a staff member will radio for your child.
- **4:30 – 4:55pm**
Outdoor playtime; children can be signed out from the tennis court.
- **From 5:00pm onwards**
Collection is from the front door.
Please avoid collecting during tea until after **5:20pm**.

Wet Weather Arrangements

- **Reception & Key Stage 1:** Collection from the **front door**.
- **Key Stage 2:** Dismissal from the **Greenwood and Library doors** at the rear of the school.