



Daily Timing

Pre-Prep

8.00am	Early Drop begins. The side gate is opened and is supervised by members of staff until 8.55am. Early Drop staff are responsible for supervision.
8.30am	Pupils are allowed to go straight to their classrooms - all Form Teachers must be in their classrooms ready to greet pupils.
8.55am	For security purposes the gate is locked at this time on a daily basis by the member of staff on duty. Morning Registration is taken.
9.00am	First session begins.
10.30am	Pre-Prep Break begins.
10.50am	Pre-Prep Break ends. Second session begins.
11.50am	First lunch sitting (Reception and Kindergarten.)
12.00noon	Kindergarten morning session ends. (Supervision of pupil collection and locking of the side gate is the responsibility of Kindergarten staff.)
12.15pm	Second lunch sitting (Years 1 & 2).
1.00pm	Kindergarten afternoon session begins after Registration.
1.10pm	Pre-Prep lunch breaktime ends. Afternoon Registration. Session 3 begins.
2.30pm	Afternoon Break.
2.50pm	Afternoon Break ends. Session 4 begins.
3.30pm	Kindergarten, Reception and Year 1 dismissed. Late Stay begins.
3.35pm	Year 2 dismissed.
5.30pm	Late Stay finishes.

Prep

7.45am	Early Drop begins at Prep.
8.15am	Duty staff to posts. The gates are opened and pupils are allowed to enter the School from this time.
8.15am	Teachers to Form rooms.
8.25am	Pupils enter Form rooms.
8.30am	Registration is taken, anyone registered after that is classed as 'late' apart from Bus boys. (Gate is closed, once the Bus boys have arrived.)
8.45am	Boys escorted to Assembly (Mon/Wed/Fri).
9.05am	Session 1 begins.
9.45am	Session 2 begins.
10.25am	Session 3 begins. (Break)
10.45am	Session 4 begins.
11.25am	Session 5 begins.
12.05pm	Session 6 begins
12.45pm	Session 7 begins (lunch)
1.45pm	Session 8 begins with Registration.
2.25pm	Session 9 begins.
3.05pm	Session 10 begins.
3.45pm	Bus boys ready to leave/ End of day form time.
3.50pm	End of Day. (CCA & Supervised Prep holding time)
4.00pm	CCA begin and Supervised Prep
4.50pm	CCCA finish
5.30pm	Supervised Prep finishes