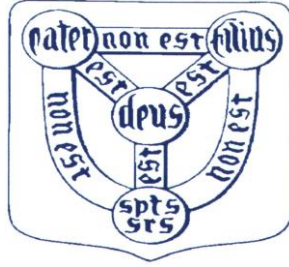


Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

Our School Day

The start of the school day:

- Children need to arrive at 8.45am.
 - Lessons start at 8.55am.
 - Parents drop off and collect their children at the front of the school and staff are outside to welcome the children daily.
 - If your child arrives after 8.55am a 'late' attendance mark will be recorded in the register.
 - If your child is absent for any reason, parents must inform the School Office by 9.25am. The School Administrator will investigate any unauthorised absence. (Please see the school's Attendance Policy).
 - Parents are asked to email the School Office email office.3853@shellingford.oxon.sch.uk with any notifications or information which the School Administrator (Mrs Kirsty Ashdown) will then forward to the Class Teacher or the relevant member of staff.
- * Please note it is appreciated if parents could consult Teaching staff at the end of the school day, rather than in the morning when staff are engaged in settling the children.**

The end of the school day:

- The school day finishes at 3.15 pm.
 - Parents are asked to wait at the school gate to collect their children. All children are escorted to the front of the school by a member of staff.
- ** No children will be allowed to leave the premises unless in the company of an adult who is known to the school. Parents are asked to let the School Office know by 1.00pm if another adult is collecting the child and to make themselves known to a member of staff on collection. We ask all parents to collect their children on time.**
- After-School Clubs for Years 1 to 6 finish at 4.15pm. Parents are asked to collect their children from the person running the club. The above ** will still apply.
- Please note that the school cannot accept responsibility for children outside school hours or outside the school's premises.

Thank you for your support in this.

Judith R Terrell
(Headteacher)

Church Street, Shellingford, Faringdon, Oxfordshire, SN7 7QA
Tel: 01367 710301 email: office.3853@shellingford.oxon.sch.uk
www.shellingford.oxon.sch.uk