

	Normal Time	Staying to Holding	Activity with Y3 & 4	Staying for Tea	Notes
Reception	3.30pm	4.15pm	n/a	5.55pm	<p>All Pre-Prep children in school after 4.15pm should be collected from Little Grange EXCEPT Year 2 pupils attending a Prep School Activity</p> <p>Holding in Pre-Prep will be until 4.15pm when any children remaining will be taken to tea and should be collected from Little Grange.</p> <p>Year 2 pupils attending a club with the Prep School should be collected at 5.30 from the activity room or at 5.50 from the Prep room</p>
Year 1	3.45pm	4.15pm	n/a	5.55pm	
Year 2	4.00pm	4.15pm	5.30pm	5.55pm	
	Normal Time	If doing an Activity	If Staying for Prep		
Prep School (Years 3 - 8)	4.15pm - collected from playground	<p>** 5.30 or 5.55pm - Most activities will finish at 5.30pm - children should be collected from the door to the Scott Wing (Bottom of stairs to ICT suite). Children will be inside, please wait outside and your child will be ready at the door when you arrive, ready to be signed out.</p>	<p>All those pupils who have been in prep for the whole session should be collected from the Study; all pupils should be signed out. Please do not disturb pupils or staff when collecting from the study as some will be concentrating and trying to do their homework.</p> <p>Those children staying for Prep between 5.30pm and 5.55pm should be collected from the door to the Scott Wing at 5.55pm where the duty teacher will dismiss them; they should all be signed out.</p>		<p>**Drink and Biscuits are served until 4.30pm when activities begin.</p>

ALL CHILDREN, IRRESPECTIVE OF ACTIVITY OR AGE MUST BE SIGNED OFF THE SCHOOL PREMISES IF THEY ARE STAYING IN SCHOOL BEYOND 4.15PM

Please try to stick to these times, particularly for the Prep School, as any times in between this results in disruption and too many people wandering around the buildings. Any late pick ups may be subject to a charge and a letter will be sent home if this happens on two occasions. We appreciate there may be emergency situations where it is unavoidable, but if this is the case please ensure you telephone the school to let us know.

Parents should NOT enter the John Graves Wing or the Boys Changing Rooms. If you need something from there, please find a member of staff.