



The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Ms Maria Gilmore

Eliot Bank School
Thorpewood Avenue
London SE26 4BU
Tel: 020 8699 0586
Fax: 020 8699 4489
info@eliotbank.lewisham.sch.uk
Head of School: Mr Mark Ridler

Gordonbrock School
Amyruth Road
London SE4 1HQ
Tel: 020 8690 0704
Fax: 020 8690 7201
admin@gordonbrock.lewisham.sch.uk
Head of School: Mrs Jane Wright

TIMES OF THE SCHOOL DAY/LATE COLLECTION/CHARGING POLICY

Your child should arrive before 8.55am* each day – this is when the first bell goes. The second bell is rung at 9am by which time your child should be seated in class and the register is taken.

Nursery – Y2 children should wait in KS1 playground for their teacher to come and collect them.

Y3 – Y6 children should wait in KS2 playground for their teacher to come and collect them.

Any child arriving after 9am for **any reason** must report to the school office to register in and receive a late slip.

Children from Nursery to Year 2 must be accompanied by their adult.

Teachers will not accept any late children into class without a late slip.

END OF SCHOOL DAY

The school day ends at 3.15pm**. **Nursery – Reception** classes' children should be collected direct from their classrooms. Parents /carers wait outside until the class teacher releases the children to them.

Children Y1 and Y2 will be brought to KS1 playground by their teacher, parents/carers should wait by this area for the teachers to release them.

Children Y3 –Y6 will be brought to the outside area by their teachers.

LATE COLLECTION / CHARGING POLICY

Any child not collected on time will be taken to the school office and their names will be recorded in the late collection book.

We realise that sometimes unforeseen things can happen that may make you late. Where possible you should arrange for another adult to collect your child on time but you **must** inform the school office as soon as possible of the name of the person so that we can release your child to the named person. If you are unable to do this you **must** still ring the school office to advise us that you are going to be late as we need to know that you are on your way.

If your child is collected late on more than three occasions during a school term then we have a charging policy which will mean that you will be charged £5 for every 15 minutes or part of 15 minutes for each child (THIS INCLUDES CLUBS).

It is parents/carers responsibility to ensure that their child/ren arrive at school on time each day and are collected on time at the end of each day.

***Nursery AM** - children can arrive from 8.45am **but no later than 9am**
- children can be collected from 11.30am **but no later than 11.45am**

****Nursery PM** - children should arrive at 12.30pm
– children can be collected from 3.15pm **but no later than 3.30pm**