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www.churchstretton.shropshire.sch.uk



Headteacher: Mr J Parr BA Hons

Monday 4th December 2023

School Routines

Dear Parents/Carers,

Since September we have been working as a school to implement expected routines and revise other routines to ensure that students and staff share a consistent experience in their classes and around school. This work has seen groups of staff and students thinking carefully about the things that we are all expected to do each day, from the moment we arrive at school until the end of the day when we leave site. Routines are of course everywhere in life, including for adults. We know that when they become embedded, they become part of how we do things, helping us to manage our day-to-day life. Routines ensure that we all know what we are supposed to be doing, when and how we are supposed to be doing it. How we undertake a fire drill evacuation or how we enter and leave an assembly are already very well-established routines, ensuring everyone is safe, orderly, and ready.

Over the remainder of this term, we are going to remind students of the routines that we expect all to adhere to at the start and end of the day. The aim being that students arrive and leave school in a safe, orderly, and respectful manner. The purpose of this letter is to make you aware of these routines as there are some slight changes to what we expect our students to do on arrival at and departure from school.

Start of the day

On arrival at school, students will need to:

- Enter the school via the main reception where they will proceed to either the quad area or courts. There will be no entry into the school building until the bell at 8.45am unless there is inclement weather. Therefore, it is important that students wear a weatherproof coat to school in addition to their uniform. As a reminder, hooded tops (including non-uniform zip up fleeces) and non-uniform jumpers are not permitted once on school site.
- When the bell sounds at 8.45am students need to proceed swiftly to their tutor room, removing their outdoor coats before entering the building, and arrive at tutor time in correct school uniform. Tutor time is the first structured lesson of the day, tutors will check that students have the equipment they need (pens, pencils etc.) and that they are in correct uniform before engaging in a set tutor time activity.

End of the day



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At the end of the day:

- Students in Key Stage four will be dismissed at the first bell at 3.20pm with students in Key Stage three being dismissed at the second bell at 3.22pm. Staff will dismiss their class in an orderly manner before escorting them to the front of the school, via the nearest exit.
- Students who travel on buses need to proceed swiftly to their bus and sit in their allocated seat.
- Any students who are walking or cycling need to leave the site promptly unless they are taking part in an extra-curricular activity.
- Students who are being collected by car need to wait at reception until their lift arrives and should not be walking across the car park.

As a reminder, whilst on the school site, **mobile phones should remain switched off and in school bags and coats should not be worn until outside the school building.**

These routines and reminders will be shared with students via assemblies and tutor time takeaways so that they have a clear understanding of the routines and expectations around them. As mentioned previously, the aim is to ensure that students arrive and leave school in a safe, orderly and respectful manner.

Thank you in advance for your support in the implementation of these start and end of day routines.

Kind regards,

M Longhurst
Assistant Head