

School Organisation and Safety

From September 2024



Please find below the arrangements for the start of the day (drop off) and the end of the day (collection) at Great Abington Primary School. We have also included other times across the school day. The objective is to minimise anxiety for all stakeholders whilst ensuring the highest levels of safeguarding for the children.

Non negotiables around drop off and collection:

Dogs (or any other pets) are not allowed on the school site unless agreed with the headteacher.

No balls or other sports equipment (from outside school) may be used within the school site.

Bikes and Scooters must not be ridden on the playground area.

Inappropriate ways of talking or acting towards staff, pupils or other adults will not be tolerated on the school site. We fully respect different views and are more than happy to talk through concerns but in a mutually respectful manner.

Communicate with the school if you are not going to make allotted times for drop off and collection.

[Contact Details page](#)

School and annexe staff are the only adults permitted to pin back the main black gate into the playground. In the morning the gate will automatically open at 08:30 and in the afternoon at 15:00.

School times of the day:

The following tables outline the school day timings for the school.

Class	Start time	Finish time	Time in school
C1 & C2	08:40	15:10	6.5 x 5 = 32 hours 30 mins
C3, C4 & C5	08:40	15:15	6.5 x 5 = 32 hours 55 mins

The staggered finish time enables an efficient exit from the single corridor used by 4 of the classes.

Please note: start time is the time your child is expected to enter the school as the days learning starts from this point.

The following tables outline the school breaktime timings for the school.

Class	Start time	Finish time	Time for lunch
C1* & C2	10:25	10:40	15 minutes
C3, C4 & C5	10:25	10:40	15 minutes

Note (*) - C1 pupils have continuous provision. Y1 C1 pupils will transition to breaktime during the academic year and is dependent on the cohort.

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The following tables outline the school lunchtime timings for the school.

Class	Start time	Finish time	Time for lunch
C1 & C2	12:00	13:00	1 hour
C3, C4 & C5	12:05	13:00	55 minutes

The staggered time allows us to organise the school meal provision with the catering team.

The following tables outline the after school clubs timings for the school.

Class	Start time	Finish time	Time for club
C1 & C2	15:10	16:10	1 hour
C3, C4 & C5	15:15	16:15	1 hour

Safeguarding children:

School staff will only release children from our care when we can see a named adult for that child. Exceptions are only granted where the parent has signed the [walking independently from school form](#). Our recommendation is that this forms part of the Year Y6 transition programme for preparing children for Year 7.

If pickup arrangements change at all please notify the school office as soon as possible so that staff can be informed.

Please be aware that children may well be accessing the playground from PE or other activities towards the end of the day and there may be overlap with you waiting for your child. We ask that you do not interact with the pupils whilst they are in the care of the staff.

Pupils attending the GAPS after school provision will be taken down to the annexe building / or monitored (KS2) by GAPs staff.

Pupils who are attending after school clubs will be taken to the club location and then a register taken by the staff member leading the club.

The collection point for after school clubs is outside the black fence area on the cricket outfield.

The outdoor shelter. Please feel free to use the shelter at pick up times to shelter from the weather.

If you have any questions or concerns please do get in touch with the school office.